



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, February 12, 2020

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. [20-107](#) Minutes of the January 8, 2020 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of January 8, 2020 be adopted as circulated.

Attachments: [Minutes - January 8, 2020](#)

4. Chair's Remarks

5. Presentations/Delegations

6. Committee Business

6.1. [20-093](#) Union of British Columbia Municipalities Grant for Volunteer Fire Departments - Motion of Support

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for South Galiano, North Galiano, Port Renfrew, Shirley and Otter Point Fire Departments for equipment upgrades and training in the amount of \$117,965.93 and direct staff to provide overall grant management. (NWA)

Attachments: [Staff Report UBCM Grant - Volunteer Fire Dpts-Motion of Support](#)

6.2. [20-094](#) Union of British Columbia Municipalities Grant for Wildfire Risk Mitigation Motion of Support

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Community Resiliency Investment program for FireSmart Initiatives on Galiano Island and to advance the regional coordination of Wildfire Risk Mitigation efforts. (NWA)

Attachments: [Staff Report: UBCM Grant - Wildfire Risk Mitigation-Motion of Support](#)

- 6.3. [20-106](#) Province of British Columbia Connecting British Columbia and Canadian Radio-television and Telecommunications Commission Broadband Fund Grants for Extending Fibre Optic Network Connectivity - Motion of Support

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That the Capital Regional District provide a letter of support for the application by TELUS to the Province of British Columbia Network BC Connecting British Columbia program and to the Canadian Radio-television and Telecommunications Commission Broadband Fund for a funding contribution towards the transport and last mile project for Jordan River - Port Renfrew.
(NWA)

Attachments: [Staff Report: BC Connecting BC & Cdn Radio-TV & Telecomm-Motion of Supp](#)

- 6.4. [20-113](#) Update on Connectivity Planning for the Southern Gulf Islands

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That the Connecting SGI: Connectivity Planning for the Southern Gulf Islands report be received for information.
(NWA)

Attachments: [Staff Report: Update on Connectivity Planning for the Southern Gulf Islands](#)
[Appendix A: Connecting SGI Connectivity Planning for the Southern Gulf Island](#)

- 6.5. [20-039](#) Investing in Canada Infrastructure Program - Green Infrastructure Grant Application for the Juan de Fuca Water Distribution Service and Magic Lake Estates Wastewater System Renewal Project

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

1.
 - a) Staff be directed to prepare and submit an application for Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure - Environmental Quality Sub-Stream grant funding for the Juan de Fuca Water Distribution Service - Anderson Cove water service extension project; and,
 - b) The CRD Board supports the project and commits to its share of the project, estimated at \$595,000, upon completion of a formal successful service area petition and approval of a loan authorization bylaw.
2.
 - a) Staff be directed to prepare and submit an application for Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure - Environmental Quality Sub-Stream grant funding for the Magic Lake Estates Wastewater Service - System Renewal Project; and,
 - b) The CRD Board supports the project and commits to its share of the project funding as a result of the successful November 2019 referendum to borrow up to \$6.0 million to fund the service area's project funding contribution, and the CRD Board's adoption of loan authorization Bylaw No. 4320.

(NWA)

Attachments: [Staff Report: Green Infrastructure Grant Applications](#)
[Appendix A: Anderson Cover \(East Sooke\) Water Service Extension](#)
[Appendix B: Magic Lake Estates Wastewater System Renewal Project](#)

- 6.6. [20-081](#) Amendment to Bylaw No. 1923, "Salt Spring Island Ganges Sewerage Local Service Establishment, 1991", for inclusion of 154 Kings Lane into

the Local Service Area.

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That Bylaw No. 4342, "Salt Spring Island Ganges Sewerage Local Service Establishment, 1991, Amendment Bylaw No. 13, 2020" be introduced and read a first time, second time and third time.
(NWA)

Attachments: [Staff Report: Bylaw No. 4342](#)
[Appendix A: Bylaw Amendment 4342](#)

6.7. [20-096](#) Active Transportation Infrastructure Grant Application 2020

Recommendation: The Salt Spring Island Transportation Commission recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:
That approval be given to submit a 2020 Active Transportation Infrastructure grant application for Phase 2 of the Lower Ganges Road - Booth Canal to Vesuvius Bay Road pathway project.
(NWA)

Attachments: [Staff Report: Active Transportation Infrastructure](#)
[Appendix A: Project Area Map](#)

6.8. [20-082](#) Bylaw No. 4331 as amendment to "Bylaw No. 3116, Salt Spring Arts Contribution Service Establishment Bylaw No. 1, 2003"

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That Bylaw No. 4331, "Salt Spring Island Arts Contribution Service Establishment Bylaw No. 1, 2003, Amendment Bylaw No. 3, 2020" be introduced and read a first, second and third time.
(NWA)

Attachments: [Staff Report: Bylaw Amendment Salt Spring Arts Contribution](#)
[Appendix A: Bylaw 3116](#)
[Appendix B: Bylaw 4331](#)

6.9. [20-055](#) Previous Minutes of Other CRD Committees and Commissions for Information

- Recommendation:** That the following minutes be received for information:
- a) Beddis Water Service Commission minutes of January 25, June 4, October 11, 2018 and February 28, 2019
 - b) Cedar Lane Water Service Commission minutes of June 5, October, 9, 2018 and January 16, 2019
 - c) Cedars of Tuam Water Service Commission minutes of February 5, June 7 and October 4, 2018
 - d) Fulford Water Service Commission minutes of June 4, July 31, August 16, October 15, 2018 and May 13, 2019
 - e) Ganges Sewer Local Service Commission minutes of April 18 and August 29, 2019
 - f) Highland/Fernwood, Highland and Fernwood Local Water Service Commissions minutes of June 11, October 15, 2018 and January 14, 2019
 - g) North Galiano Fire Protection and Emergency Services Commission, and North Galiano Fire Protection Society Joint Annual General Meeting minutes of November 24, 2019
 - h) Salt Spring Island Liquid Waste Disposal Local Service minutes of January 25, June 5, October 11, 2018 and January 15, 2019
 - i) Salt Spring Island Parks and Recreation Commission minutes of May 21, June 17, August 15, September 24, and October 29, 2019
 - j) Salt Spring Island Transportation Commission minutes of June 24, July 29, September 30 and October 28, 2019
 - k) Wilderness Mountain Water Service Commission minutes of November 25 and 27, 2019

- Attachments:**
- [Minutes: Beddis Water Service Commission-Jan 2018 to Feb 2019](#)
 - [Minutes: Cedar Lane Water Service Commission-June 2018 to Jan 2019](#)
 - [Minutes: Cedars of Tuam Water Service Commission-Feb to Oct 2018](#)
 - [Minutes: Fulford Water Service Commission-June 2018 to May 2019](#)
 - [Minutes: Ganges Sewer Local Service Commission-April to Aug 2019](#)
 - [Minutes: Highland/Fernwood, Local Water Svc Commission-Jun 2018 to Jan 20](#)
 - [Minutes: N. Galiano Fire Prot'n & Emerg Svc Comm & Society AGM-Nov 24, 20](#)
 - [Minutes: SSI Liquid Waste Disposal Local Svc-Jan 2018 to Jan 2019](#)
 - [Minutes: SSI Parks and Recreation Commission-May to Oct 2019](#)
 - [Minutes: SSI Transportation Commission-June to Oct 2019](#)
 - [Minutes: Wilderness Mtn Water Svc Commission-Nov 25 & 27/19](#)

7. Notice(s) of Motion

8. New Business

9. Motion to Close the Meeting

9.1. [20-116](#) Motion to Close the Meeting

- Recommendation:**
- 1. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter.
 - 2. That such disclosure could reasonably be expected to harm the interests of the Regional District.

10. Adjournment

Next Meeting: March 11, 2020

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

Meeting Minutes

Electoral Areas Committee

Wednesday, January 8, 2020

11:00 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; K. Campbell, Senior Manager, Salt Spring Island Administration; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; T. Pillipow, Committee Clerk (Recorder)

The meeting was called to order at 11:03 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 January 8, 2020 Electoral Areas Committee meeting be
approved.
CARRIED

3. Adoption of Minutes

3.1. [20-018](#) Minutes of the December 11, 2019 Electoral Areas Committee Meeting

MOVED by Director Howe, SECONDED by Director Holman,
That the minutes of the Electoral Areas Committee meeting of December 11, 2019
be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Hicks wished everyone a Happy New Year.

5. Presentations/Delegations

There were no Presentations or Delegations.

6. Committee Business

6.1. [20-003](#) Alternative Approval Process Results for Salt Spring Island Community

Safety Service Establishment - Bylaw No. 4325

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

1. That the attached Certificate of Results from the Corporate Officer for Bylaw No. 4325 be received, and
2. That no further action be taken on elector assent or adoption for Bylaw No. 4325 at this time.

CARRIED

6.2. [20-027](#)

2020 Terms of Reference

K. Morley introduced the 2020 Terms of Reference.

Discussion ensued on the following:

- section 1.0(a)iv.
- section 1.0(c)

MOVED by Director Holman, **SECONDED** by Director Plant
That the Terms of Reference be amended at section 1.0(c) to read:
The Committee may also make recommendations to the Board to advocate to senior levels of government regarding issues of importance to electoral areas.
CARRIED

MOVED by Director Holman, **SECONDED** by Director Howe,
The Electoral Areas Committee recommend to the Regional Board that the Terms of Reference be approved, as amended.
CARRIED

6.3. [20-030](#)

Housing Strategy for the Southern Gulf Islands

MOVED by Director Howe, **SECONDED** by Director Holman,
That the Southern Gulf Islands Economic Sustainability Commission recommend the Electoral Areas Committee to recommend to the Regional Board:

1. That staff develop a housing strategy for the Southern Gulf Islands Electoral Area, and
2. That implementation of the SGI housing strategy be considered in the 2021 service planning process.

CARRIED

6.4. [20-033](#)

Update on Connectivity Planning for the Southern Gulf Islands

MOVED by Director Howe, **SECONDED** by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
That staff be directed to seek partnerships with one or more Internet Service Providers and pursue funding for the design and implementation of the Southern Gulf Islands Connectivity Plan.
CARRIED

6.5. [20-008](#)

Previous Minutes of Other CRD Committees and Commissions for Information

MOVED by Director Holman, **SECONDED** by Director Howe, That the following

minutes be received for information:

- a) Magic Lake Estates Water and Sewer Committee minutes of November 12, 2019
- b) Skana Water Service Committee minutes of October 16, 2018
- c) Southern Gulf Islands Emergency Program Advisory Commission minutes of September 18, 2019
- d) Southern Gulf Islands Harbours Commission minutes of September 27, 2019
- e) Surfside Park Estates Water Service Committee minutes of October 30, 2018
- f) Wilderness Mountain Water Service Commission minutes of November 27, 2018
- g) Wilderness Mountain Water Service Commission minutes of November 28, 2018

CARRIED

7. Notice(s) of Motion

MOVED by Director Holman, **SECONDED** by Director Howe,

That a notice of motion re: Gas Tax Funds, be read into the record and notice be waived as per Section 22(7) of the CRD Board Procedures Bylaw.

CARRIED

MOVED by Director Howe, **SECONDED** by Director Holman,

WHEREAS the Federal Government distributes gas tax to municipalities and electoral areas throughout Canada based on population;

AND WHEREAS the Provincial Government allows gas tax funds to be used as a municipal or electoral area contribution towards some Provincial grants applications;

THEREFORE BE IT RESOLVED that Gas Tax funds should not be considered stacking, and municipalities and electoral areas be permitted to use their Gas Tax funds when contributing to all Provincial and Federal Grant programs.

CARRIED

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Howe, **SECONDED** by Director Holman,

That the January 8, 2020 Electoral Areas Committee meeting be adjourned at 11:36 am.

CARRIED

Chair

Recorder



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 12, 2020

SUBJECT **Union of British Columbia Municipalities Grant for Volunteer Fire Departments - Motion of Support**

ISSUE SUMMARY

Volunteer-based fire departments provide public safety services in the Capital Regional District (CRD) Electoral Areas (EAs). The CRD is applying to the Union of British Columbia Municipalities (UBCM) for grant funding for fire department training and equipment under the Community Emergency Preparedness Fund program. UBCM requires that all grant applications be accompanied by a letter of support from the local government.

BACKGROUND

UBCM provides funding for many community based projects including volunteer-based fire departments. A 2019/2020 grant opportunity is available to support training and equipment for volunteer and composite (mixed paid and volunteer) fire departments. The CRD is the 'authority having jurisdiction' for electoral area fire departments which do not fall under an improvement district, and is applying on behalf of the departments.

Five fire departments expressed interest in the CRD applying for the grant on their behalf: South Galiano, North Galiano, Port Renfrew, Shirley and Otter Point. The grant funds would permit departments to upgrade equipment such as turnout gear, pumps, and wildland suppression tools and attend specialized training courses. The total funds requested through the grant application are \$117,965.93.

As part of the application process, UBCM requires a motion of support from the local government to receive and manage grant funding.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for South Galiano, North Galiano, Port Renfrew, Shirley and Otter Point Fire Departments for equipment upgrades and training in the amount of \$117,965.93 and direct staff to provide overall grant management.

Alternative 2

That staff be directed to not submit the Union of British Columbia Municipalities Grant to the Community Emergency Preparedness Fund for South Galiano, North Galiano, Port Renfrew, Shirley and Otter Point Fire Departments for equipment upgrades and training.

IMPLICATIONS

Operational Implications

The opportunity to apply for grants could provide fire departments with additional funds for training to ensure they continue to meet their service level commitments. While staff have repeatedly

communicated this opportunity, several fire departments have not submitted grant applications and staff continue to highlight the need to maintain training levels to enable existing service level certification to be maintained.

CONCLUSION

The CRD supports volunteer and composite fire departments in its unincorporated areas. The UBCM's Community Emergency Preparedness Fund contributes to volunteer-based fire department training and equipment. Staff recommend funding training and equipment upgrades for five electoral area fire departments through the program. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for South Galiano, North Galiano, Port Renfrew, Shirley and Otter Point Fire Departments for equipment upgrades and training in the amount of \$117,965.93 and direct staff to provide overall grant management.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 12, 2020

SUBJECT **Union of British Columbia Municipalities Grant for Wildfire Risk Mitigation - Motion of Support**

ISSUE SUMMARY

Fire in the wildland urban interface is a risk throughout the Capital Regional District (CRD). The CRD is applying to the Union of British Columbia Municipalities (UBCM) for wildfire risk mitigation funding under the Community Resiliency Investment (CRI) program. UBCM requires that all grant applications be accompanied by a letter of support from the local government.

BACKGROUND

UBCM provides funding for many community based projects including wildfire preparedness and hazard mitigation. Over the past several years, Community Resiliency Investment grants have supported FireSmart projects in all three electoral areas. A 2019/2020 grant opportunity is available to support further programs in the electoral areas.

Two proposed projects would be 100% funded through this grant. On February 27, 2019 the Parks and Environment Committee directed staff to apply for grant funding to begin regional coordination on wildfire risk and tree mortality. Additionally, Galiano Island's FireSmart Committee has requested assistance in pursuing local public education, FireSmart training, and residential property assessment initiatives. The total funds requested through the grant application are \$49,900.

As part of the application process, UBCM requires a motion of support from the local government to receive and manage grant funding.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Resiliency Investment program for FireSmart Initiatives on Galiano Island and to advance the regional coordination of Wildfire Risk Mitigation efforts.

Alternative 2

That staff be directed not to submit an application to the Union of British Columbia Municipalities Community Resiliency Investment program for FireSmart Initiatives on Galiano Island at this time.

CONCLUSION

The CRD is committed to ensuring public safety from wildfire and other hazards. The UBCM's Community Resiliency Investment program funds local and regional wildfire risk mitigation initiatives. Staff recommend funding FireSmart projects on Galiano Island and to begin exploring regional coordination to mitigate wildfire risk through the grant. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Resiliency Investment program for FireSmart Initiatives on Galiano Island and to advance the regional coordination of Wildfire Risk Mitigation efforts.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 12, 2020**

SUBJECT **Province of British Columbia Connecting British Columbia and Canadian Radio-television and Telecommunications Commission Broadband Fund Grants for Extending Fibre Optic Network Connectivity – Motion of Support**

ISSUE SUMMARY

TELUS is applying to the Province of British Columbia (Network BC) under the Connecting British Columbia program, and to the Canadian Radio-television and Telecommunications Commission (CRTC) under the Broadband Fund to receive funding to extend fibre optic connectivity from Jordan River to Port Renfrew in the Juan de Fuca Electoral Area. A letter of support from local government is required.

BACKGROUND

The 2019-2022 Board Priorities include the need to develop an advocacy strategy to ensure that all occupied properties in the region have the opportunity to access high-speed internet services. This project will provide high-speed internet service to underserved communities within the Capital Regional District (CRD).

The high cost of providing infrastructure to rural and remote communities in B.C. has been identified by municipal governments, First Nations, regional districts, regional internet service providers and community advocates as one of the key barriers to expanding internet services. The Connecting British Columbia program was established to help pay for infrastructure required to deliver high-speed internet connectivity to rural and remote areas of the province. The program is funded by the Province of British Columbia (Network BC) and is administered by Northern Development Initiative Trust. The Connecting British Columbia program is currently accepting applications for Phase Three of the program in which up to \$50 million has been made available to help internet service providers and regional and local governments connect people in rural and Indigenous communities with high-speed internet.

The CRTC's Broadband Fund, which is funded by the larger Canadian telecommunication service providers, will provide up to \$750 million over five years. The Fund supports projects to build or upgrade access and transport infrastructure to provide fixed and mobile wireless broadband Internet access services in eligible underserved areas of Canada.

The proposed project to extend high-speed internet service to Port Renfrew would be fully funded through these grant programs and the internet service provider. There is no financial commitment required on the part of the CRD.

Letters of support are also being sought by TELUS from Pacheedaht First Nation Council and Sooke School District No. 62. High-speed connectivity will provide an important level of internet service to the Port Renfrew School, library and post office, Pacheedaht administration office, and emergency services. The service will also play an important role in enhancing economic and educational opportunities in the Jordan River, Port Renfrew and Pacheedaht communities more broadly, and will benefit users of Highway 14 and the Circle Route, including tourists and island residents during extended closures of the Trans-Canada Highway.

As part of the application process, the Province of BC (Network BC) and the CRTC require a resolution of support from the local government.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District provide a letter of support for the application by TELUS to the Province of British Columbia Network BC Connecting British Columbia program and to the Canadian Radio-television and Telecommunications Commission Broadband Fund for a funding contribution towards the transport and last mile project for Jordan River – Port Renfrew.

Alternative 2

That staff be directed not to provide a letter of support for the Connecting British Columbia and Broadband Fund applications.

CONCLUSION

TELUS is applying to the Province of British Columbia (Network BC) under the Connecting British Columbia program, and to the CRTC under the Broadband Fund to receive funding to extend fibre optic connectivity from Jordan River to Port Renfrew in the Juan de Fuca Electoral Area. High-speed internet service will provide a higher quality of life for local residents, improved government services and enhanced safety to users of the Highway 14 and the Circle Route. No financial commitment is required on the part of the CRD; however, the application must include a resolution of support from the CRD Board.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District provide a letter of support for the application by TELUS to the Province of British Columbia Network BC Connecting British Columbia program and to the Canadian Radio-television and Telecommunications Commission Broadband Fund for a funding contribution towards the transport and last mile project for Jordan River – Port Renfrew.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager, Juan de Fuca Community Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 12, 2020

SUBJECT **Update on Connectivity Planning for the Southern Gulf Islands**

ISSUE SUMMARY

To receive the *Connecting SGI: Connectivity Planning for the Southern Gulf Islands* report, which documents the results of the connectivity planning process undertaken in the SGI region over the past six months, involving community engagement on Pender, Mayne, Galiano, and Saturna Islands.

BACKGROUND

Throughout the Fall and Winter of 2019, the Southern Gulf Islands staff engaged island residents, community groups, businesses, non-profits, and government agencies to discuss the limitations of the current lack of connectivity and the potential for better, faster, more reliable internet to support the social, economic, and sustainability goals of the Southern Gulf Islands. Conversations focused on how better connectivity can help the Southern Gulf Islands meet its community needs and objectives, as well as the impacts and opportunities associated with increased connectivity. The results emphasize how improved connectivity is a fundamental need for Southern Gulf Islands communities to attract and retain young families, support low carbon economic development, and to improve access to social, educational, government, and health services. The next phase involves establishing partnerships with Internet Service Providers to advance design and phasing for implementation of the plan throughout the Southern Gulf Islands Electoral Area.

At the January 08, 2020 Electoral Areas Committee and CRD Board meetings, the following resolution was passed:

That staff be directed to seek partnerships with one or more Internet Service Providers and pursue funding for the design and implementation of the Southern Gulf Islands Connectivity Plan.

Staff has started engaging with Internet Service Providers to canvas interest in advancing partnerships.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Regional Board:

That the *Connecting SGI: Connectivity Planning for the Southern Gulf Islands* report be received for information.

Alternative 2

The Electoral Areas Committee request staff report back to the committee with further information on the report *Connecting SGI: Connectivity Planning for the Southern Gulf Islands*, as directed.

IMPLICATIONS

This project supports CRD Board priorities and the corporate plan priorities for Economic Development of Rural Areas (4b-2): “to advance economic development and plans through commissions;” and (4a-1): “support CRD Board on building an advocacy strategy to ensure all occupied properties have the opportunity to access high-speed internet services.”

The *Connecting SGI* process has integrated the voices of a range of different sectors on each island and throughout the Electoral Area. This has contributed to a sense of regional commonality and demonstrated the breadth of community support for better, faster, more reliable internet in the islands. Provincial and Federal granting agencies that support infrastructure investment, including last mile connectivity, indicate community connectivity plans support the success of applications for investment funding. Connectivity planning is considered essential because it requires the community to do the groundwork in identifying its actual needs for improved service. A resolution of the CRD Board will be required prior to submission of funding applications.

CONCLUSION

Results of the *Connecting SGI* Report indicates that connectivity is a fundamental necessity to enable the Southern Gulf Islands communities to diversify the demographic profile of the islands and achieve economic, social, and environmental sustainability into the future. The next phase involves establishing partnerships with Internet Service Providers to advance design and phasing for implementation of the plan throughout the Southern Gulf Islands Electoral Area.

RECOMMENDATION

The Electoral Areas Committee recommends to the Regional Board:

That the *Connecting SGI: Connectivity Planning for the Southern Gulf Islands* report be received for information.

Submitted by:	Justine Starke, MCIP, RPP, Manager, SGI Service Delivery, Corporate Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: *Connecting SGI: Connectivity Planning for the Southern Gulf Islands*



Connecting SGI

Connectivity Planning for the Southern Gulf Islands

Capital Regional District
January 2020



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Connecting SGI

Connectivity Planning for the Southern Gulf Islands

Capital Regional District | January 2020

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Connecting SGI

Connectivity Planning for the Southern Gulf Islands

Capital Regional District | January 2020

Introduction

This report documents community perceptions and experiences with internet connectivity on the Southern Gulf Islands (SGIs). The report demonstrates how greater connectivity can advance common goals of sustainable economic development, and community health and resilience for the region.

The Southern Gulf Islands

The Southern Gulf Islands are an archipelago located in the Salish Sea, between Vancouver and Victoria, with island populations ranging from approximately 350-2,000 residents. The islands of Galiano, Mayne, North and South Pender Islands, Saturna, and associated islets make up an unincorporated rural Electoral Area under the jurisdiction of the Capital Regional District (CRD). The CRD serves as the local government for most municipal services excluding land use, which is the purview of the Islands Trust federation.

First Nations

The Islands are situated within the territories of the Coast Salish peoples, and are specifically home to the SENĆOŦEN and HUL'Q'UMI'NUM' speaking peoples. Throughout the process, we have acknowledged the Coast Salish history, knowledge, and culture and welcome future opportunities to work together with our First Nations neighbours and collaborate on connectivity planning for the region.

Natural Assets of the Region

The Southern Gulf Islands are unique in character, both ecologically and socially. The islands are home to diverse wildlife, from hundreds of resident and migratory species of birds, fish and intertidal life to wildlife and marine mammals. Much of the vegetation is not found elsewhere in Canada and is ecologically sensitive. Visitors and residents enjoy exceptional recreational opportunities in these dramatic coastlines such as secluded beaches, panoramic views, an extensive parks network, and sheltered waters. In recognition of the distinct nature of the SGIs, the Province of British Columbia enacted the Islands Trust Act in 1974 to, "preserve and protect the area and its unique amenities and environment for the benefit of residents of the trust area and of the province generally."

Regional Context

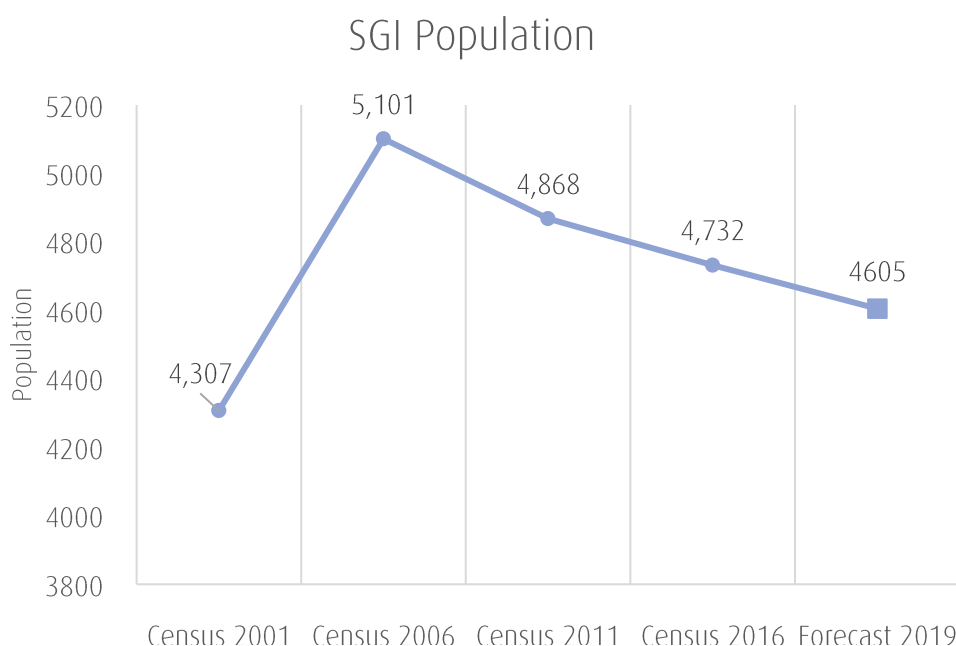
The islands are both rural and remote in character. Although located only about 50 km from Vancouver or Victoria, the overhead of time and cost to travel between the region and these nearby major centres is considerable, in

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many cases involving 12 or more hours and over \$100 for a roundtrip. The SGI archipelago was historically a community of socially and economically inter-connected islands. Significant changes in recent decades to BC Ferries routing and scheduling have weakened these inter-island ties.

Today, the SGI region struggles with demographic challenges. The average age (56.7) is significantly older than in the CRD as a whole (44.4), BC (42.3) and Canada (41), and there is a much lower proportion of families with children (10.3%) than in the CRD as a whole (17.9%). On most islands, more than 50% of residents are not in the labour force. Household incomes lag behind CRD and provincial averages, and the most substantial difference is in income for families with children, where the SGI median incomes (74,069) are much lower than the CRD (117,510) and BC (111,736) averages. Populations on most of the islands has declined in recent years and is projected to continue to drop.¹ These demographic challenges raise concerns as they can impact other aspects of community life such as school enrollment, volunteerism, stability for employees, and year-round viability for business.

The predominant land use on the islands is residential and the majority of the land is privately owned. Despite a long history of agriculture and forestry in the SGI, today the economic contribution of traditional land-based industries is now a small portion of the overall economic activity of the Southern Gulf Islands. In comparison to



¹ CRD Southern Gulf Islands Housing Needs Assessment, 2018

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other non-urban areas, the islands are disproportionately dependent upon private, non-employment income, primarily private investment income and private pensions. However, there is opportunity for island economies to diversify and to draw young families and professionals with the potential to work remotely in a wide range of fields.

Connectivity in the Region

Underlying these challenges is the poor internet connectivity in the region. The SGI region lags far behind the internet speeds identified by the Federal Government as a minimum standard. Internet service is inconsistent across the region; the infrastructure is outdated in many places, and has not been maintained. Where there is high speed, the connection is often unreliable, as it is vulnerable to frequent power outages, weather fluctuations, and varied topography that interferes with line-of-sight technologies. Due to the small population sizes on the islands and natural limits to growth, there aren't the economies of scale to attract significant investment from large service providers. In some cases, small local organizations tried to fill the gaps piecemeal, but these outfits are vulnerable.

The persisting digital divide between urban areas and the SGI region limits residents' access to emergency services, healthcare, climate change adaptation, education, transportation, and government services. Further, the limiting effect on economic diversification is perhaps most significant: insufficient connectivity deters professionals from relocating to the islands and drives the relocation of young people away from home, both of which undermine efforts to resolve the communities' demographic challenges.

Perceived Benefits of Increased Connectivity Across SGI

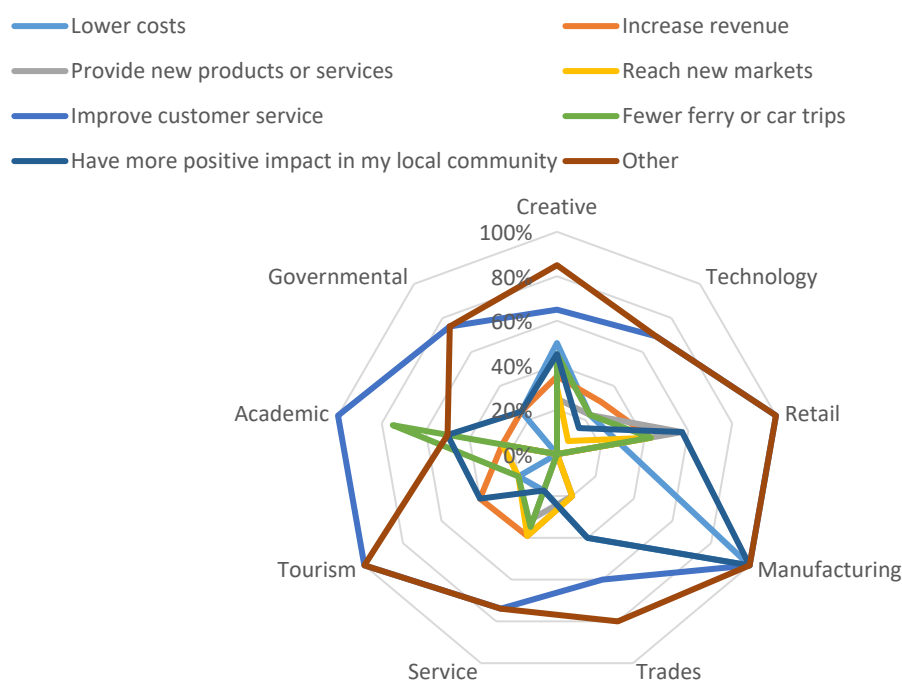


Figure 2 - Source: Business Survey 2019/2020

Southern Gulf Island businesses and organizations identified a number of interrelated benefits that would result from increased connectivity. When asked if better internet connectivity would benefit their business or organization, 93% of respondents answered yes. As indicated by Figure 2, of the options presented in the survey question, lowered costs and improved customer service were highlighted across most sectors. Consistently across the sectors the “other” option was also selected. In the comments, people indicated their reasons to be, making their business more productive and effective by saving time, enabling reliable video conferencing, improving the reputation of the business, and increasing the overall efficiency of operations.

Executive Summary

Improving broadband connection as a way to stimulate sustainable economic growth has been a long-standing goal of the Capital Regional District's Electoral Area Director for the Southern Gulf Islands (SGI). The SGIs' limited internet speed and reliability impacts the communities' social and demographic diversity and the potential for low carbon, appropriate, and sustainable economic development. This report represents a first step towards addressing these limitations.

This project, *Connecting SGI: Connectivity Planning for the Southern Gulf Islands* was initiated in spring of 2019 by the *Southern Gulf Islands Community Economic Sustainability Commission* to consider how greater connectivity can advance common goals of sustainable economic development, and community health and resilience for the region. This report documents Phase I of the project; it represents a community based, qualitative assessment of community perceptions and experiences with internet (and to some degree cellular) service in the region. The process was led by CRD staff, including a team of contract "CRD Liaisons"—representatives living locally on each of Galiano, Saturna, Mayne, and Pender Islands. The planning process used the *Connected Communities BC Digital Development Roadmap*² as a framework tool to advance a holistic approach to connectivity planning for the islands.

The project's aim is to establish an alternative business case for integrating private and public sector investment opportunities that can be supported for advancing the community's own connectivity goals. This study has confirmed there is a strong need and widespread support for increased connectivity and the importance of upgrading internet connectivity in the SGI to at least the minimum Federal standard of 50/10 Mbps. The community feedback highlights the need for service improvements and infrastructure investment for last mile connectivity in the Southern Gulf Islands.

The SGI Connectivity Plan has integrated the voices of a range of different sectors on each island and throughout the Electoral Area. This has contributed to a richer understanding of regional commonality and demonstrated the breadth of community support for better, faster, more reliable internet in the islands. Results of the Phase I assessment indicate that connectivity is a fundamental necessity to enable the SGI communities to diversify the demographic profile of the islands and achieve economic, social, and environmental sustainability into the future. The next phase will be to pursue infrastructure design and implementation for the SGIs, ensuring that future infrastructure development is coordinated, scalable, cost efficient, and in line with the priority community

² <https://www2.gov.bc.ca/gov/content/governments/connectivity-in-bc/connected-communities>

objectives for the region. The information gathered in this report will be used to inform future design options and to leverage opportunities for implementation.

Recommendations and Next Steps

This connectivity plan represents a community based assessment of the challenges faced by the rural island communities in the Southern Gulf Islands Electoral Area. It identifies how better connectivity would support solutions to the SGI's social and economic community needs. Servicing the SGI region with the minimum federal standard of 50/10 mbps would offer the base level of connectivity essential to meet community goals and should be prioritized by the Provincial and Federal governments. The following recommendations are proposed as a way forward towards resolving the issues identified throughout this process. A concerted effort to access public funds, private sector investment, and to coordinate an integrated, regional design is required.

- Technical analysis and connectivity design plan(s) should identify how the SGI as a region can be served with a level of connectivity to meet minimum national standards.
- CRD should provide a coordinating role and seek partnerships with one or more Internet Service Providers to conduct an infrastructure design plan, and advance applications to the Federal and Provincial government funding programs to support implementation.
- It is recommended that the Federal and Provincial governments remove barriers to ensure the Southern Gulf Islands Electoral Area are eligible for any possible infrastructure funding programs (Island Coastal Economic Trust (ICET), Community Futures).
- Infrastructure solutions for last mile connectivity should provide a range of options of technology and estimate the associated cost of development and maintenance. Because of the varied geography and dispersed populations, there may be a need to integrate different kinds of service delivery and thus form partnerships with more than one Internet Service Provider.
- In a phased approach to last mile connectivity, design solutions should prioritize community hubs, commercial centres, and public service buildings.
- Islands Trust Local Trust Committees should consider this report as demonstrating broad community support for service improvements when deciding concurrence with infrastructure proposals, as required to meet Innovation, Science, and Economic Development Canada (ISED) requirements.

Community Priorities

Across the Southern Gulf Islands there is a common sense of place and rural identity which acknowledges that supporting healthy communities involves balancing environmental, social and economic sustainability. The SGI communities seek to thrive socially and economically within each island's ecological carrying capacity. This is understood by reading the Official Community Plans (OCPs) of each of the SGIs. (Within the SGI, OCPs bylaws are adopted by Islands Trust Local Trust Committees (LTCs) to guide the land use and community planning on each island. Official community plans represent each communities' unique goals and vision for the future). Across the region, each island's OCP has common themes and objectives to strengthen island economies, increase resiliency by expanding and improving the delivery of services, and to combat climate change. There are also policies that support the expansion of electronic communications to meet such community objectives.

The North Pender Island OCP supports and encourages efforts to "expand or improve the electronic communications on the island in order to reduce the need to travel" (2.3.6). Other community objectives supported by the expansion of communication networks include "[encouraging] a more compact, complete and connected community" (18), "allow[ing] seniors to remain in their own homes as long as possible" (2.3.6) and promoting home based businesses that are both self-sufficient and "compatible with the conservation of resources"(2.1.3).³ The South Pender Island OCP states that "providers of internet and other electronic services are encouraged to expand and improve the delivery of services to, and the development of infrastructure for, the community" (6.2.2.d). Such improvements to electronic communications are described by the plan as "[increasing] opportunities to engage in economic activities from residences, thereby enhancing island residents' economic capacity" (3.1.2).⁴

The Galiano Island OCP states that "In order to enhance the social, economic, educational, environmental and cultural aspects of life on the island...the LTC will support efforts to expand electronic communications and infrastructure within the community provided it can be demonstrated that there are no harmful health or environmental effects" (4.1.1.g). The Galiano OCP also outlines several cultural objectives that could be supported through enhancements to internet infrastructure, including supports for the "volunteer-based groups" who contribute to the community (4.1.e), as well as opportunities to "identify, preserve, protect and enhance local

3 http://www.islandstrust.bc.ca/media/346950/ocp-bylaw-171-_-consolidated-dec-10-2018.pdf

4 <http://www.islandstrust.bc.ca/media/347642/bylaw-no-107-ocp-consolidated-2019-05-08.pdf>

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heritage” (3.1).⁵ In 2018, based on the work of a special Advisory Planning Commission, the Galiano LTC adopted a land use strategy to guide the siting of cell towers and other telecommunications infrastructure.⁶

The Mayne Island OCP states that the Mayne Island Local Trust Committee “should support and encourage efforts to expand or improve the digital infrastructure on the island in order to reduce the need to travel” (2.6.1.10). Other community goals potentially realized through improvements to broadband infrastructure include “economic diversity” and “varied livelihoods” (1.2.6) as well as support for “local food production, processing and distribution” (2.2.1.9).⁷

The Saturna Island OCP states that “providers of internet and other electronic communication services should be encouraged to expand and improve the delivery of services to, and the development of infrastructure for, the local community”(F.6.6). Further community priorities supported through improved connectivity include the “community’s desire to maintain social and economic diversity” (C.3.5), the want to preserve “home occupations” (C.1.6) and “community-based businesses”(C.1.8), and the objective to “[reduce] greenhouse gas emissions” through a range of actions including “technological changes” (E.5.1).⁸

Finally, the Islands Trust Council, who establishes general policies for carrying out the object of the Trust, also advocates for improvements to internet connectivity in the region. In June 2019 they issued a statement requesting that “the appropriate agencies of Canada and the Province of British Columbia take steps to facilitate and fund...improvement of internet connectivity in the Trust Area.”⁹

5 http://www.islandstrust.bc.ca/media/347224/ocp-bylaw-108_consolidated_feb-7-19.pdf

6 <http://www.islandstrust.bc.ca/media/346373/galiano-island-antenna-system-siting-consultation-protocol.pdf>

7 http://www.islandstrust.bc.ca/media/348640/ocp-bylaw-no-144_consolidated-october-2019.pdf

8 http://www.islandstrust.bc.ca/media/345645/sa-ocp-bylaw-70_consolidated-april-26-2018.pdf

9 http://www.islandstrust.bc.ca/media/347928/tc_2019-06_18-19-20_decisionhighlights_final.pdf

Connecting with the Region's Businesses and Residents

Throughout the fall and winter of 2019, the SGI team engaged island residents, community groups, businesses, non-profits, and government agencies to discuss the limitations of the current lack of connectivity and the potential for better, faster, more reliable internet to support the social, economic, and sustainability goals of the Southern Gulf Islands. Conversations focused on how better connectivity can help the SGI region meet its community needs and objectives, as well as the impacts and opportunities associated with increased connectivity. Federal funding has been available to help bridge the digital divide for rural and remote areas that find themselves underserved, but in spite of this the SGI remain below the national standard.

Goals

1. To assess the current state of internet connectivity in the SGIs and both its measurable and perceived impact on the community.
2. To serve as the foundation for building a community-based business case for improving connectivity.
3. To provide a resource to ISPs to inform investment decisions and to leverage government funding.
4. To generate a shared dialogue of the impacts and benefits of improving internet connectivity among ISPs, businesses, and residents of the SGI.

Methodology

The SGI team of staff and island liaisons engaged residents, community groups, businesses, internet service providers, non-profits, and government agencies to discuss the limitations of the current lack of connectivity and the potential for better, faster, more reliable internet to support the social, economic, and sustainability goals of the SGIs. The total population of the Southern Gulf Island region is 4,732 people.¹⁰ Resident survey responses represent only 6% of the population. While the data was analyzed and there are important insights and conclusions can be drawn by those who filled out the surveys, the recommendations in this report have been strongly informed by the significant qualitative data that was collected in the way of interviews, group discussions, and public meetings. At the time of writing this report, the survey remained open and the response rate continues to increase

¹⁰ <https://www12.statcan.gc.ca/census-recensement/2016/dp->

[pd/prof/details/Page.cfm?Lang=E&Geo1=CSD&Code1=5917029&Geo2=POPC&Code2=0376&Data=Count&SearchText=Hope&SearchType=Begin&SearchPR=01&B1=All](https://www12.statcan.gc.ca/census-recensement/2016/dp-prof/details/Page.cfm?Lang=E&Geo1=CSD&Code1=5917029&Geo2=POPC&Code2=0376&Data=Count&SearchText=Hope&SearchType=Begin&SearchPR=01&B1=All)

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offering opportunity for further study and analysis in the future. Please see Appendix 1 for a summary of the engagement conducted as part of this process.

Business and Service Sector Interviews:

One-on-one and group interviews were held on each island to reach representatives of the major economic and service sectors. The results of these interviews form a substantial qualitative data set informing the SGI Connectivity Plan. During these interviews, participants were asked to describe:

- The connectivity challenges that they face operating in the SGIs.
- The resources and tools that are available to enhance operations in their sector, but that might be limited due to poor internet connectivity.
- Ways in which access to improved internet services would benefit their operations and their communities.

Community Meetings:

Four Community Meetings were held, one on each of the islands. Conversations focused on how better connectivity can help the SGI meet its community needs and objectives, as well as the impacts and opportunities associated with increased connectivity. Please see Appendix 2 for documentation of workshop results.

Surveys:

Two surveys options were provided, one to capture the experience of organizations operating in the SGI and the other to capture the experience of residents of the region. The surveys were posted on-line and were available in paper copy. There was also a speed test survey that guided respondents to measure their internet speed.

The Business Sector Survey was launched on October 18, 2019. Data analysis is based on results for the period between October 18 and December 27, representing a survey response from representatives of 95 organizations. The Residents' Survey was launched on November 22. Data analysis is based on results for the period between November 22 and December 27 2019, and represents a survey response of 313 people. Data was analysed and cross tabulated using SPSS Statistics software. Details of the methodology and limitations of this analysis are available upon request.

In order to improve the quality of the data sets, both surveys remained open past the time of report writing. The full data set will be used to inform the technical design phase of this project. The conclusions of this report have

therefore been more strongly influenced by the qualitative data gathered through the interviews and focus group discussions.

National Connectivity Standards

What is the Federal Standard for minimum acceptable internet speed?

In June 2019, the Federal Government released [Canada's Connectivity Strategy](#) and committed to "connect every Canadian to affordable, high-speed Internet no matter where they live, and to improve mobile cellular access from coast to coast to coast . . . through new investments and collaboration with our partners, ensuring high-speed access for all." Within the Strategy, the federal standard for internet service was set at a minimum of 50 Mbps download and 10 Mbps upload.

What is the Provincial Standard for minimum acceptable internet speed?

British Columbia's connectivity standards are harmonized with the CRTC's of a minimum 50 Mbps download and 10 Mbps upload speeds.

The Connecting British Columbia program, administered by the Northern Development Initiative Trust, recently launched phase III to provide access to \$50 million to support connectivity projects throughout the province. These funds may include building infrastructure to bring connectivity to entire regions or making final connections to homes and businesses.

To ensure communities take full advantage of better connectivity, the Ministry of Citizens' Services has launched the *Connected Communities* initiative to support the digital readiness of local governments, First Nations and rural communities. As mentioned, the *Connected Communities Digital by Design* framework has been used to guide the process for connectivity planning in the Southern Gulf Islands.

Connected Coast

The Connected Coast project is a plan to place over 3,400 km of subsea fibre-optic cable, stretching from Prince Rupert south to Vancouver, then around Vancouver Island. The project will be managed and implemented by CityWest and the Strathcona Regional District (SRD). By providing links from Northern BC, and around Vancouver Island to the internet exchange in Vancouver, the infrastructure will increase service reliability for residents on the mainland, on the island and in rural and remote coastal communities by providing an alternate route for service,

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known as a redundancy. While the project is still in the scoping and consultation stage, SGI landing sites for the program include Pender Island (Port Washington) and Saturna Island, as well as in four locations on Salt Spring Island (Fernwood, Fulford Harbour, Ganges, and Musgrave Landing). Although not within the CRD but significant because they are adjacent to Galiano Island, there are landing sites planned for Penekalut Island and Lyackson Island.

Is service in the SGI meeting these minimums?

The level of internet service available in the SGI is in stark contrast to the Federal and Provincial minimums. In this study, 13.5% of the survey respondents indicated they had no internet access, and of those who did have access, 75% have less than 20 Mbps download speeds, and 85% had 5 Mbps or less upload speeds. It is important to note that there are a few instances of download speeds being reported at higher than 50 Mbps – these speeds are only available to residents who are located close to the United States border and have signed up with American Internet Service Providers.

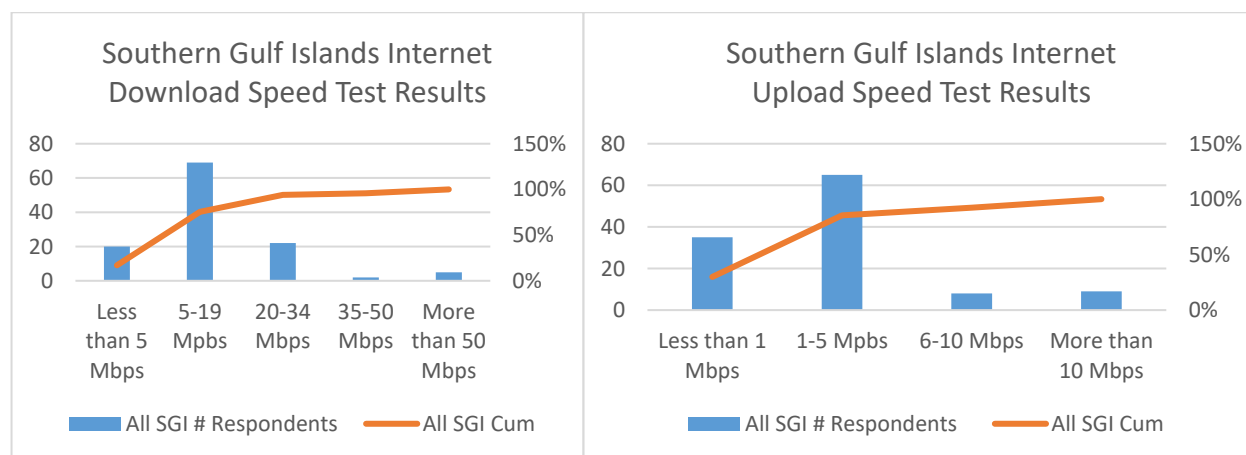


Figure 3 - Source: Speed Test Survey 2019/2020

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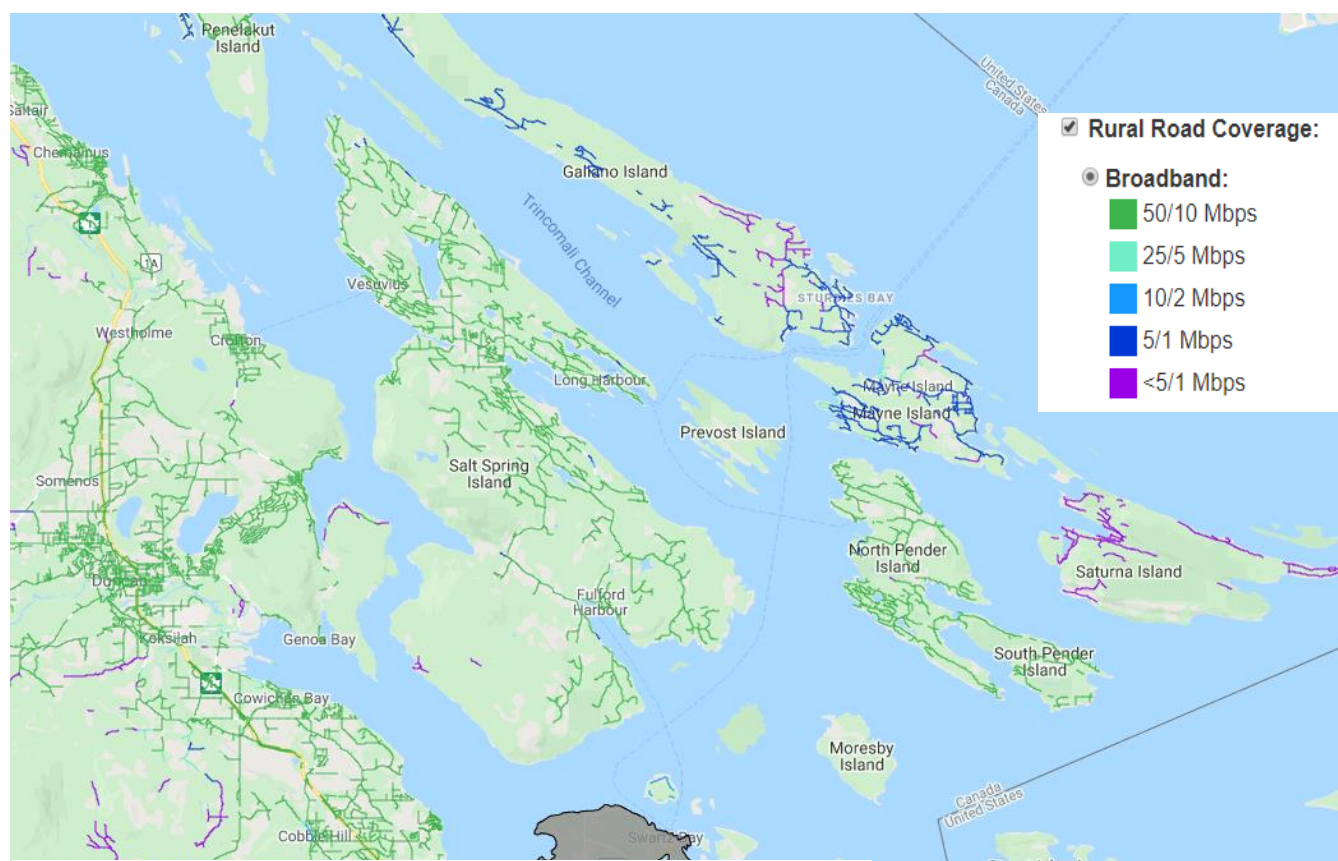
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SGI Internet Service Options

What is the current state of internet service in the SGI?

As can be seen by the map below, internet service options available in the SGIs vary widely among the islands and between different areas of the same island. The inconsistent service coverage is attributed to lagging capital investment for infrastructure expansion, topographical and terrestrial interference of line-of-sight technology, and out-of-date equipment that is no longer able to support the volume of demand. This map shows North and South Pender Islands as having 50/10 Mbps service, when in fact our study found most Pederites report having less than 5 Mbps.



National Broadband Internet Service Availability Map

Source: Government of Canada <https://www.ic.gc.ca/app/sitt/bbmap/hm.html?lang=eng>

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"There is no high speed internet on Pender now. Beacon offers 35 down and Shaw only 5 download speed. This is not high speed and is unacceptable in 2020."

-Pender Island Resident

Currently, Shaw Communications, Telus Communications, and Xplornet are the national service providers available in the region. However, their services are not available in some areas on the islands and service options are limited. For example, on the Penders, new

subscribers to Shaw Communications services are now limited to a 5 MB download speed, which is significantly less than the 50 Mbps offered on their basic plan in other regions.

Local alternatives are available for some areas, depending on service coverage. These options include: Beacon Wireless, South Island Internet, SaturnaNet Co-operative, and Orcas Online.

Although they provide a critical alternative, the local ISPs struggle to meet market demand due to their size, lack of access to infrastructure, and the limitations of line-of-sight technology. (See more in the next section.)

As a result, residents and businesses in the SGIs are significantly underserved, as demonstrated by the following survey results

13.5 % of survey respondents did not have access to the internet.

78% of residential respondents and 70% of business respondents have less than 19 Mbps download speed. 96% had less than the Federal standard of 50 Mbps.

89% of residential respondents and 71% of business respondents have less than 5 Mbps upload speed. 92% have less than the Federal standard of 10 Mbps upload speed. In spite of the low level of service, respondents reported paying rates comparable or in excess of those who are receiving significantly higher service levels in other areas.

"I currently use Shaw and South Island Internet because I need the reliability of that backup for my job. I also pay Bell for 50GB per month of data. In total, I pay probably \$350 for internet"

-SGI Telecommuter

"I subscribe to two services, SaturnaNet Co-Op (SNC) and Rogers Rocket. This is so if SNC goes down, I have a reliable back up. But Rogers is expensive and not fast enough. I would much prefer to be paying for one service."

-Saturna Island Entrepreneur

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69% of respondents report that they are paying between \$50-\$100 per month and 23% report paying more than \$100 per month.

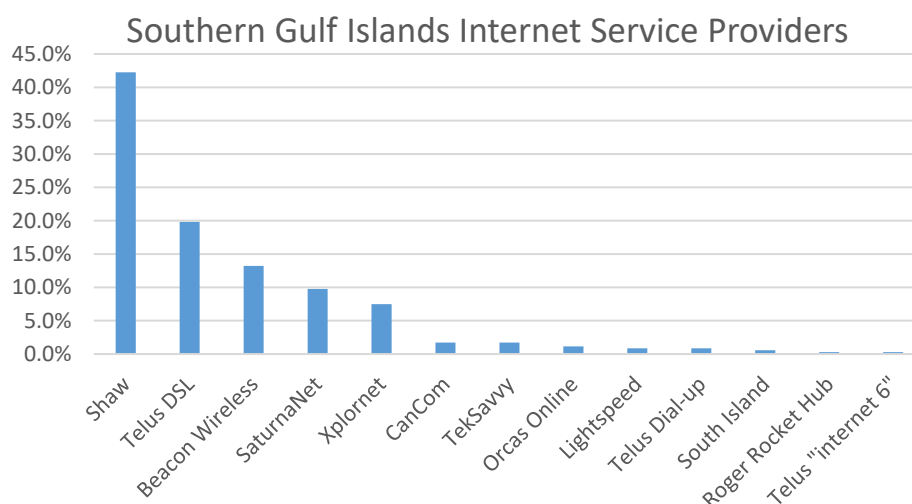


Figure 4 – Source: Speed Test Survey 2019/2020

Why aren't ISPs making improvements?

Through one-on-one interviews, ISPs shared their frustrations with being unable to meet the needs of this region. The challenge that ISP providers face in the region is three-fold:

The location, terrain, and topography limit the types of technology that can be used. Fibre can only be brought to the island if it is submarine, the rocky terrain makes dug cables costly, and extreme elevations and dense foliage inhibit line-of-sight technologies.

Maintenance costs are elevated for the region. The area is accessible only through ferry travel and the region's densely treed characteristics create a high risk of downed lines during storms.

Low population density does not support a business model for investment in large scale infrastructure expansions and upgrades. Every kilometre of expanded service requires a minimum anticipated return of revenue in order to create a viable case for investment. Unfortunately, the small populations with a low density spread challenge that

model, which is compounded with the limitations to the types of technology solutions that can be used and the elevated ongoing cost of maintenance.

What about local ISPs?

The region is also being supported by local ISPs, who have found innovative solutions to the challenge of delivering internet service in the Southern Gulf Islands. Beacon Wireless, South Island Internet and Orcas Online are all owned and operated by residents of the Canadian or American Gulf Islands. SaturnaNet Cooperative is owned by its members, and has served the community since 2007. These homegrown ISPs bring local experience and employment opportunities to Southern Gulf Island communities, and are driven to provide internet service for residents despite the region's low population density and service delivery challenges.

Through interviews with representatives of each of the local ISPs serving this region, it was identified that their ability to expand is challenged by the following factors:

- Difficulty securing reliable, accessible, and affordable bulk bandwidth to support the local networks as larger telecom networks are reluctant sell bulk feeds at required scale.
- Challenges brokering deals with the companies that own existing tower infrastructure.
- Lack of capacity to apply for grant monies.
- Having their small staff or volunteer resources overtaxed by regulatory and land use application processes.
- Being unable to financially carry the return on investment period for new subscriptions. Due to a lack of existing infrastructure, each new house serviced requires a significant investment to expand the system. The cost of installation is partially covered through installation fees, but the ISPs report that it takes 4-6 months before their investment is recovered. As a result, the ISPs are financially restricted on the number of new subscribers they can service.
- The median incomes of SGI residents is significantly lower than the Provincial average, and the cost of service is a barrier to many residents subscribing.
- Challenges reaching out to their market, and building customer trust.

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- Issues with network congestion and network latency—as more subscribers are added to the network, throughput and the speed at which packets of data travel may decrease, leading to declines in overall network performance.

Is there an opportunity for growth?

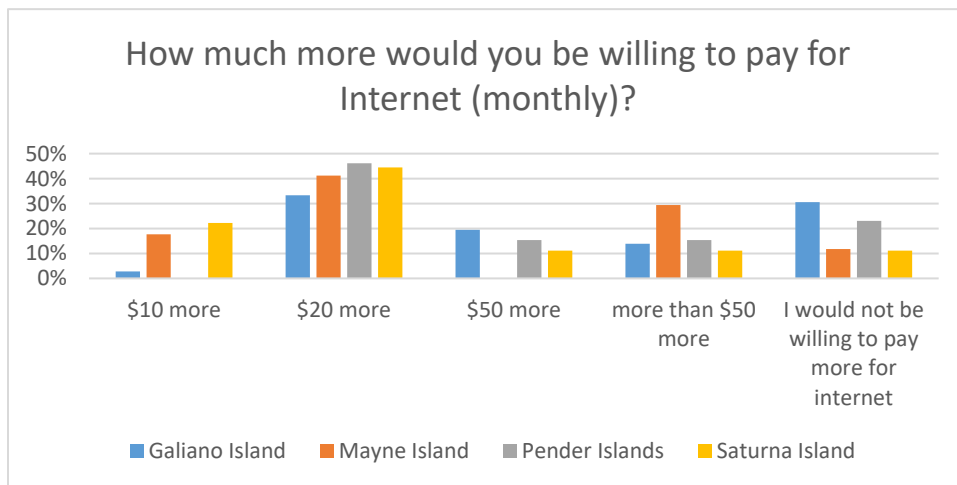


Figure 5- Source: Business Sector Survey, 2019/2020

Being able to build financial partnerships and having access to public funds to improve ISP investment margins would create opportunities for expanding infrastructure and upgrading the technology used.

Each ISP interviewed held a different vision for the future of internet service in the SGI, with possible opportunities including:

- Solar powered systems that are resilient for an area that experiences numerous power outages.
- Infrastructure to improve latency in order to maximize internet quality at lower speeds.
- Installation of submarine fibre.
- Combination solutions that integrate small segments of fibre with line-of-sight technology.

The Digital Divide: SGI Connectivity Challenges

How is inadequate internet impacting this region?

Historically, organizations in the SGI have struggled to provide equitable health care, education, emergency services, food security, and retail services to the region. This is largely due to smaller markets and the remote location creating barriers for building viable operations, and these are challenges common to other rural and remote regions.

“As the island falls behind in internet connectivity, it consequently is also falling behind economically and demographically because we are unable to attract and retain young families and professionals from our close-by big and more expensive cities (Vancouver and Victoria)”

Chair, Chamber of Commerce

With modern technology and software, there are options that could resolve some of these challenges. Unfortunately, wide consultation demonstrated that although the solutions exist, have existed for some time, and are even the standard in other similar communities, they are out of reach for the SGI due to poor digital connectivity.

Experience of SGI Business and Service Sectors

Interviews with organizations across several sectors identified the strategic importance of internet connectivity to their operations indicate there is pent up demand for better service. Virtually all the organizations responding to the Business Sector Survey indicated that better connectivity would help them improve their operations. As sectors become increasingly dependent on digital technologies the SGI are actively losing economic sectors that used to thrive, but can no longer keep up due to a lack of access to the internet.

When services are not available locally, residents need to travel for several hours, by boat or airplane to access the nearest urban centre. Frequent travel of this nature threatens the health of the local economy by discouraging local spending, generates a large carbon foot-print, carries a high cost for organizations and individuals, and impacts peoples' efficiency and quality of life.

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Business Sector

The following are some of the ways that local businesses and organizations reported that their operations and their communities are being hindered by poor digital connections:

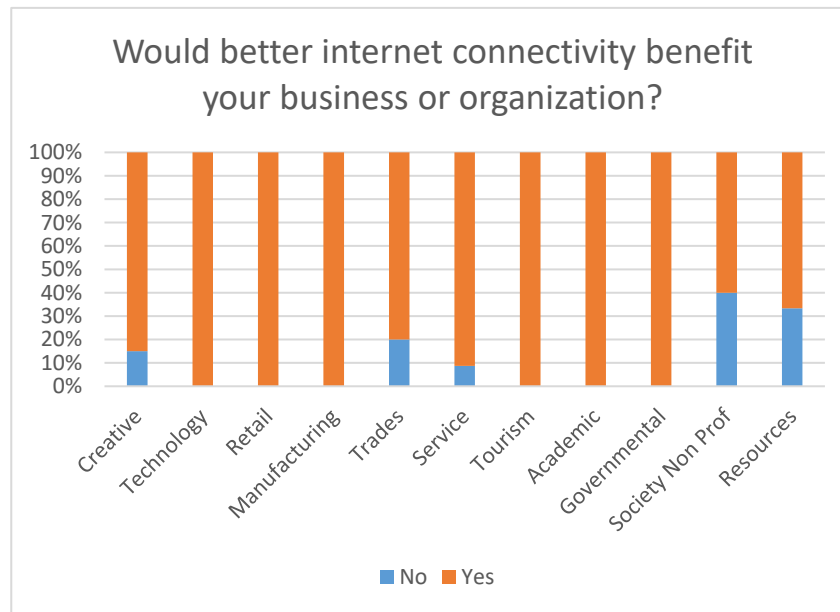


Figure 6- Survey responses indicate all sectors anticipate benefits from improved connectivity. Source: Business Sector Survey 2019/2020

Access to Smart Technologies

Businesses and organizations in the SGIs are challenged by a small workforce, fewer resources, a limited market, and lack of access to location-based business services, such as banks. Smart business tools and digital business services should provide an opportunity to thrive and improve efficiency, but organizations in the SGIs reported that without fast and reliable internet, they are unable to use tools that most other businesses take for granted, such as:

"It is extremely frustrating to have poor connectivity and outages ever time it rains. Everything is online—even the phone book—and it affects everything from business to community volunteer activities and personal pursuits."

-SGI Resident

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- Online Point of Sale technologies to accept credit and debit card payments.
- Online ordering and access to online catalogues.
- Online booking for guests and clients.
- Online banking.
- Live video streaming, as a way of connecting with people in other locations.

"We generate innovative content that centres the life experiences of marginalized youth. e.g. Indigenous, racialized and low-income youth. We have something unique to share, and model, but without better bandwidth we can't scale up. More affordable, reliable, and efficient connectivity would support our capacity to grow the creative economy on Galiano, and share the unique cultural artifacts and resource materials we are developing with other communities across the province, and the nation."

For example, during interviews with Food Producers it was discovered that Smart Monitoring Systems are improving efficiency in their sector and increasing the viability of local food producers. These technologies allow Food Producers to grow more with less waste, less water, the consumption of less land, and a smaller workforce. With improved digital connectivity, Food Producers in the SGI could implement:

- Smart monitoring of produce fridge and freezer temperatures

What does your organization currently use the internet for?

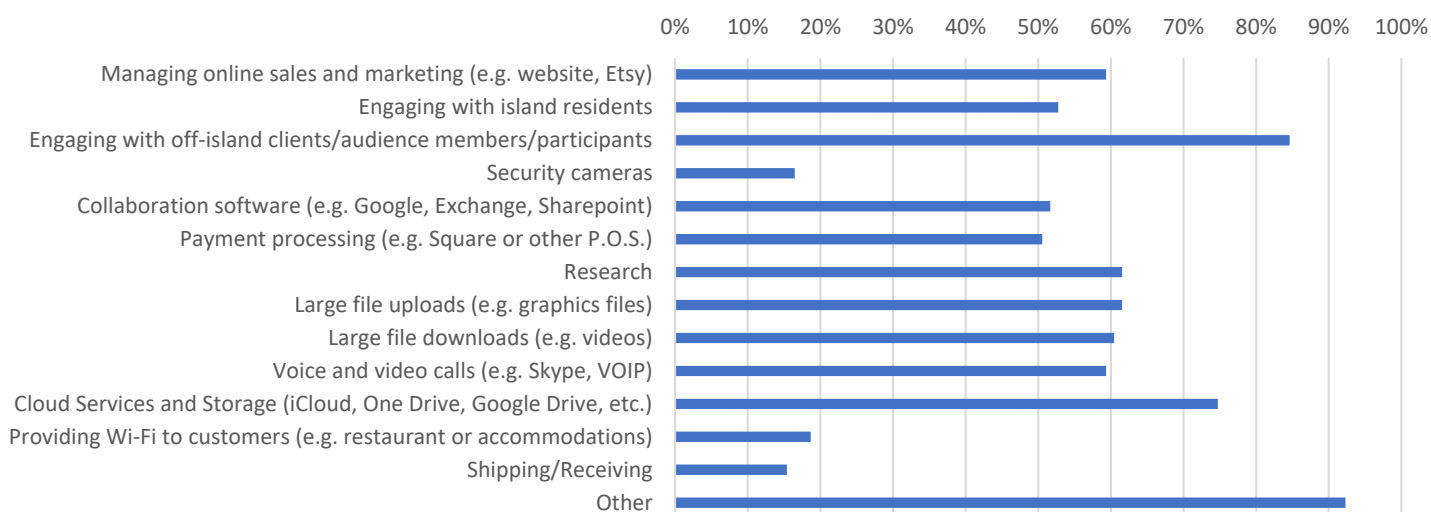


Figure 7- Survey result of how organizations currently use the internet. Source: Business Sector Survey 2019/2020

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- Smart technology to monitor livestock
- Smart timers for chicken coops
- Smart scales on feeders
- Smart thermometers on water to make sure it is not frozen
- Smart grow lights for greenhouses

Internet bandwidth requirements are expected to follow an exponential curve as consumers adopt "smart house" devices, security cams, internet of things (heating, cooling, appliances, etc.), enhanced reality and virtual reality, 3-D HD TV, streaming services, and eventually self-driving cars.

Public Services

Federal and Provincial government services increasingly require on-line registration and access, and assume everyone has the internet to support this. For instance, when applying to the Canada Pension Plan, one has two options—either download the application to fill it out manually and mail it in, or complete it on-line. The CPP web¹¹ page indicates it "normally can take up to 120 days" to get a written notification of a decision, whereas an online application takes "between 7 and 14 days".

"We tell our clients we will assign our ten best people to their project. These ten can live anywhere in the world. So the internet is an essential aspect, and these people couldn't be living on Mayne Island."

-Principal, Business consulting organization

Further, due to smaller populations, the SGIs do not have local offices for government agencies and are often unable to attract fee-for-service providers. Historically, this has meant that SGI residents have had to travel, at extensive cost to themselves and social programs, to connect with health care providers, government services, and other resources.

In other remote rural and remote communities, digital networks have eliminated the necessity for users to travel to a centralized location and have allowed organizations and businesses to deliver equitable services through

¹¹ <https://www.canada.ca/en/services/benefits/publicpensions/cpp/cpp-benefit/apply.html#>

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traveling operations or remote offices. Improvements to connectivity in the SGI will support development of satellite locations and reduce the social, financial, and environmental cost of travelling to access such services.

For example, as part of the provincial-wide system, small local libraries are able to provide their patrons with the same resources that are available in large urban locations. Unfortunately, without fast and reliable internet, local libraries are unable to do this, but with improved connectivity they would be able to:

- Provide access to digital resources and research materials.
- Order and process resources from the central locations.
- Connect with provincial system that manages daily operations.

Interviewees in the Health and Wellness Sector shared similar challenges.

Emergency Services

During emergencies, up-to-date information flow and the ability to communicate instantly is of the essence. In the SGIs, it is during emergencies that the inadequacy of internet connectivity is most dramatically demonstrated. The lack of network redundancy means entire islands lose power, access to the internet falls and often the cellular network either becomes overloaded or becomes unavailable, leaving the island communities in the dark both literally and figuratively.

In other locations, emergency services are able to use digital technology to respond faster and gain access to the information that they need keep themselves and the public safe. These systems have been rolled out province-wide and operations have become dependent on them. Without adequate internet services, SGI departments are unable to access these systems, and since there is not a local back-up in place, the emergency responders are left out in terms of functionality. For example:

“Reasonable speed, reliable internet is as essential as access to hydro. During the December 2018 storm, I had no way of finding out how long hydro was expected to be out, with no cable internet for more than 1 week and zero cell coverage at my house. So there was no communication of any kind, other than over-the-air radio coverage, which was very spotty.”
- SGI Resident

- Digital on-board systems that are the standard in other regions. These in-vehicle computers and tablets facilitate faster and safer responses to 911 calls by providing real-time information about the specific

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emergency, mapping services, and the ability to connect with dispatchers and other agencies. Currently, local paramedics report that it is not until they return back to their station that they receive patient updates that their dispatcher sent to them throughout their shift.

- Digital resources and informational tools that are designed to assist in on-scene decision making are not available without a reliable internet source. Where their urban counter-parts have access to up-to-date digital resources like Hazardous Materials Databases with live support, emergency service providers in the SGI must operate using print versions which quickly become outdated.
- New robotics technologies which are improving outcomes and reducing risk to responders, but cannot be used without reliable WIFI connectivity to use.
- Tools to connect directly with residents during large-scale emergencies to provide real-time updates, education on safety risks, and information on how to access warming centres and other resources are not available unless both the responder agency and the residents have reliable internet.

Southern Gulf-Island Area

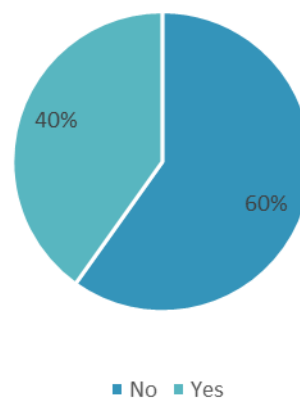


Figure 8 - 40% of survey respondents indicate they have been in an emergency situation without access to connectivity. Source: Resident Survey 2019/2020

"The Internet is more significant than space. If my office burns down, I can buy new computers and be back up in 48 hours because everything is on the internet."

-Part-time resident

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Health Sector

Due to population size, and the inherent geographic constraints of islands, the SGI region struggles to attract full-time health and wellness providers. As a result, members of the community must leave the island in order to access these services at great cost to our health care system and to the individual.

While the Ministry of Health and regional health districts are working to improve equitable access to health care across rural, remote, and urban areas, their solutions are heavily reliant on reliable digital connections. Operators in this sector highlighted some of the opportunities that should be improving health care to SGI residents, but aren't available due to poor internet service:

- Initiatives like Telehealth and Home Health Monitoring provide access to physicians and specialists for those living in remote and rural locations. These services are reducing the cost of delivering health care, alleviating the burden on the travelling patient, and combating growing wait lists. Without fast and reliable internet, Island Health (the Vancouver Island Health Authority) cannot initiate these programs in the SGI.
- Counsellors and psychiatrists, massage therapists, chiropractors, community nurses, etc. are able to travel to underserved regions and provide services locally while still accessing their home office's network for schedules, patient files, and other medical resources. Without this option, SGI residents must take a

"Our island's Assisted Living volunteer organization drives people to Victoria for medical appointments. It's a bit of a ridiculous situation because if we had enough internet bandwidth to access telehealth, we would no doubt eliminate at least half of these off-island appointments. It would allow people to take better responsibility for their health. The further you go down the hill of poverty, health, ability, age, all that stuff that takes a little bit away from your ability to advocate, the worse off you're going to be. And all these little interventions, like Home Health Monitoring, can add to people's advocacy. It may not be immediately intuitive, but better internet equals better health indicators on the islands."
-Health Care Representative

Southern Gulf-Island Area

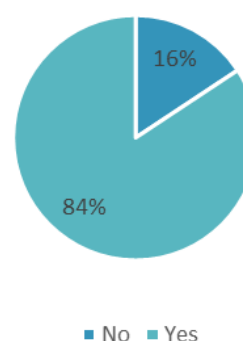


Figure 9 - 84% of survey respondents have had to go off-island to receive medical/pharmaceutical advice or consultation. Source: Resident Survey 2019/2020

Connecting SGI

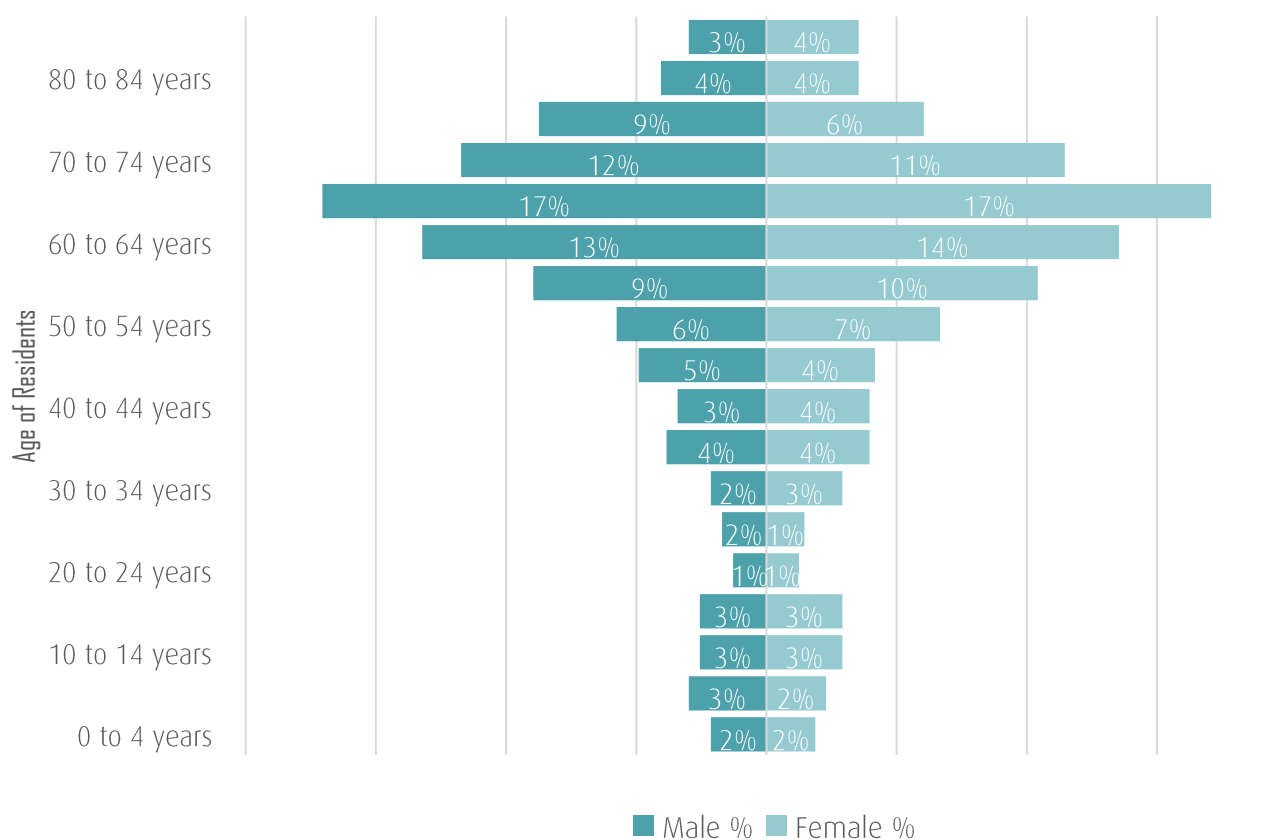
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day to travel to the nearest urban setting for a half-hour appointment, and this is often an insurmountable burden.

- Fast and reliable internet would allow the local clinics to provide several diagnostic and imaging services to patients by completing the tests on site and coordinate with remote experts to interpret the results.
- Telehealth would also provide relief for mental health patients who face an 18+ month waiting list to see a specialist, one of the most critical challenges for health care in SGI communities.

SGI Age Distribution 2016



Attracting Young Professionals

A common theme across multiple sectors was the conviction that young professionals have built their careers using digital networks and, if they had reliable internet connection, would be eager to relocate to the SGI due to the desirable location and relatively low cost of housing. Those interviewed were hopeful that attracting younger

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professionals would provide many benefits to the region, including retention of services that are currently threatened by a dwindling population.

Before widespread internet use in business, professionals needed to live close to a centralized location. In the past, this limited the type of work available to people in the SGI and consequently constrained population growth and demographic diversification. Digital options now provide the freedom for professionals to live away from urban centers and remain connected to their peers, but our heavy reliance on digital technology also creates a necessity for it—without access to the internet, most sectors are unable to operate.

“The Gulf Islands Film and Television School and the Access to Media Education Society have built a film-making industry on Galiano. These two organizations use film and video to do innovative, youth-centred social change work, and they have attracted professionals whose creative economy work is totally in line with low-impact community economic development. As a result, when people in the industry think about relocating from Vancouver, Galiano is one of the first places they think of. But we are losing the creative economy we have built here because of our increasing digital divide. Film requires massive file sizes now. As a result, projects done from Galiano are becoming more expensive and more complicated. We are now less appealing as a community to work remotely from because of the difficulty in communication. Improved internet connectivity with better bandwidth will allow us to revitalize Galiano's innovative film and video industry”

-Galiano Media Professional

Remote Workers

Digital communication platforms allow individuals and organizations to connect and collaborate with their peers regardless of their location. Not only does this technology eliminate the necessity of travel for meetings, it also provides the freedom for professionals to live away from urban centers and remain connected.

“We've been thinking of moving our business to Victoria (away from Mayne because of unreliable internet) - that's two jobs plus all the sub-contractors we hire, plus the housekeeping person.”

- Resident & On-line Marketing Manager

In the interviews, professionals expressed their frustration at trying to work from an SGI location. Common complaints included:

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- Online collaboration with a virtual team, which is becoming a standard mode of operating, is not possible. In particular, video conferencing is often impossible, and shared platforms cannot be accessed because slow internet hinders real-time updates.
- It can take 2-3 hours to upload a large file that should only take a few minutes.
- Professionals are disconnected from their industry, client-base, and peers. The impact of professional isolation while living remotely is increased, and there is a subsequent challenge of attracting and retaining staff.
- Businesses cannot manage the increasing complexity of files and cloud services.
- Being unable to use smart technologies means that local businesses are unable to keep up with the increasing pace of their industry. The services that are online, the size of files, the expectations of customers and partners are all moving forward and growing.

“When using Software as a Service apps that require more bandwidth, such as travel reservations, my staff can sit at their screens for one or two minutes to refresh. It's disheartening and is a loss of productivity - impacts customer service.”

-Resort owner/operator

The cumulative impact of the lack of digital connectivity is that businesses report being unable to compete within their markets, suffering financially due to lost clients, and ultimately facing a loss of their business or employment.

The Hospitality and Retail Sector

The business sector comprises mostly retail organizations that cater to the local population and a strong touristic component, especially during the summer months, such as restaurants, resorts and B&Bs, various shops and retail outlets. Most of these organizations use the internet to support regular operations.

Virtually all customer-facing businesses have chronic difficulty hiring and keeping sufficient

“When I moved to Mayne in 2002 with my family, it was a quality of life decision. I hoped to be able to move my business to Mayne. I reasoned that as an architect there was no reason, I couldn't do most of my work remotely. I was wrong. Internet connectivity was bad then, and it has gotten worse ever since. We have moved back to Vancouver, and we come to Mayne every now and then. I am very disappointed about that. If we had connectivity bandwidth equivalent to Vancouver, that would change everything. I know a few of my associated would consider it a dream come true to live in the SGI and work remotely. I do.”

-Former Mayne Resident

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staff to run their operations. As mentioned in the section on Health, the difficulty of attracting younger generation residents is in part due to connectivity shortfalls. The younger generation grew up with ubiquitous internet availability and use it in all aspects of their lives. In that context the SGIs, despite being a stone's throw from major cities, are remote and undesirable. Businesses frequently suspend their operations for a few days or weeks because the owners have no back-up staff. This causes economic losses to businesses and the community-at-large. Further, visitor experience is negatively impacted and the island's reputation can suffer.

Insufficient connectivity also impacts businesses when visitors, expecting that same connectivity they get at home, discover the internet is either not available or very slow. Accommodation establishments report that they lose initial bookings and repeat business due to a lack of internet connectivity. Even establishments that promote the lack of connectivity as a feature for clients who want to "get away from it all" report that those clients do want access to the internet once they arrive.

"There is an increasing number of ways to pay for goods and services using both cellular and internet. For instance, paying with QR codes is coming. Without adequate internet, we can't keep up"

- Restaurant Manager

Several of our interviewees mentioned that commerce and industry are rapidly evolving toward virtual-centric model where all the work is

done online, back-ups are kept online, and increasingly brick and mortar office space is being replaced with internet-based collaboration mediated by robust multi-user apps and video-conferencing. Web-based Software, such as Service Applications, are replacing locally deployed enterprise software and cloud storage is used for back-up. In that kind of environment the federal upload and download minimum speeds of 50/10 Mbps pale in comparison to the 600 Mbps speeds presently available in urban milieus. The picture this paints is that unless internet connectivity improves dramatically, island businesses will increasingly be left behind and condemned to remaining small-scale, primarily seasonal outfits, instead of being the healthy backbone of a strong island economy.

Conservation Economy

The Southern Gulf Islands are a beacon of ecological awareness. The region hosts large remaining tracks of endangered Coastal Douglas Fir and Garry Oak ecosystems, and is situated within the Salish Sea, home to a diminishing Southern Resident Killer Whale population that is in turn reliant on depleting Chinook salmon stocks.

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The region is also home to scientists and professionals working in the field of conservation. Examples such as the Saturna Island Marine Research & Education Society and Galiano Conservancy's Millard Learning Centre demonstrate the potential of the region to further develop its conservation economy.

Those working in the conservation sector report that they need to modify their practices when working in the SGI and, in some cases, accept the limitations of data collection in the region. They noted that until internet connectivity is improved, they are unable to:

- Utilize specialized digital applications for field work, education, and data collection.
- Create opportunities for Citizen Science, including Bio-Blitz programs that require uploading of data in real-time.
- Expand use of programs like Seek, i-Naturalist, Report-a-Weed, and I-APP database.
- Conduct remote conservation work and ensure the security of their data.
- Offer on-site education programs.
- Create or develop real-time data collection initiatives, such as weather station tracking.

"The two most pressing issues for the Islands Trust Conservancy as we look at the next 5 to 10 years is climate change and monitoring the impacts of that, as well as species at risk – doing more to monitor and manage, protect, restore the natural habitat of species at risk. Having improved internet connectivity would really help those initiatives in particular for environmental data collection using on site recording devices as well as monitoring devices for species at risk. Better internet would allow us to more fully implement the plan for species at risk and climate change adaptation. Further, it would enable the Islands Trust Conservancy staff to work either permanently or for longer periods of time within the islands in which they are doing their work. It would mean less commuting and that would definitely lower our carbon footprint. Also, there are so many meetings that with improved connectivity could be replaced by videoconferencing. That would strengthen connections because the staff could meet more often without having to do it in person all the time."

-Islands Trust Conservancy

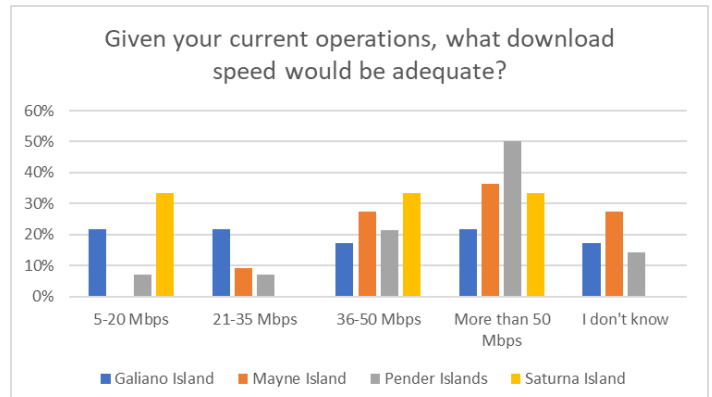
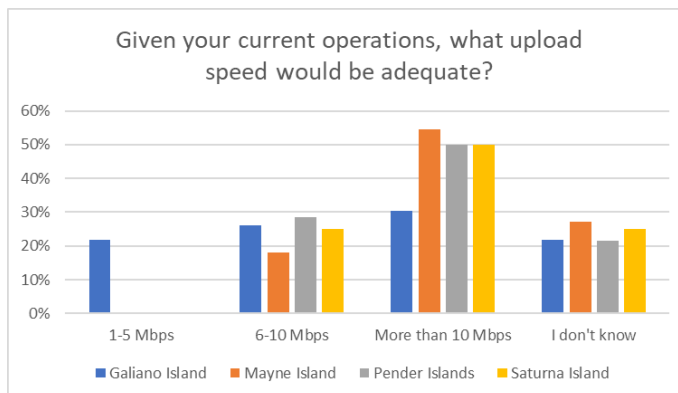


Figure 10 – Source Business Survey 2019/2020

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Volunteerism and Island Sustainability

As part of an unincorporated rural Electoral Area under the jurisdiction of the Capital Regional District (CRD), the SGI do not benefit from all the services and supports available in a typical urban setting to meet the needs of the resident population. As a result, many non-profit societies, associations, committees and clubs have been formed through the years to meet these needs. Virtually all are run by volunteers and precariously funded by local fundraising and government subsidies. With a declining and aging population, there are increasing signs of volunteer exhaustion and a diminished ability to fundraise. This parallels the stress points mentioned earlier for the business sector. The inability to attract younger professionals to the SGIs because of inadequate connectivity also means the community is unable to replace the elders who have aged out and left the island in running these essential volunteer organizations. Besides a progressive loss of capability, there is also a reduction in competence and funding, as well-educated, affluent professionals stay away. While the islanders are self-reliant and eager to get things done, there is a lack of technical and managerial competencies which middle class professionals would bring to the islands.

Education and Professional Development

Specialized training and education services are not available locally for SGI residents and access to them requires travel, overnight stays, and absences from work. For some that were interviewed, these barriers make it impossible to upgrade their skills or train for a new career, particularly when they are unable to travel due to their role as primary caretaker for a child or parent.

“Think Holodeck, where people engage in digital experiences for training and fun! That's going to require way more than 50 Mbps!”
-Emergency coordinator, about evolving training technologies

Online education has become a standard mode for learning and is generally available for all disciplines. It requires reliable and high-speed internet, and until that is available, residents in the SGI are unable to:

- Adopt new technologies and provide related training to their staff.
- Take courses required to stay current and competitive within their professions, sometimes as mandated by professional associations to maintain credentials.
- Enjoy the health and social benefits associated with life-long learning habits.
- Remain on track in a fast-paced, information-driven economy.

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- Provide training and education locally to retain a diverse and youthful population.

The emergency services sector in particular reported that training volunteer responders has grown increasingly challenging in recent years, as fast-paced industry advancements have far exceeded the local departments' abilities and budgets to send volunteers away for training. Extensive travel and time away from work and family also overtaxes the volunteer base.

Children in this region are able to attend a local school on their island during their elementary years. These schools are served with fibre optic broadband, but due to school district requirements this service cannot be further distributed to the community. Once students age into travelling off-island for school, families report feeling marginalized from School Board governance because they aren't able to participate remotely, and some students lack access to remote learning tools needed to fully participate in learning.

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Resident Perspectives

Feedback from interviews, community meetings, and survey responses have shown overwhelming support on the part of SGI residents for improving connectivity on the islands. In particular, 88% would like to see higher internet speeds and reliability.

Residents prioritized the following ways in which improved connectivity would improve their lives: accessing information and entertainment; keeping in touch with friends and family; and saving money. Residents also identified many of the same themes and concerns about the impact of connectivity on livability as were discussed in the context of operating organizations and businesses, namely, improving emergency services and health care and thereby ensuring a safer place to live; and perhaps most importantly, attracting young professionals in the green economy to increase the population, ensure adequate volunteers to support local organizations, reduce ecological impact, and bolster the communities' resilience against the threat of climate change. It is widely felt that the quality of life on the islands would be improved with faster and more reliable internet speeds.

How Would Better Connectivity Improve Your Life?

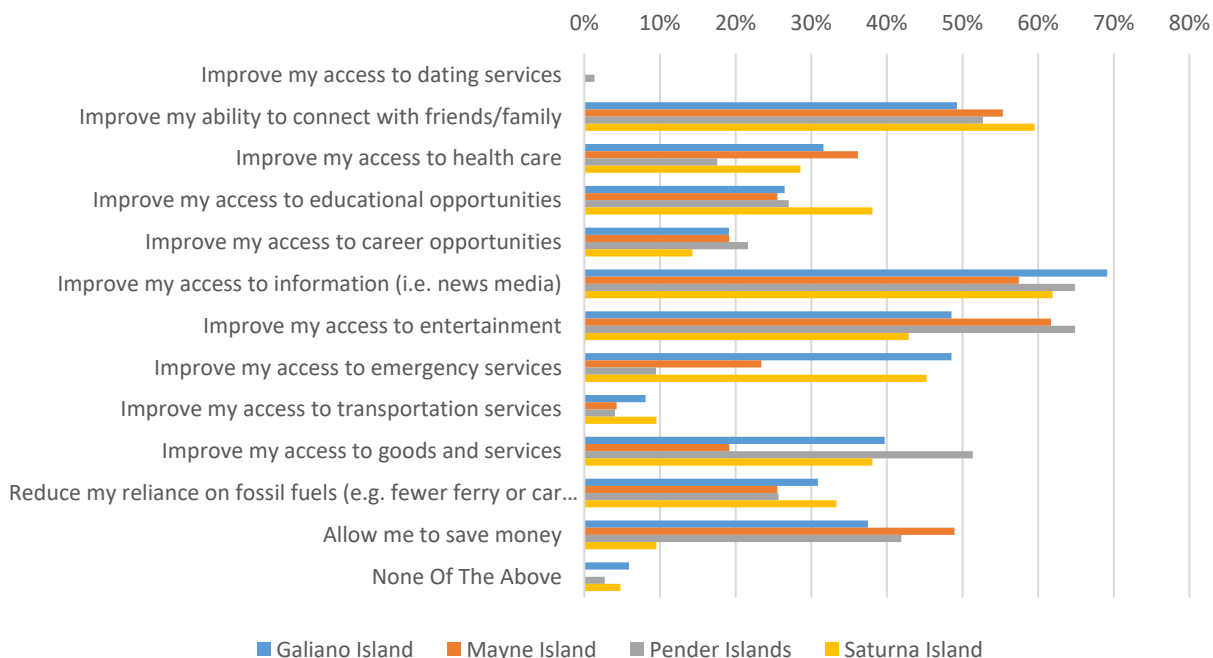


Figure 11 – Source: Resident Survey 2019/2020

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The SGI as a Home for Youth and Young Families

One specific concern that was shared was that some islands are at risk of losing their elementary schools due to low attendance. Families with children in the Southern Gulf Islands enjoy a quality of life and community not found in urban centres, but the lack of services is challenging. If these schools close, children will no longer be able to attend school within their community and will have to travel by boat for several hours each day to attend a centralized school. This extends their school day by several hours, means that they must overnight away from their family or choose to not participate in extracurricular activities, and depletes the community of its youth. The impact of transporting elementary children to a centralized location would have a negative impact on the children, their families and a loss of jobs for those who work at the schools.

The underlying problem is not the low school population. The underlying causes of the decline of island population are that the older community members move off-island to get closer to medical facilities as they grow older, and the islands have been unable to attract younger families in sufficient numbers to fill the gap.

Interviewees were particularly optimistic that with improved digital connectivity would come a bolster in youth and young families moving to the island.

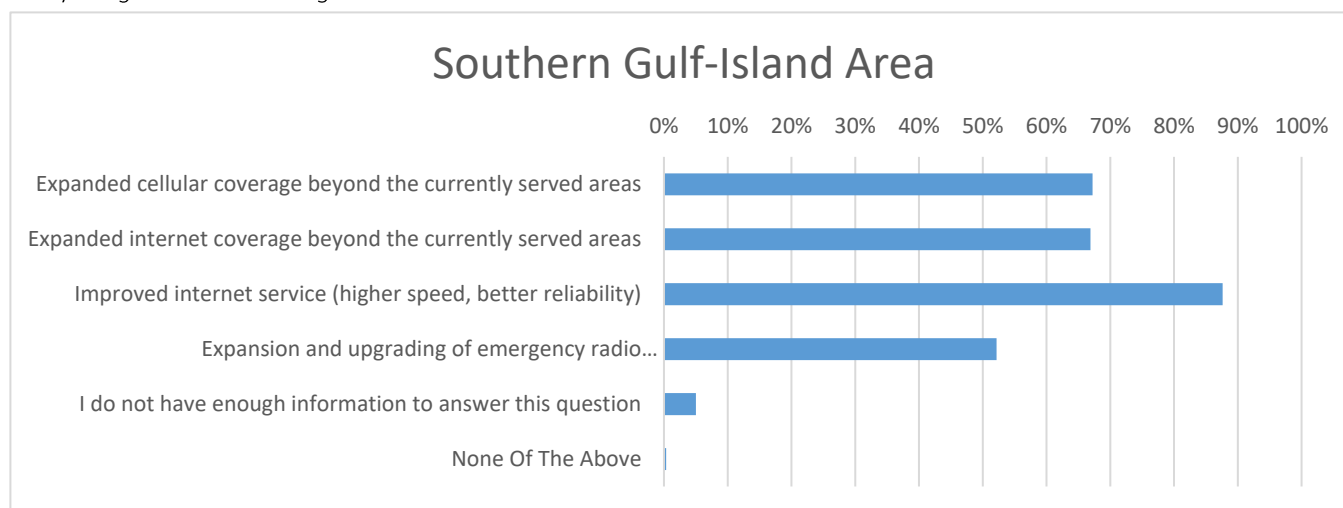


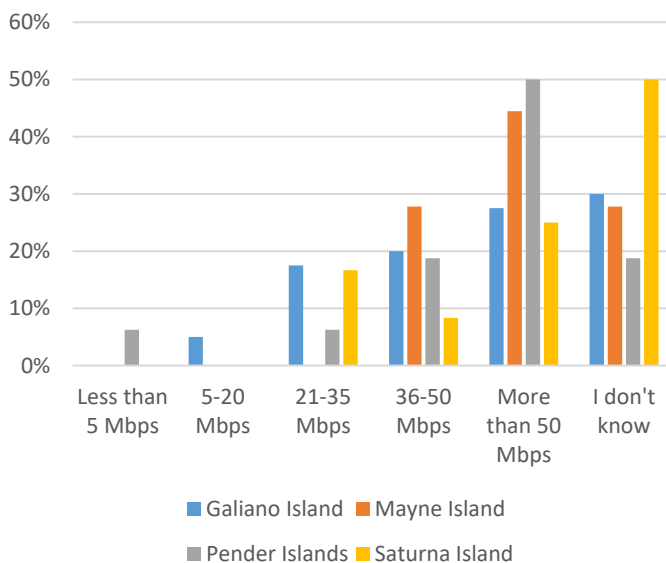
Figure 12 - Support for Connectivity Improvements. Source: Resident Survey 2019/2020

The focus of this process was on communities' needs and opportunities for economic, social, and environmental sustainability that improved connectivity would bring. This process did not focus on the technology and

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infrastructure that would be required to deliver new service in the region and information was not provided about the different options of connectivity technology currently employed. However, when asked, 62% of respondents favoured fibre and 44% wireless. About a quarter of the respondents said they did not have enough information to answer the question. We received three responses stating concerns with EMF frequency and opposing internet expansion in general. In the community meetings and interviews, there was discussion about the expected Connected Coast undersea fibre project and hope that it will improve access to fibre optic connectivity for the region. Discussions acknowledged the high costs associated with underground fibreoptics and the site-specific island variability that impacts last mile connectivity designs. There is also an understanding that a combination of technology would likely be needed to serve the islands and meet the minimum standards of connectivity. It was brought up that overhead lines could be a first step of a phased approach, but BC Hydro owns the poles and it is costly to rent space. BC Hydro was not a part of the consultation process, however it has been flagged that they are a key player to coordinate with in the future.

What download speed do you anticipate you will need over the next 2 to 5 years?



What upload speed do you anticipate you will need over the next 2 to 5 years?

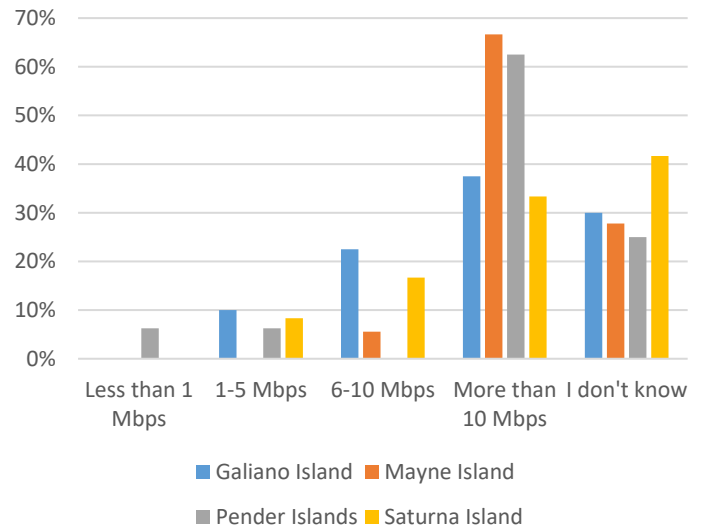


Figure 13 - Source: Resident Survey 2019/2020

Conclusions

In-depth community engagement was conducted with residents, community groups, businesses, internet service providers, non-profits, and government agencies to discuss the limitations of the current lack of connectivity and the potential for better, faster, more reliable internet to support the social, economic, and sustainability goals of the SGIs. The conclusions and recommendations of this report are based on the survey responses and on the significant qualitative data that was collected in the way of interviews, group discussions, and public meetings.

This process has confirmed that improved connectivity is a fundamental requirement for SGI communities to revitalize their communities. Connectivity is an integral piece of core community goals, including:

Attracting and retaining young families

- It is strongly anticipated that improved connectivity would support young families and enable more working professionals to choose to live on the islands, shifting the demographic trend of an aging, shrinking population.

Lowering the region's ecological impact while promoting economic development

- Bringing the SGI region to meet Federal standards will reduce the significant environmental cost of travelling to access services. The health of the local economy will improve through the creation of more options for island residents to have sustainable income sources and the attraction of more professionals in green economic sectors; sustainable industries like the conservation economy can grow with the ability to store data and communicate across distances.

Improving emergency response, community health and well-being

- Better connectivity will improve quality of life, reduce expenses, and improve access to health and social services, government programs, education options, and social cohesion. It will have a significant impact on residents' access to health and emergency services. Initiatives like Telehealth and Home Health Monitoring would provide access to physicians and specialists and not only reduce the cost of delivering health care, but also reduce the travel needed for residents to access health services.

Recommendations and Next Steps

This connectivity plan represents a community based assessment of the challenges faced by the rural island communities in the Southern Gulf Islands Electoral Area. It identifies how better connectivity would support solutions to the SGI's social and economic community needs. Servicing the SGI region with the minimum federal standard of 50/10 mbps would offer the base level of connectivity essential to meet community goals and should be prioritized by the Provincial and Federal governments. The following recommendations are proposed as a way forward towards resolving the issues identified throughout this process. A concerted effort to access public funds, private sector investment, and to coordinate an integrated, regional design is required.

- Technical analysis and connectivity design plan(s) should identify how the SGI as a region can be served with a level of connectivity to meet minimum national standards.
- Infrastructure solutions for last mile connectivity should provide a range of options of technology and estimate the associated cost of development and maintenance. Because of the varied geography and dispersed populations, there may be a need to integrate different kinds of service delivery and thus form partnerships with more than one Internet Service Provider.
- In a phased approach to last mile connectivity, design solutions should prioritize community hubs, commercial centres, and public service buildings.
- CRD should provide a coordinating role and seek partnerships with one or more Internet Service Providers to conduct an infrastructure design plan, and advance applications to the Federal and Provincial government funding programs to support implementation.
- It is recommended that the Federal and Provincial governments remove barriers to ensure the Southern Gulf Islands Electoral Area are eligible for any possible infrastructure funding programs (especially the Island Coastal Economic Trust (ICET), and access to Community Futures).
- Islands Trust Local Trust Committees should consider this report as demonstrating broad community support for service improvements when deciding concurrence, as required to meet Innovation, Science, and Economic Development Canada (ISED) requirements for telecommunications infrastructure proposals.

Appendix 1: Summary of Consultation

SOUTHERN GULF ISLANDS CONNECTIVITY PLANNING

SEPTEMBER – DECEMBER 2019

The SGI Connectivity Planning process sought to have a wide range of input from the residents, community services, businesses, and government workers on each island. A number of different communications and engagement tools were utilized; these were provided in print and shared on-line via social media, the website, and a media release. Backgrounders, FAQs and hard copy surveys were also distributed to Sector Interview and community workshop attendees.

- Four page Frequently Asked Questions (FAQ)
- Two-pager Backgrounder on the project
- Two surveys were developed and hosted on the CRD website. They were also available in paper copy. The surveys targeted different audiences:
 - Residents
 - Business sector (included public and private service providers)
 - There was also a speed test survey people could take to measure their internet speed.
- Media Release Issued on November 6, 2019
- Print Media
 - Two project advertisements ran in the November and January issues each of the local island newspapers:
 - *Galiano Active Page*
 - *Saturna Scribbler*
 - *Pender Post*
 - *Mayneliner*
- Social Media - The project was announced and promoted using social media. The Community Economic Sustainability Commission's Facebook group was used to post to each island's home discussion page. Posts were "boosted" to increase engagement.
- Conference Presentation: Rural Islands Economic Forum

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- Project staff presented the project on a Broadband Panel at the Rural Islands Economic Forum (Poets Cove, Pender Island, November 7/8, 2019). In addition to CRD staff for the Southern Gulf Islands, the panel included representatives from the Province, Strathcona Regional District (Connected Coast), Shaw, Telus, and Beacon Wireless.
- Islands Trust
 - Letters introducing the project and inviting participation were sent to the Mayne Island Local Trust Committee, the North Pender Local Trust Committee, the South Pender Local Trust Committee, the Saturna Island Local Trust Committee, and the Galiano Island Local Trust Committee.
 - A public presentation/delegation was presented by CRD staff at four public LTC meetings (one/island).
- Mailout – Residents were sent information about the project in the mail. The information encouraged people to fill out a survey and give their input.
- CBC Radio Interview: Aired November 21, 2019 within the “On the Island,” news segments for CBC Vancouver Island.

Sector Interviews

Interviews were conducted with a wide range of sectors on each island. The results of these interviews form a substantial qualitative data set informing the SGI Connectivity Plan. See the table below for a list of interviewees.

Community Workshops

Community Workshops were held on each of the islands.

Mayne Island – November 22

Pender Island – November 29

Saturna Island – December 5

Galiano Island – December 13

The workshops used an interactive and iterative format to gather input. People were asked to consider how better, faster, more reliable internet would impact community themes such as economy, transportation, community resilience, conservation, emergency response, education, health care, etc. Examples from the sector interviews

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were shared with workshop participants and each island was assigned a different coloured dot to vote for statements they agreed with.

Format:

- Presentation and background information
- Short video highlighting the experience of Port McNeil, Bella Bella, or Cumberland
- Open house – Dotmocracy/Flip Chart milling stations
- Group Discussion

SECTOR INTERVIEWS CONDUCTED:

SGI SEPTEMBER –DECEMBER 2019

RETAIL

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Owner, Galiano Soapworks	Manager, Tru Value Grocery Store	Mayne Island Brewery	Saturna General Store
		Home Hardware Store	Money Family Farms
		Alea Printing	Grouchy Crab Pottery & Gifts
		Village Bay Repairs	Saturna Island Propane
		Nomad Essentials	Vibrational Greens
		Active Pass Auto and Marine Ltd.	
		Terrill Walsh Art Gallery	
		Envision Gallery	

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		Meadowmist Farm	
		Barber Shop	

HEALTH CARE

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Emergency Services Coordinator/RN	Executive Director, Pender Islands Health Care Society	Resident General Practitioner	Saturna Medical Clinic
Board Member, Galiano Health Care Society	Provider, Online Health Education	Psychotherapist	Volunteer Emergency Responder
Community Paramedic, BCAS		Mayne Island Health Center Ass'n	
Executive Director/Manager, Galiano Health Care Society		Mayne Island Assisted Living Society	

EMERGENCY SERVICES

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Emergency Services Coordinator	Unit Chief, BC Ambulance	Mayne Island Fire Chief	Emergency Advisory Committee
Deputy Emergency Services Coordinator	Assistant Chief, Pender Island Fire Rescue	Mayne Island Emergency Coordinator	Saturna Island Fire Protection Society

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Fire Chief, North Galiano Fire Department			
Fire Chief, South Galiano Fire Department			

INFORMATION/TECHNOLOGY/COMMUNICATIONS

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Individual tech workers	Digital Service Provider	Alea Printing/Mayneliner	SaturnaNet Coop
	Manager, Pender Post	Self-employed technical consultant	Saturna Sunset Scribbler
	Computer Technician	DarrenAndMike.com (Telemarketing)	
Shaw Cable			
Xplornet			
Beacon Wireless			
South Island Internet			

HOSPITALITY

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Proprietor, Eagles Nest Retreat	No response	Mayne Island Resort	Saturna Island Tourism Association
		Blue Vista Resort	Money Marina
		B&B Owner	

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		Bistro Restaurant	
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PUBLIC SECTOR

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Board members, Galiano Library Society	Recreation Coordinator, Pender Island Community Hall	Chair, Chamber of Commerce	School District 64
Director, Galiano Island Resources and Recycling	Islands Trust	Commissioner, Mayne Island Parks and Recreation Commission	Islands Trust
Board member, Parks and Recreation Commission		Chair, Community Economic Sustainability Commission	Eddie Reid Memorial Library
Operations Manager, Galiano Community Daycare		Chair, Housing Society	
Director, Community Development Office		Directors, Mayne Island Agricultural Society	
Volunteer, Galiano Club		Community Bus Volunteer	
Trustee, Islands Trust			

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EDUCATION

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
School District 64			
Director, Galiano Conservancy Association			Saturna Ecological Education Centre
Executive Director, Access to Media Education Society			
Professor, UBC Dept. of Education			

ARTS & CULTURE

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
2 Independent visual artists	Ptarmigan Arts	3 Independent visual artists	ArtSaturna
		Envision Gallery	Saturna Recreation and Cultural Centre
			Owner, Photography
			Owner, Photography
			Cyclone Fighting Arts

REMOTE WORKERS

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Privacy Consultant	Telecommuter – IT sector	IBI Group	Architect

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CAD Consultant		Architect	Owner, Medical Consulting
Government researcher		Business Consultant	Owner, Database Design and Programming
Web Designer		Self-employed technical consultant	
Translator		DarrenAndMike.com (Telemarketing)	
Visual Effects Programmer			
Accountant			
Science student			
Professor, UBC Dept of Education			

TRANSPORTATION

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Proprietor, Porlier Pass Provisions Charters	Pender Island Community Bus	Community Bus	Saturna Shuttle
Board members, Galiano Transportation Society	Pender Island Taxi	Private Charter Boat Owner/Operator	Ocean River Sports
Proprietor, Galiano Courier			
Manager, Gulf Island Kayaking			
Galiano Trustee, SD64			

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REAL ESTATE

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Manager, Gulf Islands insurance	No Response	Chair, Mayne Island Housing Society	AA Money LTD.
Realtor, Galiano Island Realty		Builder	
Proprietor, Hunterston Homes			

CONSERVATION ECONOMY

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Curator, Biodiversity Galiano	Raincoast Conservation Society	Mayne Island Conservancy Volunteer	Saturna Island Marine Research and Education Society
Islands Trust Conservancy			

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Appendix 2: Community Engagement Results

Southern Gulf Islands Connectivity Workshop Results

Community Workshops were held on each of the islands in the fall of 2019.

Mayne Island – November 22

Pender Island – November 29

Saturna Island – December 5

Galiano Island – December 13

The workshops used an interactive and iterative format to gather input. People were asked to consider how better, faster, more reliable internet would impact community themes such as economy, transportation, community resilience, conservation, emergency response, education, health care, etc. Examples from the sector interviews were shared with workshop participants and each island was assigned a different coloured dot to vote for statements they agreed with (Mayne –red; Pender- blue; Saturna- yellow; Galiano-green).



The format included:

- Presentation and background information
- Short video highlighting the experience of Port McNeil, Bella Bella, or Cumberland
- Open house – Dotmocracy/Flip Chart milling stations
- Group Discussion

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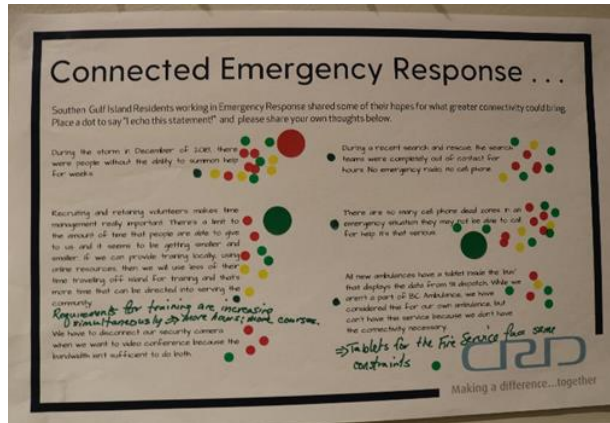
Flip Charts Transcribed

Health and Wellness

"Hot line health answers to common concerns and conditions."

"Connectivity allows transmission of photos of skin/swelling/other medical conditions to support diagnosis and triage."

"Telehealth—online consultations with medical specialists would save money and time."



Emergency Response

"CAD (Computer and Dispatch) with accurate location."

"Training of volunteer ambulance and fire responders is very expensive for our community. Online training would save our community money and time and would help to recruit newer/younger volunteers."



"Emergency Program uses numerous online protocols to exchange information in case of disaster. For the most part these require robust hydro supply just to ensure connectivity on Saturna and Galiano. We do not at present have this reliability."

"Cell service would provide us range to reach out if in trouble on roads or trails not currently served by cell service."

"Requirements for training are increasing simultaneously—more hours, more courses."

Economy

"Solid, reliable internet forms the foundation for small to medium sized businesses in the SGIs."

"Take part in distance education careers."

"Young working families could live here and "renew" the community. Lots of good jobs are now done mainly online—graphic design, writing jobs, etc."

"If I'm doing something which requires a good connection, like teaching or video conferencing then I cannot risk coming here."

"If I can work from home it reduces the cost of living for my family."

As Residents

"Helping seniors stay at home supported by remote family members."

"Paying for a service that doesn't deliver is a waste of money."

"All Service Canada submissions require internet connectivity: submitting taxes, checking pension and child tax benefit info, etc. Not having good connectivity creates second class Canadians."

"It reduces costs to use internet for entertainment and not having to add satellite tv."

"We could download and stream music, tv and movies."

"Improves quality of life."

"Affordable housing (compared to city)—if one had a real income from a full-time job that could be done mostly online."

"Why live in the country if you want city amenities?"

"People living with principles intact."

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“Deliver online training.”

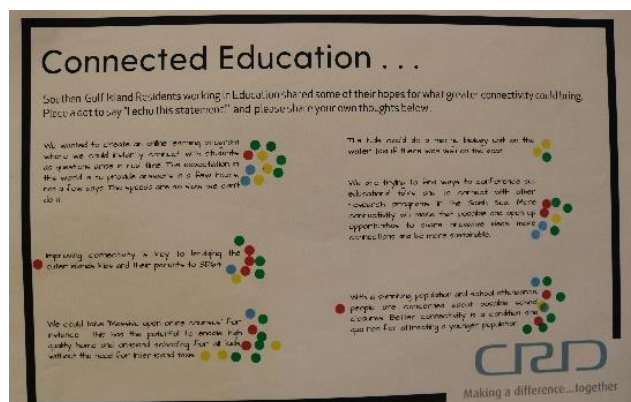
Conservation

“Monitoring via webcam: the SRKWs [Southern Resident Killer Whales], birds, marine life.”

“Better ability to share data.”

“Ability to tap into broader support—funding for land conservation and marine conservation.”

“Perhaps we could attract scientific research to Saturna to help improve our understanding of the environment.”



Education

“Online education programs”

“Access to SIDES (South Island Distance Education) that is consistent.”

“As a practicing music teacher I access YouTube, etc. in lessons. At my download speed presently, this is impractical.”

“Getting the answers quickly, and the culture that goes with this expectation does not cultivate or encourage critical thinking.”

“Provide online education opportunity for all residents—not just K-12.”

“Lifelong education access.”

“Can the library hook up with the school’s high speed internet?”

Internet Service Providers

“ISPS need to be a part of this conversation.”

“We don’t have any competition for Shaw. They operate as a gouging monopoly.”

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"No service from Shaw or Telus at all—never will be."

"Need fibre cables."

"Need good hard wired connections for privacy/security; reasonable service and prices from ISPs."

Arts and Culture

"Shaw limits access to programs (TV)—costs increase if one chooses certain channels."

"Most art shows are now juried digitally."

"All graphic art/illustration jobs are computer based."

"Large presentations to whole community for interaction and discussion after presentation."

"Actually stream concerts, programs, etc."

"Someone who is ill or home-based could be a part of entertainment, learning, books etc. with connectivity and streaming."

"Artists can't maintain their websites."

Community Resiliency: Climate Change and Diversity

"Critical community information sharing in emergency—a crisis in one area of the Island brings help from other areas and support."

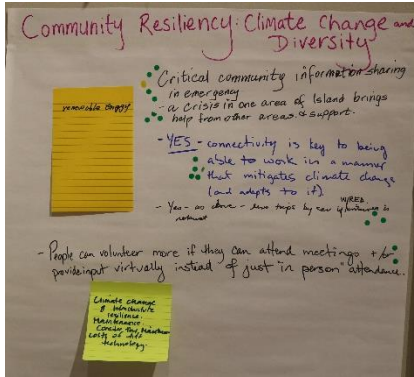
"Connectivity is key to being able to work in a manner that mitigates climate change (and adapts to it)."

"People can volunteer more if they can attend meetings and/or provide input virtually instead of just "in person" attendance."

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"Climate change and infrastructure resilience. Maintenance—consider the maintenance costs of different technology."

"Less trips by car if wired internet is robust."

"Renewable energy."

Hopes and Fears

"Keep in touch with family and friends."

"Emergency Public Notifications."

"Do not need another bureaucracy eating up resources that should go toward infrastructure."

"Fear—excessive costs ever climbing."

"Hope—that this time it will actually get done."

"Effects of wireless and cell phone technologies on health of animals and people."

"Health issues."

"Concerns about the fracturing of human contact because of too much wire connection. Also if there's not contact except for in-person. Effects can be both positive and negative."

"Our community 'disconnected.' "

"Wireless technology has not been proven to have any negative effects on health of people or animals. Risk vs. benefit scenario—benefits far outweigh potential risks."



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Public Service

"Partner children with seniors."

"BC Ferries is moving to only online schedule, this will disenfranchise islanders without reliable internet access."

"As a senior, the internet keeps me sane and keeps me connected to friends and family and the bigger world."

"Not all seniors have or want access to the internet."

"Often I have several meetings on Vancouver Island per month (sometimes multiple in a week). Each time I must spend 12+ hours off-island to attend—would prefer to videoconference."



**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 12, 2020**

SUBJECT **Investing in Canada Infrastructure Program – Green Infrastructure Grant
Application for the Juan de Fuca Water Distribution Service and Magic Lake
Estates Wastewater Service Projects**

ISSUE SUMMARY

To seek approval to proceed with two *Investing in Canada Infrastructure Program* (ICIP) - *Green Infrastructure – Environmental Quality* grant applications for the Juan de Fuca Water Distribution Service - Anderson Cove Water Service Extension in East Sooke (JDF) and the Magic Lake Estates (MLE) Wastewater Service (Pender Island) - System Renewal projects.

BACKGROUND

A new Federal/Provincial grant program, *Investing in Canada Infrastructure Program* (ICIP) - *Green Infrastructure – Environmental Quality Sub-Stream* (the Grant) will fund up to 73.33% of eligible project costs. The 2020 intake is the second intake under this program and supports cost-sharing of infrastructure projects in communities across the province. Both the JDF and MLE services are requesting to submit grant applications. The program application submission deadline is February 26, 2020. The applications require a Capital Regional District (CRD) Board resolution in support of the application and project including the funding commitment.

Application 1 – Juan de Fuca Water Distribution Service - Anderson Cove Water Service Extension

The Anderson Cove area of East Sooke, which represents approximately 30 single family residential properties, relies on ground water sources for domestic water supply. To date, the Juan de Fuca Water Distribution system has not been extended to the area to allow connection.

Further to a previous unsuccessful grant application in 2016, the Juan de Fuca Electoral Area Director requested that the Juan de Fuca Water Distribution Service submit another application for the Anderson Cove project. At its January 7, 2020 meeting, the Juan de Fuca Water Distribution Commission recommended to proceed with an ICIP grant application. The staff report and attachments are attached as Appendix A.

Project Overview and Costing

In order to extend the Juan de Fuca water distribution system to Anderson Cove, the project would encompass the following:

- 1,855 metres of 250 millimeter (mm) and 150mm diameter water main and appurtenances.
- The total project costs are estimated at \$2.055 million.
- Total grant eligible costs are estimated at \$1.99 million including engineering and contingency amounts.
- Reimbursable costs are estimated at \$1.46 million (73.33% of \$1.99 million).

- Ineligible costs are estimated at \$65,000.
- Total costs to be borne by the benefitting property owners are estimated at \$530,000 (26.67% of \$1.99 million) plus ineligible costs of \$65,000, which totals \$595,000.

All of the benefitting property owners (30 in total) have committed to the Juan de Fuca Electoral Area Director, through a petition, to bear their share of the project costs.

Application 2 – Magic Lake Estates Service - Wastewater System Renewal

The MLE wastewater system, located on Pender Island, requires extensive upgrades to both the collection and treatment systems due to their age, condition and capacity. At its December 10, 2019 meeting, the Magic Lake Estates Water and Sewer Committee directed staff to proceed with an ICIP grant application and they are expected to further support that direction on February 11, 2020, with approval of a recommendation in a staff report. The staff report and attachments are attached as Appendix B.

Before the direction to proceed with a grant application, on November 23, 2019, the electors of the MLE sewer service approved borrowing up to \$6 million to complete upgrades to the system. The CRD Board has since adopted Bylaw No. 4320, MLE Wastewater System Loan Authorization Bylaw No. 3, 2019.

The new grant program will fund upgrades that promote environmental quality improvements including upgrades to Schooner wastewater treatment plant (WWTP), decommissioning of Cannon WWTP (by pumping to Schooner), and upgrades at all six pump stations. The program will not likely fund upgrades related to sewer pipe and manhole replacement as the Province believes that the replacement of these components should be the local utility's responsibility; the service area is expecting to fund these collection system improvements.

Project Overview

In order to remediate the MLE sewer system, the project would encompass the following:

- Improvements to the Schooner wastewater treatment plant
- Removal of the Cannon wastewater treatment plant and supply of new pump station
- Rebuild six pump stations
- Replace 6.4 kilometers (km) of asbestos cement pipe and appurtenances
- Install 0.75km of new force main and appurtenances

Project Costing

- The total project costs are estimated at \$12.15 million.
- Total grant eligible costs are estimated at \$7.35 million including engineering and contingency amounts.
- Reimbursable costs are estimated at \$5.39 million (73.33% of \$7.35 million).
- Ineligible costs are estimated at \$4.8 million (for sewer pipe and appurtenances).
- Total costs to be borne by the MLE sewer property owners are estimated at \$1.96 million (26.67% of \$7.35 million) plus ineligible costs of \$4.8 million which totals \$6.76 million.

- Current elector approval is for \$6 million so the estimated difference of \$0.76 million would be funded by the service or the scope of the pipe replacement program would be reduced in the short term.

ALTERNATIVES

Alternative 1

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

1.
 - a) Staff be directed to prepare and submit an application for *Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure – Environmental Quality Sub-Stream* grant funding for the Juan de Fuca Water Distribution Service – Anderson Cove water service extension project; and,
 - b) The CRD Board supports the project and commits to its share of the project, estimated at \$595,000, upon completion of a formal successful service area petition and approval of a loan authorization bylaw.
2.
 - a) Staff be directed to prepare and submit an application for *Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure – Environmental Quality Sub-Stream* grant funding for the Magic Lake Estates Wastewater Service - System Renewal Project; and,
 - b) The CRD Board supports the project and commits to its share of the project funding as a result of the successful November 2019 referendum to borrow up to \$6.0 million to fund the service area's project funding contribution, and the CRD Board's adoption of loan authorization Bylaw No. 4320.

Alternative 2

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

1. Staff be directed not to proceed with a grant application for an *Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure – Environmental Quality* grant for the Juan de Fuca Water Distribution Service – Anderson Cove water service extension project.
2. Staff be directed not to proceed with a grant application for an *Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure – Environmental Quality* grant for the Magic Lake Estates Wastewater Service - System Renewal Project.

IMPLICATIONS

Application 1 – Juan de Fuca Water Distribution Service for Anderson Cove

Financial Implications

There is an estimated \$5,000 cost to hire a consultant to prepare an application that will be paid with Community Works Fund monies offered by the Juan de Fuca Electoral Area Director. The grant application will not, nor the project as a whole, result in any capital costs for the Juan de Fuca Water Distribution Service. If the project is completed, on-going infrastructure operating costs will be funded through the water rate revenue.

Land Use Policy Implications

Leading up to the 2016 grant application, at its October 12, 2016 meeting, the CRD Board resolved to permit the extension of water service to the Anderson Cove area, deeming the extension in accordance with Action 1.1(5) of the 2003 Regional Growth Strategy (RGS). The RGS has since been updated (January 2018). The proposed Anderson Cove water service extension aligns with RGS Objective 2.2 (Manage Regional Infrastructure Services Sustainably) and the principles and policies set out thereunder, namely:

- The service extension will service existing dwellings/lots only, replacing ground water wells for domestic water supply
- The negative financial impacts to those currently serviced will be minimized as the benefitting property owners will be funding the initial capital (in excess of grant funding) and on-going operating costs
- The proposed service extension falls within the Juan de Fuca Electoral Area outside the Urban Containment Policy Area, but within the East Sooke water service area referenced under RGS Objective 2.2, Policy 2.b.

Application 2 – Magic Lake Estates Wastewater System Renewal

Financial Implications

If the recommendation is approved, staff will complete and submit the grant application at an estimated cost of \$10,000. The Magic Lake Estates Water and Sewer Committee approved the cost to complete the application from the Capital Reserve Fund at its December 10, 2019 meeting. If the grant is approved, there could be a benefit to the community of up to \$5.39 million. If the grant is not approved, Phase 1 of the project can still commence at an estimated cost of \$6 million that was approved by referendum. Improvements to the wastewater system are required and will start to bring the service back into compliance with regulations and will benefit the environment.

CONCLUSION

The *Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure – Environmental Quality Sub-Stream* grant has created an opportunity for applications to be received from two services within the CRD:

- Juan de Fuca Water Distribution Service - water service extension to the Anderson Cove area in East Sooke.
- Magic Lake Estates Wastewater Service - System Renewal Project.

Both projects have the support of their respective Commission and Committee and the service area ratepayers.

RECOMMENDATION

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

1.
 - a) Staff be directed to prepare and submit an application for *Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure – Environmental Quality Sub-Stream* grant funding for the Juan de Fuca Water Distribution Service – Anderson Cove water service extension project; and,
 - b) The CRD Board supports the project and commits to its share of the project, estimated at \$595,000, upon completion of a formal successful service area petition and approval of a loan authorization bylaw.
2.
 - a) Staff be directed to prepare and submit an application for *Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure – Environmental Quality Sub-Stream* grant funding for the Magic Lake Estates Wastewater Service - System Renewal Project; and,
 - b) The CRD Board supports the project and commits to its share of the project funding as a result of the successful November 2019 referendum to borrow up to \$6.0 million to fund the service area's project funding contribution, and the CRD Board's adoption of loan authorization Bylaw No. 4320.

Submitted by:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Nelson Chan, M.B.A., C.P.A., C.M.A., Acting Chief Administrative Officer
Concurrence:	Robert Lapham, M.C.I.P., R.P.P., Chief Administrative Officer

ATTACHMENTS

Appendix A: January 7, 2020, Report to the Juan de Fuca Water Distribution Commission

Appendix B: February 11, 2020, Report to the Magic Lake Estates Water and Sewer Committee

REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION MEETING OF TUESDAY, JANUARY 7, 2020

SUBJECT Grant Application for Anderson Cove (East Sooke) Water Service Extension

ISSUE SUMMARY

The Juan de Fuca Electoral Area Director has requested that a grant application be submitted for the proposed Anderson Cove water service extension to provide project funding. The grant program is *Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality* which has an application deadline of February 26, 2020.

BACKGROUND

The Anderson Cove area of East Sooke, which represents approximately 30 single family residential properties, relies on ground water sources for domestic water supply. To date, the Juan de Fuca Water Distribution system has not been extended to the area to allow connection.

In November 2016, the Juan de Fuca Water Distribution Commission (the Commission), and subsequently the Capital Regional District (CRD) Board, approved a grant application under the *Canada-British Columbia Clean Water and Wastewater Fund*, requesting project funding to extend the Juan de Fuca water distribution system to the Anderson Cove area. The project budget was set at \$3.2 million with grant program funding of up to 83% of the project costs. The remaining 17% would have been funded by the benefitting property owners. While the grant application was unsuccessful, there is now another grant program available and the Juan de Fuca Electoral Area Director is requesting that another application be submitted for the Anderson Cove project.

The new grant program, *Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality* (the Grant), will fund up to 73.33% of eligible costs with the 30 benefitting property owners funding the remaining eligible costs of 26.67% plus any ineligible project costs. The 2020 intake is the second intake under this program and is to support cost-sharing of infrastructure projects in communities across the province. In particular, the Grant program requires that certain outcomes be met, one of which is “increased access to potable water”. The project scope has been modified since 2016 and the updated project budget has been set at \$2.055 million.

Project Overview

In order to extend the Juan de Fuca water distribution system to Anderson Cove, the project would encompass the following:

- 1,855 metres of 250mm diameter and 150mm diameter water main and appurtenances. (see Attachment 1 for location).

The preceding project scope is less than the 2016 grant request for the following reasons referenced on Attachment 1:

- 500 metres of water main was twinned on East Sooke Road in 2019 at a cost of \$530,000 and funded by the “Mine Road Utilities Deferred Capacity Trust Fund”.
- As a result of the twinning work on East Sooke Road, another project to connect the

pressure zones on East Sooke Road became viable which requires 430 metres of water main at an estimated cost of \$515,000 including engineering and contingency. Regardless of the success of the Anderson Cove grant application, this project will be recommended to the Commission in the 2021 capital program, to be constructed in 2022 as an enhancement to the Juan de Fuca water distribution system to connect pressure zones and increase fire and domestic storage in the area.

Project Costing

- Total eligible costs are estimated at \$1.99 million including engineering and contingency amounts.
- Reimbursable costs are estimated at \$1.46 million (73.33% of \$1.99 million).
- Ineligible costs are estimated at \$65,000.
- Total costs to be borne by the benefitting property owners are estimated at \$530,000 (26.67% of \$1.99 million) plus ineligible costs of \$65,000 which totals \$595,000.

Project Funding

As noted, the grant program would provide up to \$1.46 million in funding and the benefitting property owners would provide up to \$595,000 in funding. If the grant application is successful, in order to finance the benefitting property owners' share, subject to CRD Board approval, a CRD local service area would be established for the purpose of funding a CRD loan. (see Attachment 1 for service area boundary).

To reaffirm the property owners' support for the project and their funding contribution, the Juan de Fuca Electoral Area Director has carried out the following tasks:

- Sent a letter to all affected residents to ask them to confirm that they would be willing to pay from \$20,000 to \$25,000 per property to fund their part of the project (see Attachment 2).
- Received 100% support to his request for funding from all 30 property owners.

As a result of the property owners' support, if the grant is approved, the project is anticipated to have full funding.

ALTERNATIVES

Alternative 1

The Juan de Fuca Water Distribution Commission recommends to the Electoral Areas Committee and the Capital Regional District Board that:

Staff be directed to prepare and submit an application for an *Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality* grant for the water service extension to the Anderson Cove area of the Juan de Fuca Water Distribution service area.

Alternative 2

The Juan de Fuca Water Distribution Commission directs staff not to proceed with a grant application to the *Investing in Canada Infrastructure Program-British Columbia-Green Infrastructure-Environmental Quality* program.

FINANCIAL IMPLICATIONS

If the recommendation is approved, there will be a cost to hire a consultant to complete the grant application. The estimated cost is \$5,000, which will be paid with Community Works Fund monies offered by the Juan de Fuca Electoral Area Director. The grant application nor the project as a whole will not result in any capital costs for the Juan de Fuca Water Distribution Service. If the project is completed, on-going infrastructure operating costs will be funded through the water rate revenue.

LAND USE POLICY IMPLICATIONS

Leading up to the 2016 grant application, at its October 12, 2016 meeting, the CRD Board resolved to permit the extension of water service to the Anderson Cove area, deeming the extension in accordance with Action 1.1 (5) of the 2003 Regional Growth Strategy (RGS). The RGS has since been updated (January 2018). The proposed Anderson Cove water service extension aligns with RGS Objective 2.2 (Manage Regional Infrastructure Services Sustainably) and the principles and policies set out thereunder, namely:

- The service extension will service existing dwellings/lots only, replacing ground water wells for domestic water supply
- The negative financial impacts to those currently serviced will be minimized as the benefitting property owners will be funding the initial capital (in excess of grant funding) and on-going operating costs
- The proposed service extension falls within the Juan de Fuca Electoral Area outside the Urban Containment Policy Area, but within the East Sooke water service area referenced under RGS Objective 2.2, Policy 2.b (See Attachment 3 – RGS Map 5)

CONCLUSION

At the request of the Juan de Fuca Electoral Area Director, approval for a grant application to install water service to the Anderson Cove area of East Sooke is required. The grant program, *Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality*, provides up to 73.33% funding with 26.67% funding coming from 30 benefitting property owners. The total project budget has been set at \$2.055 million. If the CRD receives the grant, the project would be funded through \$1.46 million in grant funds and \$595,000 in funding from the benefitting property owners. Project and funding support was sought from the property owners and all of the owners have agreed through an informal petition process, to pay their portion (estimated at \$20,000 to \$25,000 per property). Other than grant funds, the full capital cost of the project will be borne by the benefitting property owners and the on-going operating costs will be funded through the water rate revenue. The deadline for submitting the grant application is February 26, 2020.

RECOMMENDATION

The Juan de Fuca Water Distribution Commission recommends to the Electoral Areas Committee and the Capital Regional District Board that:

Staff be directed to prepare and submit an application for an *Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality* grant for the water service extension to the Anderson Cove area of the Juan de Fuca Water Distribution service area.

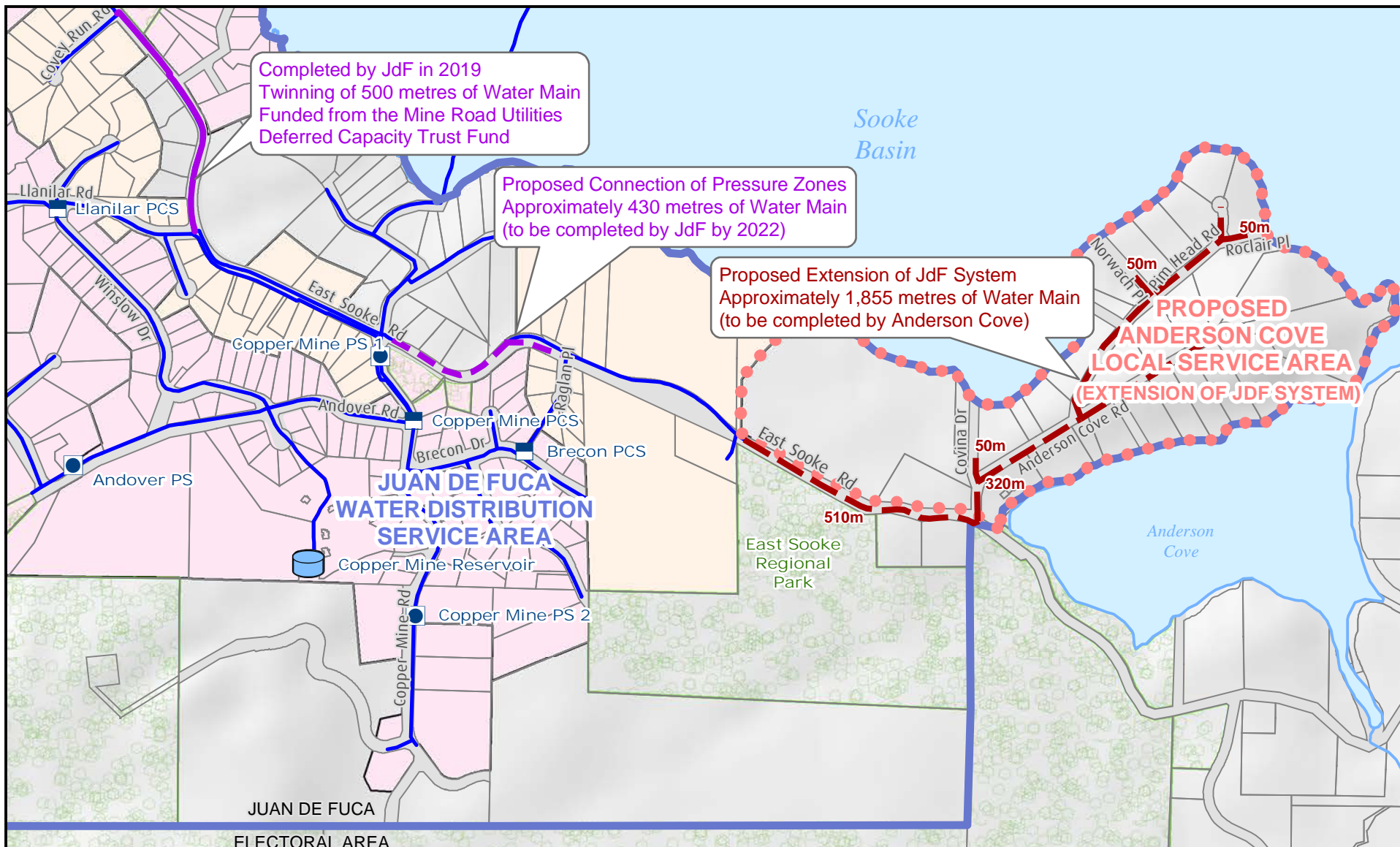
Submitted by:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B.Sc., C.Tech., Acting Chief Administrative Officer

ATTACHMENTS

Attachment 1: Water Main Extension Map

Attachment 2: Juan de Fuca Electoral Area Director Letter to Residents

Attachment 3: RGS Map 5 – Juan de Fuca Water Service Area (East Sooke & Otter Point)



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0 100 200 400 Metres
UTM Zone 10N NAD 1983



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

December 2019 | EastSookeAndersonCove_11x17.mxd | helpdesk@crd.bc.ca

- Juan de Fuca Water Distribution Service Area
- Proposed Anderson Cove Local Service Area
- Existing JdF Water Main
- Completed JdF Twinning of Main
- Proposed JdF Connection
- Proposed Anderson Cove Extension

Anderson Cove - East Sooke - JdFEA Water Mains Required for Extension

December 2019



Attachment 1

ATTACHMENT 2



Mike Hicks
Regional Director
Juan de Fuca Electoral Area
#3 – 7450 Butler Road
Sooke, BC V9Z 1N1
250 216 5802
directorjdf@crd.bc.ca

November 19, 2019

Dear Anderson Cove resident,

We have another chance to apply for a Federal Government grant to extend water from the East Sooke Fire Department to the Anderson Cove area. Before submitting the application we must complete the engineering and cost analysis and get approval from the JDF Water Commission and CRD Board. As they only meet once a month and with Xmas holidays coming soon, I need your immediate reply to my letter if possible.

If successful the grant Federal Government will cover 70% of the costs leaving 30% to the Anderson Cove area property owners. The cost to extend the water will be somewhere between \$ 20,000 and \$ 25,000 per property. Family owning 2 properties will have to pay 2 parcel taxes or \$ 40-50,000. There are 30 properties affected. The project would not happen for at least a year and financing options would be available.

At this time, I need to know if you want us to proceed with the grant application. I need to know if you are willing to contribute your share. This is not legally binding but there are many folks needing water in the Juan de Fuca Electoral Area and as we only have one application, I must feel comfortable that most if not all of Anderson Cove want to proceed.

Please send me an e-mail to: directorjdf@crd.bc.ca with your name, phone number and Yes or No to proceed. Give me a call if you have questions please 250 216 5802

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mike Hicks', is placed over a large, light grey circular watermark that spans the middle of the page.

Mike Hicks
Regional Director
Juan de Fuca Electoral Area

ATTACHMENT 3

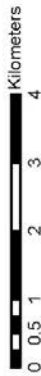
Otter Point

East Sooke

CAPITAL REGIONAL DISTRICT
Map 5: Juan de Fuca Water Service Area



Water Service Area



REPORT TO MAGIC LAKE ESTATES WATER AND SEWER LOCAL SERVICES COMMITTEE MEETING OF TUESDAY, FEBRUARY 11, 2020

SUBJECT Investing in Canada Infrastructure Program - Green Infrastructure Grant
Application for the Magic Lake Estates Wastewater System Renewal Project

ISSUE SUMMARY

A Capital Regional District (CRD) Board resolution is required to endorse the *Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure – Environmental Quality*, grant application for the Magic Lake Estates (MLE) wastewater system renewal project.

BACKGROUND

Staff have been working with the MLE Water and Sewer Committee and the community to address the issues facing the aging and failing sewer infrastructure in Magic Lake Estates. The condition of the MLE wastewater infrastructure has been well documented in past reports and presented at a number of Public Open House meetings held on November 22, 2014; June 6, 2015; February 27, 2016; and April 27, 2019. On November 23, 2019, the electors of the MLE sewer service approved borrowing \$6 million to complete Phase 1 upgrade to the system.

The estimated cost to complete the entire upgrades (Phase 1, 2 and 3) is about \$12.15 million. Therefore, at the December 10, 2019 committee meeting, the Committee directed staff to proceed with the preparation of the ICIP grant application to help fund the remainder of the project. The new grant program will fund up to 73.33% of eligible costs with the MLE sewer property owners funding the remaining eligible costs of 26.67% plus any ineligible project costs. The 2020 intake (which has an application deadline of February 26, 2020) is the second intake under this program and is to support cost sharing of infrastructure projects in communities across the province.

Project Overview

The proposed scope of work to complete the entire project (Phase 1, 2 and 3) was summarized on an information board that was presented at the April 27, 2019 open house (see Attachment 1).

The new grant program will fund upgrades that promote environmental quality improvements including upgrades to Schooner wastewater treatment plant (WWTP), decommissioning of Cannon WWTP (by pumping to Schooner), and upgrades at all six pump stations. The program will not fund upgrades related to sewer and manhole replacement as the Province believes that the replacement of aging sewers to be the local utility's responsibility.

Project Costing

- Total eligible costs are estimated at about \$7.35 million including engineering and contingency amounts.
- Reimbursable costs are estimated at \$5.39 million (73.33% of \$7.35 million).
- Ineligible costs are estimated at \$4.8 million (for sewer pipe and manhole replacement).
- Total costs to be borne by the MLE sewer property owners are estimated at \$1.96 million (26.67% of \$7.35 million) plus ineligible costs of \$4.8 million which totals \$6.76 million.

Project Funding

As noted, the grant program could provide up to \$5.39 million and the MLE sewer property owners would be responsible for \$6.76 million. The MLE sewer service electors recently approved borrowing up to \$6 million, so the remaining \$0.76 million would have to be either trimmed from the scope or funded from the MLE sewer capital reserve fund (CRF) in the future (the CRF only has about \$0.22 million at the end of 2019).

Because the MLE sewer property owners has already approved funding up to \$6 million, that could make the ICIP grant application more favourable to senior governments due to the certainty of the community's commitment.

ALTERNATIVES

Alternative 1

That the Magic Lake Estates Water and Sewer Local Services Committee recommends to the Electoral Areas Committee and the Capital Regional District Board that:

1. Staff be directed to submit an application for an *Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality* grant for the project's grant-eligible costs for the Magic Lake Estates Wastewater System Renewal Project; and,
2. The recent referendum approval to borrow up to \$6 million be used to commit to the community's 26.67% share of costs for the Magic Lake Estates Wastewater System Renewal Project.

Alternative 2

That the Magic Lake Estates Water and Sewer Local Services Committee directs staff not to proceed with a grant application to the *Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure – Environmental Quality* program.

IMPLICATIONS

If the recommendation is approved, staff will complete and submit the grant application at an estimated cost of \$10,000. The Committee approved the cost to complete the application from the Capital Reserve Fund at their December 10, 2019 committee meeting. Should the grant be approved, there could be up to a \$5.39 million benefit to the community. Should the grant not be approved, Phase 1 of the project can still commence at an estimated cost of \$6 million that was approved by referendum. Improvements to the wastewater system are required and will start to bring the service back into compliance with the regulations and benefit the environment.

CONCLUSION

At the request of the Magic Lake Estates Water and Sewer Local Services Committee, staff have commenced with preparing an application to the *Investing in Canada Infrastructure Program*. A resolution from the Capital Regional District Board is required to endorse the application. The deadline for submitting the grant application is February 26, 2020.

RECOMMENDATION

That the Magic Lake Estates Water and Sewer Local Services Committee recommends to the Electoral Areas Committee and the Capital Regional District Board that:

1. Staff be directed to submit an application for an *Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality* grant for the project's grant-eligible costs for the Magic Lake Estates Wastewater System Renewal Project; and,
2. The recent referendum approval to borrow up to \$6 million be used to commit to the community's 26.67% share of costs for the Magic Lake Estates Wastewater System Renewal Project.

Submitted by:	Malcolm Cowley, P.Eng., Manager Wastewater Engineering and Planning
Concurrence:	Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, M.C.I.P., R.P.P., Chief Administrative Officer

ATTACHMENT

Attachment 1: Magic Lake Estates Open House Board – Proposed Phased Upgrades and Costs

Proposed Phased Upgrades and Costs

Phase 1: Initial Upgrades

Proposed Upgrades	Cost Estimate (2019 \$)
Improvements at Schooner WWTP: <ul style="list-style-type: none"> • Sewage screen and grit removal • New equalization tank • Electrical upgrades (with temp seacan building) • Standby generator 	\$1.7M
Renew 3 Pump Stations (Buccaneer, Galleon and Schooner) <ul style="list-style-type: none"> • Pumps • Valves • Piping • Electrical kiosk 	\$1.1M
Pipe Replacement: <ul style="list-style-type: none"> • Replace 4.6km of failing asbestos cement pipe • Rehabilitate 84 manholes • Install 0.75km of 100mm PVC forcemain (in common trench) for future Cannon Pump Station 	\$3.2M
Total	\$6M

Phase 2: Second Phase

Proposed Upgrades	Cost Estimate (2019 \$)
Improvements at Schooner WWTP: <ul style="list-style-type: none"> • Add second aeration tank • Replace clarifiers • Electrical upgrades in a permanent building 	\$2.1M
Replace Cannon WWTP: <ul style="list-style-type: none"> • Install new pump station to divert flow to Schooner WWTP • Decommission Cannon WWTP 	\$0.9M
Total	\$3M

Phase 3: Final Upgrades

Proposed Upgrades	Cost Estimate (2019 \$)
Improvements at Schooner WWTP: <ul style="list-style-type: none"> • Replace manual sludge thickening tanks with new thickening system 	\$0.7M
Renew 3 Remaining Pump Stations: (Capstan, Cutlass and Masthead) <ul style="list-style-type: none"> • Pumps • Valves • Piping • Electrical Kiosk 	\$0.85M
Pipe Replacement: <ul style="list-style-type: none"> • Replace 1.8km of failing asbestos cement pipe • Rehabilitate 36 manholes 	\$1.6M
Total	\$3.15M

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 12, 2020**

SUBJECT **BYLAW AMENDMENT NO. 4342 TO INCLUDE 154 KINGS LANE INTO THE
GANGES SEWER LOCAL AREA SERVICE**

ISSUE SUMMARY

To amend the Ganges Sewerage Local Service Establishment Bylaw to include a 48 unit senior residence and clinic development on 154 Kings Lane.

BACKGROUND

At its meeting of August 29, 2019, the Ganges Sewer Local Service Commission (GSLSC) recommended approval the inclusion of 154 Kings Lane (Lot 2, Section 4, Range 3, North Salt Spring Island, Cowichan District, Plan 23507) into the Ganges Sewer Local Service Area subject to the applicant meeting conditions set out by GSLSC at the August 29, 2019 meeting, in particular receiving approval from the Ministry of Environment (MOE) to increase the maximum day flow discharge from the Ganges Sewer plant in order to accept the flows from the development. On January 8, 2020 MOE granted approval for the CRD to amend the discharge permit to increase the quantity of effluent discharged from the Ganges sewer plant.

ALTERNATIVES

Alternative 1

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

That Bylaw No. 4342, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 13, 2020" be introduced and read a first time, second time and third time.

Alternative 2

The Electoral Areas Committee request additional information.

IMPLICATIONS

Service Delivery Implications:

The applicant has agreed to pay for all costs related to (1) obtaining approval from the MOE to increase the maximum day flow discharge from the plant; (2) including the property into the service area, capacity purchase charge for the planned development, and ongoing parcel taxes and user fees for the service; (3) all engineering, administration, permit fees and construction costs associated with the extension of the sewer and connection to the existing sewer and the property; and (4) installing a water meter(s) to measure the total volume of all water production from wells on the property.

In order to support the development for a senior residence and clinic a bylaw amending the service area boundaries is required. After third reading the bylaw is reviewed by the Inspector of Municipalities for approval. Once the bylaw is adopted the applicant can proceed with the process of design and construction of the service extension and connection.

CONCLUSION

The development property currently remains outside the Ganges Local Area service boundaries. The inclusion of the parcel in the service area will benefit the existing participants as the additional user fees, parcel taxation will contribute to the costs of the sewer service. The inclusion will not adversely impact the existing service area participants as the increase in the discharge permit will support future maximum day flows at the plant under current conditions as well as ultimate build-out conditions within the service area boundaries.

RECOMMENDATION

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

That Bylaw No. 4342, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 13, 2020" be introduced and read a first time, second time and third time.

Submitted by:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Administration
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw 4342, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 13, 2020"

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4342**

**A BYLAW TO AMEND BYLAW NO. 1923, SALT SPRING ISLAND GANGES
SEWERAGE LOCAL SERVICE ESTABLISHING BYLAW, 1991**

WHEREAS:

- A. Under Bylaw No. 1328, Ganges Sewer Defined Area Bylaw, 1985, the Regional Board established a Defined Area for the provision of a sewage collection and disposal system, which was converted into a service by establishing Bylaw No. 1923, Salt Spring Island Ganges Sewerage Local Service Establishing Bylaw, 1991;
- B. The Board wishes to amend Bylaw No. 1923, Salt Spring Island Ganges Sewerage Local Service Establishing Bylaw, 1991 to include Lot 2, Section 4, Range 3, North Salt Spring Island, Cowichan District, Plan 23507 into the Service Area; and
- C. Elector assent may be provided by the Electoral Area Director in writing pursuant to section 349 *Local Government Act*;

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

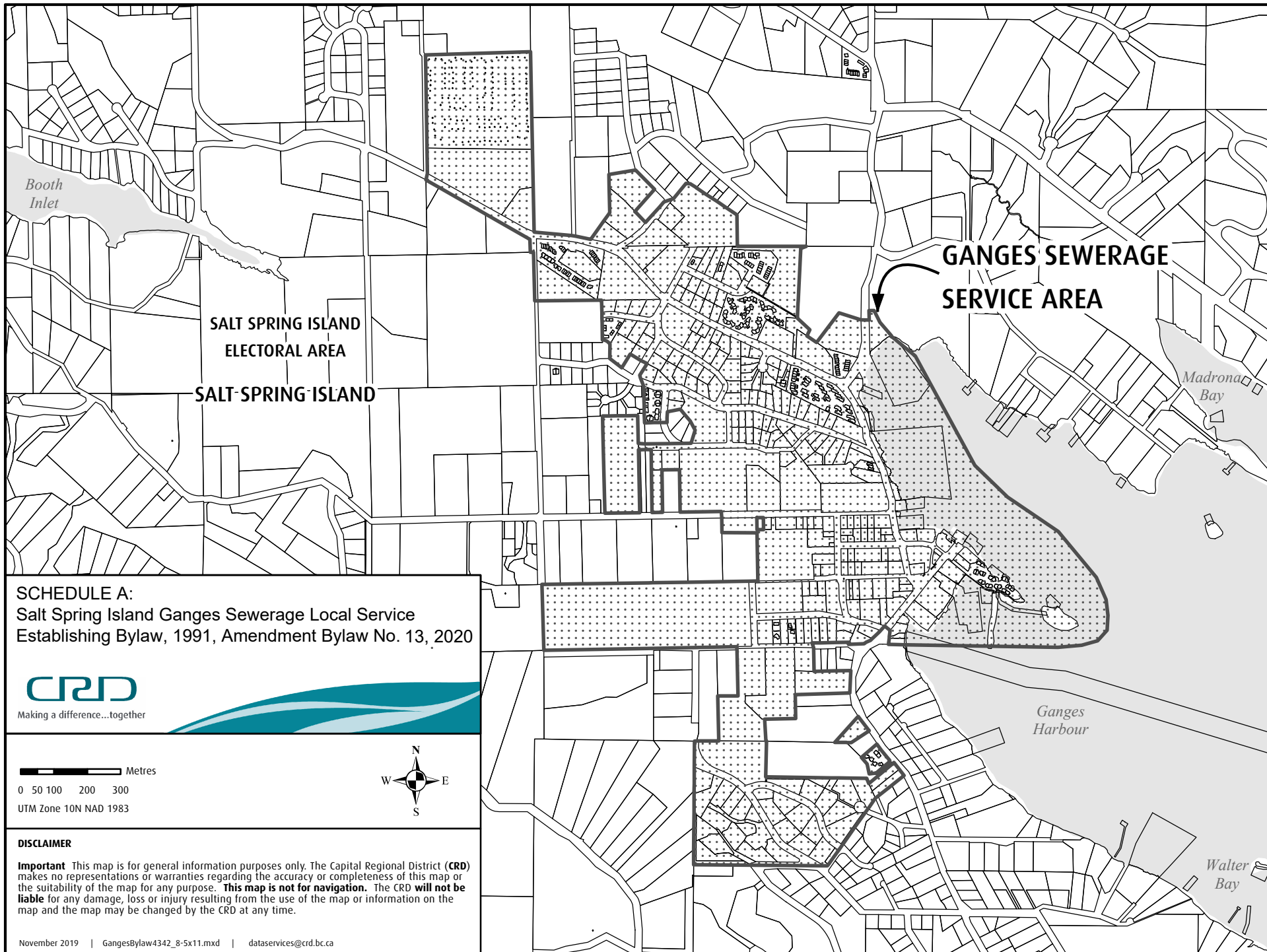
- 1. Bylaw No. 1923, Salt Spring Island Ganges Sewerage Local Service Establishing Bylaw, 1991 is hereby amended:
 - (a) By deleting Schedule "A" and inserting the attached Schedule "A", which includes Lot 2, Section 4, Range 3, North Salt Spring Island, Cowichan District, Plan 23507;
 - (b) By deleting Schedule "B";
 - (c) By amending section 2 to read as follows:

"The Boundaries of the local service area established in Section 1 (a) are shown in heavy outline on Schedule "A" to the bylaw and shall be known as the "Ganges Sewerage Local Service Area".
- 2. This bylaw may be cited for all purposes as the "Salt Spring Island Ganges Sewerage Local Service Establishing Bylaw, 1991, Amendment Bylaw No. 13, 2020".

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

CHAIR

CORPORATE OFFICER



**REPORT TO SALT SPRING ISLAND TRANSPORTION COMMISSION
MEETING OF WEDNESDAY, FEBRUARY 12, 2020**

SUBJECT **Active Transportation Infrastructure Grant Application 2020/21**

ISSUE SUMMARY

To seek support to submit an Active Transportation Infrastructure Grant application for Phase 2 of the Lower Ganges Road – Booth Canal to Vesuvius Bay Road pathway project.

BACKGROUND

The Capital Regional District received grants from the Salt Spring Island Foundation and Community Works Funds to complete Phase 1 of the Lower Ganges Road – Booth Canal to Vesuvius Bay Road pathway project. These grants totaling in the amount of \$300,000 have assisted in the CRD developing a portion of the pathway project that fall within this funding limit. The project was split into two phases until additional funding became available to complete the remaining portion. The second phase requires an additional funding of \$700,000. The CRD may pursue 70% of eligible funding (\$490,000) through the Active Transportation Infrastructure grant 2020/21 intake being accepted until February 20, 2020.

The project aligns with the Active Transportation Infrastructure grant criteria to improve:

1. Safety
2. Community connectivity
3. Continuity between existing or planned transportation corridors
4. Linkages to public transit, ferries, airports
5. Local economic opportunities
6. Tourism
7. Partnerships between neighboring jurisdictions
8. Physical health
9. Mental health

Staff propose phase 2 of Lower Ganges Road – Booth Canal to Vesuvius Bay Road pathway be submitted for the Active Transportation Infrastructure grant funding. This project will complete major pathway link connecting residents and visitors to the downtown business core, school, hospitals, and access the islands main sports fields, tennis courts, golf course, churches, and movie theatre. A board motion is required as part of the application process.

ALTERNATIVES

Alternative 1

The Salt Spring Island Transportation Commission recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:

That approval be given to submit a 2020 Active Transportation Infrastructure grant application for

Phase 2 of the Lower Ganges Road – Booth Canal to Vesuvius Bay Road pathway project.

Alternative 2

The Salt Spring Island Transportation Commission refer back to staff to evaluate a different project for possible submission for the Active Transportation Infrastructure grant for the next intake.

IMPLICATIONS

Financial Implications

The project is in the 5 year capital plan and there are sufficient funds of \$210,000 in reserves to match the applicant's share of the total estimated project costs.

The project is in alignment with the Board priority for community wellbeing – transportation and housing initiative to work with government/community partners to plan for and deliver an effective, long-term regional multi-modal transportation system and to increase use of public transit, walking and cycling.

CONCLUSION

The CRD has been working with Islands Pathway, a local island volunteer group who advocate and contribute their time in planning and constructing pathways to improve safe active transportation options on Salt Spring Island. Recently Island Pathways was successful in obtaining a \$100,000 grant for phase 1. Phase 2 of the project is an outstanding section and the anticipated cost to complete this section is \$700,000. The CRD has \$210,000 in reserves to allocate their share of the contribution for the project costs.

RECOMMENDATION

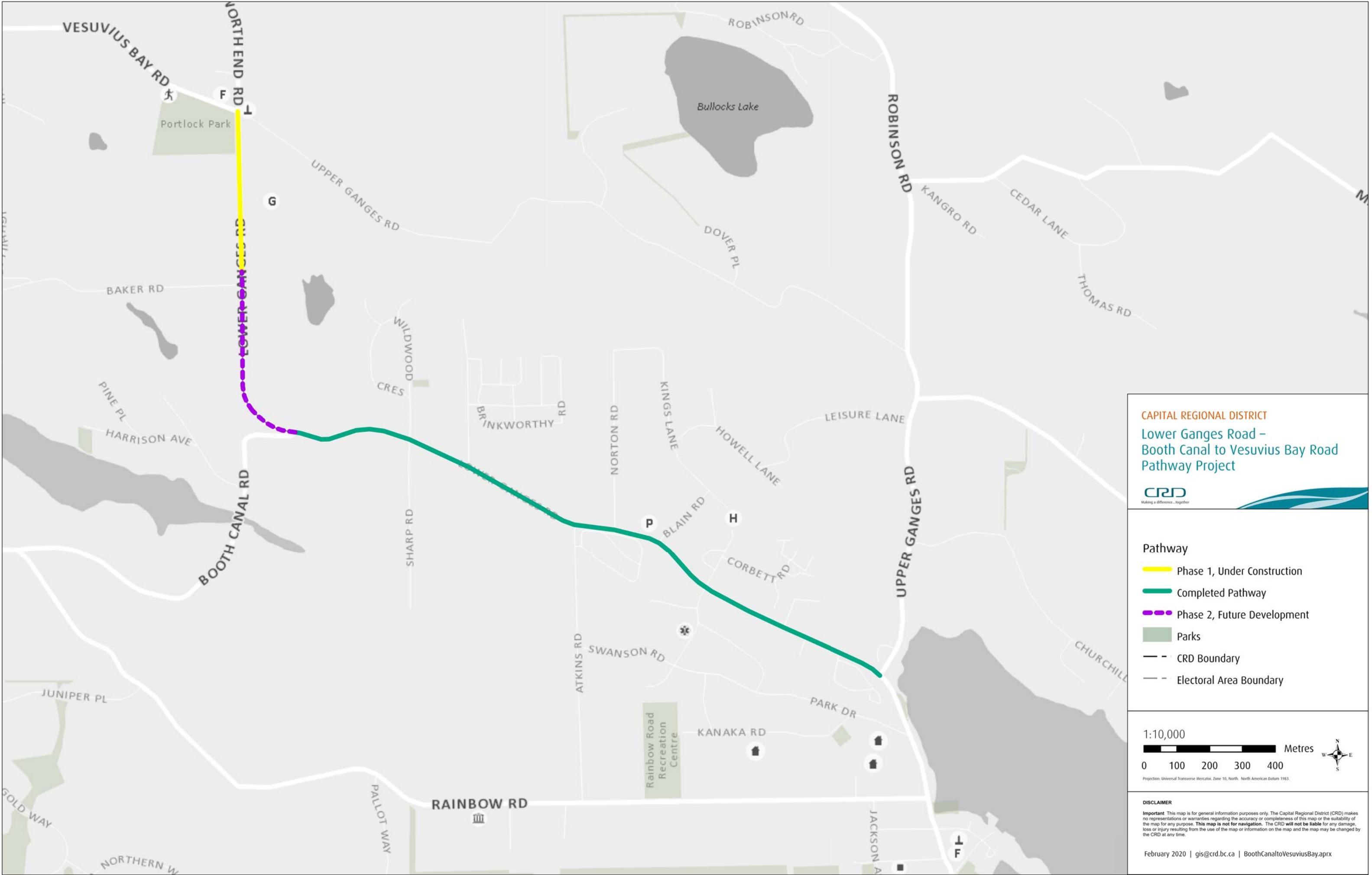
The Salt Spring Island Transportation Commission recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:

That approval be given to submit a 2020 Active Transportation Infrastructure grant application for Phase 2 of the Lower Ganges Road – Booth Canal to Vesuvius Bay Road pathway project.

Submitted by:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Administration
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

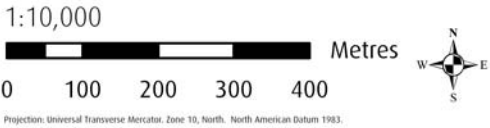
Appendix A: Project Area: Lower Ganges Road – Booth Canal to Vesuvius Bay Road Pathway



CAPITAL REGIONAL DISTRICT
Lower Ganges Road –
Booth Canal to Vesuvius Bay Road
Pathway Project



- Pathway
- Phase 1, Under Construction
 - Completed Pathway
 - Phase 2, Future Development
- Parks
- CRD Boundary
 - Electoral Area Boundary



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

February 2020 | gis@crd.bc.ca | [BoothCanalToVesuviusBay.aspx](https://www.crd.bc.ca/BoothCanalToVesuviusBay.aspx)

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 12, 2020**

SUBJECT **Service for Contribution to Arts on Salt Spring Island**

ISSUE SUMMARY

To consider amending the contribution split to the Arts on Salt Spring Island establishment bylaw.

BACKGROUND

Bylaw No. 3116 establishes a service for the purpose of contributing to the cost of maintaining, equipping and operating the ArtSpring Theater under the Island Art Centre Society and contributing to arts programming through the Gulf Islands Community Arts Council on Salt Spring Island. The total annual contribution paid is distributed 85% to the Art Centre Society and 15% to the Gulf Islands Community Arts Council ("Community Arts Council").

The Community Arts Council has increased the services that they offer to the community since the original bylaw was passed in 2003 including leasing a building for their programs and services. The Salt Spring Island Electoral Area Director has committed to increased funding to the Community Arts Council over the next four years. Under the current distribution the majority of these additional funds would go to the Island Arts Centre Society. Amending the distribution split to 70% to the Island Arts Centre Society and 30% to the Gulf Island Community Arts Council will ensure that additional funding goes to the Gulf Island Arts Council as intended.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board that Bylaw No. 4331, "Salt Spring Island Arts Contribution Service Establishment Bylaw No. 1, 2003, Amendment Bylaw No. 3, 2020" be introduced and read a first, second and third time;

Alternative 2

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

IMPLICATIONS

Financial Implications

An ongoing supplementary item of \$21,364 has been budgeted for the arts service in 2020 contributing to a 24.1% increase in the requisition. Under the new contribution split funding to the Island Art Centre Society will not be decreased but slightly increase in 2020 with the majority of new funding going to the Community Arts Council.

The consent of the Inspector of Municipalities is required prior to adoption of the bylaw. Upon the bylaw receiving third reading by the Board, staff will advance it to the Inspector to approval. Once approved, the bylaw will come back to the EAC and Board for adoption.

CONCLUSION

Bylaw No. 3116 establishes a service for the purpose of contributing to the cost of art programming and facilities on Salt Spring Island. The total annual contribution paid is distributed 85% to the Art Centre Society and 15% to the Gulf Island Community Arts Council.

Amending the distribution split to 70% to the Island Arts Centre Society and 30% to the Gulf Island Community Arts Council will allow for additional funding going to the Gulf Island Arts Council as requested.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board that Bylaw No. 4331, "Salt Spring Island Arts Contribution Service Establishment Bylaw No. 1, 2003, Amendment Bylaw No. 3, 2020" be introduced and read a first, second and third time.

Submitted by:	Dan Ovington, BBA, Manager, Salt Spring Island Parks and Recreation
Concurrence:	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 3116, Salt Spring Island Arts Contribution Service Establishment Bylaw
Appendix B: Draft Bylaw No. 4331, Salt Spring Island Arts Contribution Service Establishment
Bylaw No. 1, 2003, Amendment Bylaw No. 3, 2020

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3116

A BYLAW TO ESTABLISH A SERVICE FOR CONTRIBUTION TO ARTS ON SALT SPRING ISLAND

WHEREAS:

- A. A Regional District may, by bylaw, establish and operate a service under Section 796 of the *Local Government Act*;
- B. The Regional Board of the Capital Regional District wishes to establish a service for the purpose of contributing to the cost of maintaining, equipping and operating ArtSpring Theatre and contributing to arts programming through the Gulf Islands Community Arts Council in the Salt Spring Island Electoral Area;
- C. Assent of the electors in the service area is required pursuant to Section 801.2 of the *Local Government Act*;
- D. The approval of the Inspector of Municipalities is required under section 801(1) of the *Local Government Act*;

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

Service

- 1. a) The Capital Regional District hereby establishes a service for the purpose of contributing to the cost of maintaining, equipping, and operating the ArtSpring Theatre and contributing to arts programming through the Gulf Islands Community Arts Council on Salt Spring Island.

b) The total annual contributions paid shall be distributed 85% to the Island Arts Centre Society (which operates ArtSpring Theatre) and 15% to the Gulf Islands Community Arts Council.

Boundaries

- 2. The boundaries of the Service Area shall be coterminous with the Salt Spring Island Electoral Area.

Participating Area

- 3. Only the Salt Spring Island Electoral Area is a participating area for this service.

Cost Recovery

- 4. The annual costs for the service may be recovered by the following:
 - a) by the requisition of money under section 806 of the *Local Government Act* to be collected by a property value tax, based on land and improvements levied and collected under Section 806.1 of the *Local Government Act*;

Maximum Requisition

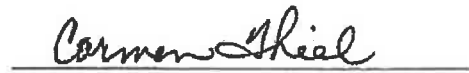
5. The maximum amount that may be requisitioned under Section 803 for the Service will be the greater of:
- a) Thirty eight thousand dollars (\$38,000.00) or
 - b) an amount equal to the amount that could be raised by a property value tax rate of \$.025 per ONE THOUSAND DOLLARS (\$1,000.00) which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned under Section 806.1 of the *Local Government Act* for the service.

Citation

6. This bylaw may be cited as "Salt Spring Island Arts Contribution Service Establishment Bylaw No. 1, 2003."

READ A FIRST TIME THIS	8 th	day of	October	2003
READ A SECOND TIME THIS	8 th	day of	October	2003
READ A THIRD TIME THIS	14 th	day of	January	2004
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	29 th	day of	January	2004
RECEIVED THE ASSENT OF THE ELECTORS UNDER SECTION 801.2 OF THE <i>LOCAL GOVERNMENT ACT</i> THIS	20 th	day of	March	2004
ADOPTED THIS	24 th	day of	March	2004


CHAIR


SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS	26 th	day of	March	2004
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**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4331**

**A BYLAW TO AMEND THE CONTRIBUTION TO ARTS ON SALT SPRING ISLAND
(BYLAW NO. 3116)**

WHEREAS:

- A. Under Bylaw No. 3116, Salt Spring Island Arts Contribution Service Establishment Bylaw No. 1, 2003, the Regional Board established a service for the purpose of contributing to the cost of maintaining, equipping and operating ArtSpring Theatre and contributing to arts programming through the Gulf Islands Community Arts Council, with an initial annual contribution of 85% to the Art Centre Society and 15% to the Gulf Islands Community Arts Council;
- B. The Board wishes to amend Bylaw No. 3116, the total annual contributions paid shall be distributed 70% to the Art Centre Society and 30% to the Gulf Islands Community Arts Council, to better reflect the organizations' current operating costs and expenses; and
- C. Pursuant to sections 347 and 349 of the *Local Government Act*, the Electoral Area Director may consent on behalf of the electors to an establishing bylaw amendment;

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

- 1. Bylaw No. 3116, "Salt Spring Island Arts Contribution Service Establishment Bylaw No. 1, 2003" is hereby amended by replacing Service, section 1 b), to state:
 - b) The total annual contributions paid shall be distributed 70% to the Art Centre Society and 30% to the Gulf Islands Community Arts Council.
- 2. This bylaw may be cited for all purposes as "Salt Spring Island Arts Contribution Service Establishment Bylaw No. 1, 2003, Amendment Bylaw No. 3, 2020".

READ A FIRST TIME THIS	th	day of	February	2020
READ A SECOND TIME THIS	th	day of	February	2020
READ A THIRD TIME THIS	th	day of	February	2020
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of		20__
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	th	day of		20__
ADOPTED THIS	th	day of		20__

CHAIR

CORPORATE OFFICER



Making a difference...together

**Minutes of the Regular Meeting of the Beddis Water Service Commission
Held January 25, 2018 at the Creekside Meeting Room, #108 121 McPhillips Ave Salt
Spring Island, BC**

Present: **Director:** Wayne McIntyre
Commission Members: Simon Wheeler (Chair), Doreen Hewitt, Ruth Waldick
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Kyu-Chang Jo, Financial Analyst 2; Chris Davidson, Manager Salt Spring Engineering; Tracey Shaver, Recording Secretary
Absent: Geoff Bartol
Present: approximately 6 rate payers

The Chair called the meeting to order at 10:07 am.

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Waldick,
That the Beddis Water Service Commission agenda of January 28, 2018 be amended and approved by adding Item 5.1 Long Term Monitoring, 6.1 Sustainable Systems, 6.2 Water Testing.

CARRIED

2. Adoption of Minutes of November 20, 2017

MOVED by Commissioner Hewitt, **SECONDED** by Director McIntyre,
That the Beddis Water Service Commission minutes of November 20, 2017 be approved as amended by correcting the spelling of "Lautman" under item 4.1 bullet number three and removing "with no funding in place".

CARRIED

3. Director, Chair and Commissioner Reports

3.1 Director McIntyre briefly reported:

- Director is the new chair of the Electoral Area Services Commission
- Director is the vice chair of the Salt Spring Island Watershed Protection Authority
- Continuing efforts to obtain rural status for Salt Spring Island by meeting with at the federal and provincial elected officials

4. Outstanding Business

4.1 2018 Operating and Capital Budget

Staff reviewed various sections of report:

- Raw water intake pump emergency repairs; Temporary solution in place; replacement design to consider, location, mechanical pump components, and raw lake water quality at different depth levels (sediment),

- Lautman reservoir tank dismantle project budget and work moved forward to 2022; tank is empty and project is delayed due to staff resources for island wide projects.
- SAMP scope of work to be completed and RFP issued for work

MOVED by Commissioner Wheeler, **SECONDED** by Commissioner Hewitt,
That the Beddis Water Service Commission approve the 2018 operating and capital budget as presented, and that the 2017 actual surplus or deficit be balanced on the 2017 transfer to the Capital Reserve Fund; and

CARRIED

MOVED by Commissioner Waldick, **SECONDED** by Commissioner Wheeler,
That the Beddis Water Service Commission recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2018 Operating and Capital Budget and the five year Financial Plan for the Beddis Water Service as presented.

CARRIED

5. New Business

5.1 Long Term Monitoring

Commissioner Hewitt discussed a project SSWPA Technical Group is working on for long term ground water testing.

6. Outstanding Business

6.1 Sustainable Systems

Commissioner Waldick lead a discussion based on investigating ways to lower operational costs by finding a beneficial use for the sludge waste produced by the DAF water treatment facility.

- 3 DAF plants on Salt Spring; currently shipping liquid waste off island
- Work collaboratively on the Burgoyne Valley liquid waste options analysis
- Potential for secondary treatment; Sludge becomes a valuable organic product
- Study and consider options which benefit the environment and operational costs

6.2 Water Testing

MOVED by Commissioner Waldick, **SECONDED** by Commissioner Hewitt,
That the Beddis Water Service Commission request that staff prepare a report with a more detailed cost analysis for the three water testing options presented at the November 20, 2017 meeting.

CARRIED

7. Next Meeting: TBA - AGM meetings in June

8. **Adjournment**

MOVED by Commissioner Wheeler, **SECONDED** by Director McIntyre,
That the meeting be adjourned at 11:32 am.

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the Meeting of the Beddis Water Service Commission
Held June 4, 2018 at the Creekside Meeting Room, #108 121 McPhillips Ave Salt Spring Island, BC

Present: **Director:** Wayne McIntyre
Commission Members: Simon Wheeler (Chair), Doreen Hewitt, Geoff Bartol Ruth Waldick (via telephone)
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Chris Davidson, Manager Salt Spring Engineering; Tracey Shaver, Recording Secretary
Present: approximately 6 rate payers

The Chair called the meeting to order at 1:50 pm.

1. Approval of Agenda

MOVED by Commissioner Bartol, **SECONDED** by Director McIntyre,
That the Beddis Water Service Commission agenda of June 4, 2018 be amended and approved by adding Item 6.1 Lautman Tank.

CARRIED

2. Adoption of Minutes of January 25, 2018

MOVED by Commissioner Hewitt, **SECONDED** by Commissioner Bartol,
That the Beddis Water Service Commission minutes of January 25, 2018 be approved.

CARRIED

3. Director, Chair and Commissioner Reports

3.1 Chair Wheeler enquired about the process of notifying the Commission about system problems or emergency. The Sky Valley reservoir tank ran out of water over a weekend. CRD Staff are responsible for contacting the Commission. There is a system in place based on severity of event. Will discuss under item 5.3.

3.2 Director McIntyre briefly reported:

- Working towards rural status for Salt Spring Island; seeking further support at UBMC meeting in September; Duncan is considered rural, Islands Trust mandate is to maintain our rural character. Rural status would mean access to several grant opportunities.
- Commissioner Waldick asked about funding opportunities for our community under the Climate Action Plan.

3.3 Commissioner Hewitt briefly reported on the raw water quality of Cusheon Lake:

- High rain levels in Jan; March through May fairly dry
- Lake level currently 1.43 which is comparable to 2014
- Secchi Disk readings concerning at 3.85 compared to 6.5 last year

- No oxygen below 8 to 9 metres

4. Reports

4.1 Proposed Water Sampling Plans

Staff report was reviewed:

- Commissioner Waldick is seeking a modest two year water sampling data program to better understand the behavior of the lake and the effects of climate change.
- Poor raw water quality can create higher costs to disinfect water and dispose of treatment waste.
- Commissioner Waldick will work with CRD water quality on narrowing down a testing program.
- CRD is looking into a way to organize a bigger picture for island wide management of water; remove the fragmented authority system; SSIWPA holding a strategic meeting to determine legislative tools and funding.

MOVED by Commissioner Bartol, **SECONDED** by Commissioner Hewitt,
That the Beddis Water Service Commission defer recommending an additional water testing program until there is a revised and specific testing program available with all associated costs included which can then be taken to the rate payers to determine support.

CARRIED

4.2 Request to Purchase CRD Land

Staff report reviewed:

MOVED by Commissioner Wheeler, **SECONDED** by Director McIntyre,
That the Beddis Water Service Commission refer back to staff to determine if a pressure pump station should be added to improve existing infrastructure.

CARRIED

5. New Business

5.1 Blackburn Transfer Station- verbal report

Blackburn was originally the site of a dump which is now only a transfer station.

CRD staff advised that the Ministry of Environment is the agency responsible for monitoring for leach material from the site into the watershed of Blackburn Lake and ultimately Cusheon Lake.

5.2 Rainwater Catchment –verbal report

Staff reported on the BC building codes for rain water catchment systems:

- engineer drawings for potable water uses only
- must have back flow preventers for alternate water source connections

- no Beddis bylaw needed to approve addition of catchment systems that do not connect to water system
- Continue to encourage water catchment and conservation

5.3 Public Alert System-verbal report

Staff reviewed the current notification process in place; Notice of event and information is distributed as quickly as possible and coordinated by CRD Integrated Water Services.

Planned work/Emergency repairs (no threat to public)

- Information on CRD Website/Beddis Water System Page
- Local Commission notified by email
- Information posted to Exchange
- Door to door delivery to residents impacted by work

Emergency events (boil water advisory)

- Activation of Public Alert Notification System (PAN); sign up for Salt Spring Area events on CRD Website
- Information on CRD Website Banner AND Beddis Water System Page
- Local Commission notified by email/phone
- Information posted to Exchange

6. Outstanding Business

6.1 Lautman Tank

Chair Wheeler expressed that the Commissioners are not happy with the CRD proposal to postpone work yet again, this time until 2022.

The Commission requests that the CRD address the removal of the old Lautman tank as a matter of urgency.

Brief discussion on Sky Valley lower reservoir and pump station capital project.

7. Adjournment

MOVED by Commissioner Wheeler, **SECONDED** by Commissioner Bartol,
That the meeting be adjourned at 3:03 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the 2017 Annual General Meeting of the Beddis Water Service Commission
Held June 4, 2018 at the Creekside Meeting Room, #108 121 McPhillips Ave Salt Spring
Island, BC**

Present: **Director:** Wayne McIntyre
Commission Members: Simon Wheeler (Chair), Doreen Hewitt, Geoff Bartol
Ruth Waldick (via telephone)
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson,
Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton,
Senior Financial Analyst; Chris Davidson, Manager Salt Spring Engineering;
Tracey Shaver, Recording Secretary
Present: approximately 6 rate payers

1. Call to Order

Chair Wheeler called the meeting to order at 1:03 pm with a round table introduction.

2. Approval of Agenda

MOVED by Commissioner Bartol, **SECONDED** by Commissioner Hewitt,
That the Beddis Water Service Commission approves the June 4, 2018 Fiscal
Year 2017 Annual General Meeting agenda.

CARRIED

**3. Adoption of the Minutes of the 2016 Annual General Meeting Held on
November 20, 2017.**

MOVED by Commissioner Hewitt, **SECONDED** by Commissioner Bartol,
That the Beddis Water Service Commission approve the 2016 AGM meeting
Minutes with the addition of the word "toxin" to Item 7, bullet 3.

CARRIED

4. Chair's Report-no report

5. Reports

5.1 Annual Report for 2017 Fiscal Year

- Staff reviewed the various section of the report dealing with production and demand, water quality, operation activities, capital projects and finances.
- Unaccounted for water down from previous year; considered acceptable for small water systems; this is an area where operating costs can be saved.
- Raw water quality was better than in past years; treatment plant worked well under these conditions

- Request that any exceedances in treated water have the date and seasonal raw water conditions noted in data tables.
- Two capital projects completed and under budget
- Emergency response to water intake was expensive; costs covered by operating reserve fund.
- Some of the debit servicing costs for treatment plant to be paid off or adjusted in 2020
- Report of some type of petroleum substance seen on water surface; source appeared to be from private property; Ministry of Environment investigated.
- Quality of raw water by either drought or turbidity continues to be an issue for all water systems.

6. Election of Officers

Nominations were called for from the floor. Commissioners Wheeler and Bartol agreed to another term starting in January. No other nominations were brought forward.

7. New Business

Request that the AGM Report include the table which showed average household use per small water service.

8. Adjournment

MOVED by Commissioner Wheeler, **SECONDED** by Commissioner Bartol,
That the meeting adjourn at 1:48 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the Meeting of the Beddis Water Service Commission
Held October 11, 2018 at the Creekside Meeting Room, #108 121 McPhillips Ave Salt Spring Island, BC

Present: **Director:** Wayne McIntyre
Commission Members: Simon Wheeler (Chair), Doreen Hewitt, Ruth Waldick
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Chris Davidson, Manager Salt Spring Engineering; Jessica Dupuis, Water Quality Officer; Tracey Shaver, Recording Secretary
Absent: Geoff Bartol

The Chair called the meeting to order at 1:00 pm.

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Waldick,
That the Beddis Water Service Commission agenda of October 11, 2018 be approved.

CARRIED

2. Adoption of Minutes of June 4, 2018

MOVED by Commissioner Waldick, **SECONDED** by Director McIntyre,
That the Beddis Water Service Commission minutes of June 4, 2018 be approved.

CARRIED

3. Director, Chair and Commissioner Reports

3.1 Chair Wheeler commented on the July meeting with all the commissions and CRD CAO. Excessive workload for capital projects discussed and the 2019 budget will allow for additional engineering staff sometime after March to assist.

3.2 Commissioner Hewitt briefly reported on the raw water quality of Cusheon Lake:

- Lake level 92.386 MASL; little higher with beaver dam
- Secchi Disk reading to 6 metres, extremely clear
- Oxygen down to 7 metres

3.3 Director McIntyre briefly reported:

- SSIWPA Strategic Plan- reviewed responsibility & funding; potential for Water Authority
- CRD Grants in Aid- Marine Search and rescue "beacon"; Wagon Wheel Emergency Housing aid; Farmland Trust-Root Cellar fire suppression
- Ganges Sewer refurbishment project; on time and budget; Tom Toynbee-great storey from beginning of sewer plant using new (MBR) technology which is still relevant and now a proven system

- Capital Regional Housing Corporation: Michigan Square affordable housing project; new federal building code increasing construction costs by 20%, will be felt across region
- Destination Management and Marketing Organization approved by CRD Board; Support by 50% of SGI & SSI accommodation sector; 2% tax to be used to promote off season tourism
- Water Collection: Working with CRD Building inspection to develop a simple guide and design for rain water harvesting for tanks up to 3,000 gallons. Potential for bulk buying of tanks
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1st Nations communications
- CRD Electric Vehicle/bikes project now to include the Electoral Areas.

4. Reports

4.1 Water Quality Monitoring Proposal for 2019

Staff worked with Commissioner Waldick to determine a testing protocol and then prepared a report with corresponding costs which was reviewed:

- Commissioner Waldick requesting that staff work with volunteers to reduce costs of courier services and sampling. Further review of costing.
- Communication with rate payers; how best to get feedback from rate payers regarding willingness to fund proposed additional water testing.
 - Correspondence to be prepared by Commissioner Waldick
 - Billing cycle to be used to keep costs down
 - Insert which rate payers can respond to
 - Commission to tally responses and determine direction

4.2 2019 Operating and Capital Budget

Staff report prepared for the 2019 Operating and Capital Budget was reviewed:

- Increase in operating budget for reservoir cleaning
- Safe worker procedures review and development project added to Capital Plan

MOVED by Commissioner Waldick, **SECONDED** by Commissioner Hewitt,
That the Beddis Water Service Commission:

1. Approve the 2019 operating and capital budget as presented, and that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Operating Reserve Fund;
2. Approve 2018 budget amendment for Capital Reserve Funding in the amount of \$7,340 for water treatment facility booster pump replacement; and,
3. 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 Beddis Water Service as presented.

CARRIED

5. **New Business- none**

6. **Outstanding Business**

6.1 **Request to Purchase CRD land**

Staff have not been to site to investigate; will report as soon as possible.

6.2 **Blackburn Road Landfill Closure 1991 – Leache Monitoring**

Staff have confirmed that this issue is still under dispute between the Ministry of Environment and the CRD over responsibility for long term monitoring.

6.3 **Tree removal, corner of Creekside Drive/Hillview Place, June 2018**

Staff reviewed standard procedures with emergent repairs to water main. Misunderstanding with the level of service to be provided to property owner adjacent to right of way where tree removal was necessary.

7. **Adjournment**

MOVED by Commissioner Wheeler, **SECONDED** by Commissioner Waldick,
That the meeting be adjourned at 2:45 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the Meeting of the Beddis Water Service Commission
Held February 28, 2019 at the Creekside Meeting Room, #108 121 McPhillips Ave Salt Spring Island, BC

Present: **Director:** Gary Holman
Commission Members: Simon Wheeler, Ruth Waldick (10:10 am), Geoff Bartol
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Chris Davidson, Manager Salt Spring Engineering; Christopher Mock, Manager, Water Quality Operations; Tracey Shaver, Recording Secretary; Michelle Goss Baxter, Recording Secretary in training
Absent: Doreen Hewitt

Karla Campbell, Senior Manager called the meeting to order at 10:05 am with a call for nominations for the position of Chair.

1. Election of Chair

Geoff Bartol nominated Simon Wheeler for the position of Chair. No other nominations were put forth; Simon Wheeler accepted the position of chair and was voted in by acclamation.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner Bartol,
That the Beddis Water Service Commission agenda of February 28, 2019 be approved and amended by moving item 6.1 to later in the meeting after item 6.4.

CARRIED

3. Adoption of the Minutes of October 11, 2018

Chair Wheeler requested an update on the status of hiring additional staff to deal with the workload volume. Position for Engineering Tech can be filled after the CRD approves the final budget in March 2019. The manager of engineering is leaving position which will now need to be filled as well. All capital projects will be on hold until the positions are filled.

Commissioner Waldick arrives at 10:10 am

MOVED by Commissioner Bartol, **SECONDED** by Director Holman,
That the Beddis Water Service Commission minutes of October 11, 2018 be approved.

CARRIED

4. Chair and Director Reports

4.1 Director Holman briefly reported on:

- SSIWPA transitions and proposal for one water authority for the whole island

- CRD declared Climate Emergency; initiatives brought to the Board for consideration; hire a regional energy manager and methane gas collection for Hartland landfill
- CRD Budget Presentation held in January 2019; included summary of Gas Tax funding for which small water systems are eligible for

4.2 Chair Wheeler briefly reported on:

- Effects of storm on water system and communications; PAN system is working for boil water advisory
- Discussion of communication protocol for non-boil water events effecting system; emergency repairs after business hours or on weekends are communicated by Integrated Water Services as quickly as possible

5. New Business

Manager of Salt Spring Island Engineering was asked to report on recent storm damage and water interruption events.

December 20th Wind Storm

- A tree with roots wrapped around water line caused a leak and reservoir levels to drop
- No power at the treatment plant meant no water was being produced
- Trees removed, cut to firewood size and left

February 17th

- At Sky Valley reservoir a level indicating transmitter froze causing the water level to be erroneously reported
- Older reservoir without power, so cannot heat transmitter.
- More insulation added

February 17th

- Human error with excavation of root systems in the Creekside area broke a water line causing a boil water advisory
- Entire system was asked to boil water to avoid confusion during event

Brief discussion surrounding removal of trees in Ministry of Transportation's Right of Ways where water lines are to alleviate small breaks in the system which cost the system money in repairs. Commission to consider adding \$10,000 to the 2020 Capital Plan for tree removal.

Asset Management Plan for Beddis Water system will be released when complete and is to be used as a working plan for system.

Director Holman requested an agenda item called business arising out of minutes be added to the next meeting.

6. Outstanding Business

6.1 Moved to later in the agenda after item 6.4

6.2 Request to Purchase CRD Land - Lot B, Section 76, South Salt Spring Island, Cowichan District, Plan 17642, PID 003-961-729 (Lot B)

Staff report reviewed.

MOVED by Commissioner Bartol, **SECONDED** by Commissioner Waldick,
That the Beddis Water Service Commission recommends that the Electoral Area
Services Committee recommend to the Capital Regional District Board:

To direct staff to dispose of the land on Salt Spring Island described as Lot B, Section 76, South Salt Spring Island, Cowichan District, Plan 17642, PID 003-961-729 (Lot B), through a land sale to the adjoining land owner in accordance with the Local Government Act and established CRD policies and procedures for disposing of CRD land, with the following conditions:

1. that the Chief Administrative Officer will respond to the Jacques' lawyer advising them of the disposition process,
2. that the value of Lot B be based on a market appraisal;
3. that Lot B will be consolidated with the adjoining Lot A, Section 76, South Salt Spring Island, Cowichan District Plan 17642,
4. that the purchaser pay for an appraisal; and
5. that staff will confirm that the waterworks have been appropriately abandoned,
6. that the Chief Administrative Officer be authorized to negotiate, execute and do all things incidental to finalizing the sale.
7. That all apparatus be included in sale as is where is

CARRIED

6.3 Islands Trust Referral: Bylaw 512 – Affordable Rental Housing Cottages Project

Brief discussion:

- 19 seasonal cottages identified in a map based review for the Beddis area
- Build out implications not provided as previously requested by CRD
- Possible that Islands Trust has already removed all CRD water system areas from the proposed map

MOVED by Commissioner Bartol, **SECONDED** by Commissioner Waldick,
That the Beddis Water Service Commission defer consideration and comment until Islands Trust Planner can talk to commission.

CARRIED

MOVED by Commissioner Waldick, **SECONDED** by Commissioner Wheeler,
That the Beddis Water Service Commission requests that staff investigate adding a user charge to any new seasonal cottages and consider them single family equivalents.

CARRIED

6.4 Emergency Preparedness- Verbal Report- Commissioner Wheeler

Brief discussion on emergency preparedness for the Island in relation to smaller water systems.

- Good chance in various emergency situations that residents and repair equipment will not be able to reach treatment plant or reservoirs for several days

- Standby power systems for municipal systems are very expensive; Commission to consider adding \$20,000 to the 2020 Capital Plan
- There is only one VIHA approved potable water tanker for Southern Vancouver Island
- Consideration for a “skid mounted” water treatment system which can treat small amounts of water directly from Cusheon Lake and provide a gathering area for residents to retrieve potable water.
- Commission to consider adding \$20,000 to the 2020 Capital Plan for concept design for emergency management plan.
- Polling of other water districts to see if there interest in sharing costs for a best options study
- Bulk potable water supplier to be identified for Salt Spring Island by Integrated Water Services

6.1 Beddis Water Service – Additional Water Quality Monitoring

Commissioner Waldick has been consulting with CRD water quality staff to obtain some base data on seasonal raw water fluctuations and the effect on disinfection by-products in relation to the operation of the daft plant.

The current CRD water quality testing is comprehensive and focused on the treated water and its distribution to meet the Guidelines for Canadian Drinking Water Quality.

This additional testing is not recommended by CRD Staff.

MOVED by Commissioner Bartol, **SECONDED** by Commissioner Waldick,
That the Beddis Water Service Commission requests that option #1 be implemented as additional water testing for a period of 1 year with an optional renewal for more data collection. Option #1 is known as increasing chlorine by-product (e.g., trihalomethanes) sampling and testing frequency from quarterly to monthly at two locations. Additional cost per year: \$1,000

CARRIED

7. **Next Meeting-** Annual General Meeting to be held on April 15, 2019 starting at 1 pm in the Creekside Meeting Room.

8. Adjournment

MOVED by Commissioner Wheeler, **SECONDED** by Commissioner Bartol,
That the meeting be adjourned at 12:15 pm.

CARRIED

CHAIR

SENIOR MANAGER



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**Minutes of the 2017 Annual General Meeting of the
CEDAR LANE WATER SERVICE COMMISSION**

**Held Tuesday June 5, 2018 in the SSI Public Library, 129 McPhillips Ave, Salt Spring
Island, BC**

Present: **CRD Director:** Wayne McIntyre
Commission Members: Jane Squier, Ralph Dom, Lynda Wilcox
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations(via telephone); Kyu-Chang Jo, Financial Analyst; Chris Davidson, Manager Engineering; Dan Ovington, Manager, Parks and Recreation; Tracey Shaver, Recording Secretary
Present: Approximately 30 area residents

1. Call to Order

Chair Dom called the meeting to order at 1:04 pm.

2. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Squier,
That the Cedar Lane Water Service Commission 2017 Annual General meeting agenda
of held on June 5, 2018 be approved.

CARRIED

**3. Adoption of Minutes of the 2016 Annual General Meeting held on November 30,
2017.**

MOVED by Director McIntyre, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Service Commission Minutes of 2016 Annual General Meeting
be approved.

CARRIED

4. Chair's Report

Chair Dom reported that during 2017 the water distribution system worked well under the continuation of conservation efforts.

- Notification process for disruption of service reviewed
- Mains were flushed in April instead of winter months (Feb/Mar) as requested by Commission
- Documented issues with Bullock Lake and green houses; effects on aquifer
- Letters written to CRD, Ministry and Ombudsperson seeking action to protect rate payers rights to water
- Disputed staff comment that water consumption demand increased significantly

5. Report

5.1 Annual Report for 2017 Fiscal Year

Staff presented the various section of the AGM report for 2017 Fiscal Year.

- Water loss from the system at 5%
- Confirm cost of replacement water metre
- 2018 parcel tax lowered due to loan being paid off
- Request for a more detailed report on "other expenses"
- Investigate distribution of monthly Revenue and Expense reports; forward to all commissioners
- Cedar Lane water consumption remains stable

MOVED By Commissioner Squier, **SECONDED** by Director McIntyre,
That the Cedar Land Water Service Commission receive the 2017 annual general
report for information.

CARRIED

6. Election of Officers

Jane Squier and Ralph Dom have terms ending in December of 2018, both declined to serve additional terms.

Nominations were called for from the floor. Three people were nominated for two positions. Additional nominations were called for three times. By a show of hands, Cathy Lenihan and Jason Griffin were elected to serve two year terms as volunteer commissioners beginning in January of 2019.

7. New Business

Mrs. Hobbs read aloud and distributed a letter written on May 31, 2018 to the CAO of the Capital Regional District seeking action to protect the area aquafer on behalf of the Cedar Lane residents.

Staff provided an update on actions taken to address the issues raised by Mr. & Mrs Hobbs.

8. Adjournment

MOVED By Commissioner Squier, **SECONDED** by Commissioner Dom,
That the meeting adjourn at 2:13 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the Meeting of the CEDAR LANE WATER SERVICE COMMISSION
Held Tuesday June 5, 2018 in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
 Commission Members: Jane Squier, Ralph Dom, Lynda Wilcox
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations(via telephone); Kyu-Chang Jo, Financial Analyst; Chris Davidson, Manager Engineering; Tracey Shaver, Recording Secretary
 Absent:
 Present: Approximately 30 area residents

Chair Dom called the meeting to order at 2:15 pm.

1. Approval of Agenda

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Service Commission meeting agenda of June 5, 2018 be approved.

CARRIED

2. Adoption of Minutes of November 30, 2017

MOVED by Director McIntyre, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Service Commission Minutes of November 30, 2017 be approved.

CARRIED

3. Director, Chair and Commissioner Reports

3.1 Director McIntyre briefly reported on:

Rural Status for Salt Spring Island

- Continuing efforts to gain "Rural" designation for our Island instead of our current Urban status as part of the CRD
- Duncan is considered Rural
- SSI is under the Islands Trust Mandate to preserve and protect our rural status; our property taxes are rural
- Limited access to federally funded programs such as Community Futures
- Attempting to get on agenda for UBMC in September

4. Outstanding Business

4.1 Cedar Lane - Alternative Options For Supplying Water

- Staff Report requested to look for options to supply water and keep well from running dry
- SAMP work being done; benefit of using system knowledgeable consultant
- Individual water catchment; community catchment; trucking sources and all possibilities
- Conceptual drawings, building code research
- Staff looking into a consolidated island wide water management authority
- Generally agreed to defer item until after the SAMP work is complete

5. New Business- none presented

6. Next Meeting: September Budget Meeting-TBA

7. Adjournment

MOVED By Commissioner Dom, **SECONDED** by Commissioner Squier,
That the meeting adjourn at 3:00 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the Meeting of the CEDAR LANE WATER SERVICE COMMISSION
Held Tuesday October 9, 2018 in the SSI Public Library 129 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
Commission Members: Jane Squier, Ralph Dom, Lynda Wilcox
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Financial Analyst; Chris Davidson, Manager Engineering; Dan Ovington, Manager Parks and Recreation; Tracey Shaver, Recording Secretary

Chair Dom called the meeting to order at 1:05 pm.

1. Approval of Agenda

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Service Commission meeting agenda of October 9, 2018 be amended and approved to include item 4.2 Responses to Chair Questions to Staff and item 5.2 Rain Water Collection Survey

CARRIED

2. Adoption of Minutes of June 5, 2018

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Service Commission Minutes of June 5, 2018 be amended and approved to show that Commissioner Wilcox was in attendance.

CARRIED

3. Director, Chair and Commissioner Reports

3.1 Chair Dom briefly reported that a survey had been completed with area residents to identify rain water catchment options. To be discussed under item 5.2.

3.2 Director McIntyre briefly reported on:

- Bike park opened; great to see continuing use
- Second Indoor tennis court opened
- SSIWPA Strategic Plan- reviewed responsibility & funding; potential for Water Authority
- CRD Grants in Aid- Marine Search and rescue "beacon"; Wagon Wheel Emergency Housing aid; Farmland Trust-Root Cellar fire suppression
- Ganges Sewer refurbishment project; on time and budget; Tom Toynbee- great storey from beginning of sewer plant using new (MBR) technology which is still relevant and now a proven system
- CREST- Difficulties with connections in some places on SSI; working with Telus to resolve
- Capital Regional Housing Corporation: Michigan Square affordable housing project; new federal building code increasing construction costs by 20%, will be felt across region

- Destination Management and Marketing Organization approved by CRD Board; Support by 50% of SGI & SSI accommodation sector; 2% tax to be used to promote off season tourism
- Water Collection: Working with CRD Building inspection to develop a simple guide and design for rain water harvesting for tanks up to 3,000 gallons. Potential for bulk buying of tanks
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1st Nations communications

4. New Business

4.1 2019 OPERATING AND CAPITAL BUDGET

Staff report reviewed:

- Request that main flushing take place earlier in the year
- Commission requesting consideration of lowering the annual user charge to \$1,000 and changing the tiered consumption fees to first 30 cubic metres at \$2.50; 31 to 60 cubic metres to \$9.00; greater than 61+ cubic metres at \$25.00.
- Investigation of abandon wells
- Safe work procedures added to 2019 Capital Plan

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Services Commission:

1. Approve the 2019 operating and capital budget as amended by reducing the user charge to \$1,000 by reducing the transfer to Capital Reserve Fund from \$5,390 to \$3,240; and
2. Reducing the transfer to Operating Reserve Fund from \$2,500 to \$1,000; and
3. That the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund.

CARRIED

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Services Commission 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 Cedar Lane Water Service as amended.

CARRIED

Well Pump Number 5 Replacement

MOVED by Commissioner Squier, **SECONDED** by Commissioner Wilcox,
That the Cedar Lane Water Services Commission recommend that up to \$3,000 be transferred from Capital Reserves to fund the replacement of the pump in well #5.

CARRIED

Review Tiered Water Consumption Rates

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That staff review a new tiered rate structure proposed by the Cedar Lane
Water Commission and bring back a report for consideration.

CARRIED

4.2 Responses to Chair Questions to Staff

- Chair Dom sent staff several questions prior to meeting which were answered directly to the chair.
- Manager Campbell confirmed that the Ministry of Forests, Lands, and Natural Resource Operations is investigating Cedar Lane Water Service first in time first in right claim to area aquifer.
- Chair Dom requested investigation of emergency phone number to use for reporting leaks.

5. Outstanding Business

5.1 Monthly Data Reports for Well #1 and Well #5 (past records from 2017-2018).
Request that staff provide information on a regular basis.

5.2 Rain Water Collection Survey

- Sept 2018 the Cedar Lane Commission conducted an informal survey to determine interest in rainwater catchment
- Voluntary solution to reduce heavy water use in dry season
- Supplier and cost identified
- Seeking financial support from CRD to fund tanks, site prep and permit fees via grants or matching funds
- CRD working on simplifying the permit process for basic water catchment systems up to the 3,000 gallon size.

6. Adjournment

MOVED By Commissioner Dom, **SECONDED** by Commissioner Wilcox,
That the meeting adjourn at 2:37 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the Meeting of the CEDAR LANE WATER SERVICE COMMISSION
Held Wednesday January 16, 2019 in the Creekside Meeting Room 108 121 McPhillips
Ave, Salt Spring Island, BC

Present: **CRD Director:** Gary Holman
 Commission Members: Lynda Wilcox, Jason Griffin, Cathy Lenihan
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Chris
 Davidson, Manager Engineering; Tracey Shaver, Recording Secretary
 Present: Jane Squire

Karla Campbell, Senior Manager called the meeting to order at 1:05 pm with a call for nominations for the position of Chair.

1. Election of Chair

Jason Griffin was nominated for the position of Chair. No other nominations were put forth; Jason Griffin accepted the position of chair and was voted in by acclamation.

2. Approval of Agenda

MOVED by Commissioner Wilcox, **SECONDED** by Commissioner Griffin,
That the Cedar Lane Water Service Commission meeting agenda of January 16, 2019 be amended and approved to include the following items 6.2 Emergency Rates; 6.3 Fourth Tier Rates; 6.4 Pump Expenses; 6.5 Green House Investigations; 6.6 Bullock Lake Cottages; 6.7 Cleaning of tank; 6.8 Second Pump House – dismantled & assets; 6.9 Gas Tax Funding; 6.10 Emergency numbers.

CARRIED

3. Adoption of Minutes of October 9, 2018

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That the Cedar Lane Water Service Commission Minutes of October 9, 2019 be approved.

CARRIED

4. Director, Chair and Commissioner Reports

- 4.1** Previous Chair- Ralph Dom recently circulated information regarding the power outage and emergency response. CRD Staff provided a detailed response on protocol.
- 4.2** Director Holman briefly reported on:
 - Holding a CRD Budget meeting on January 22, 2019
 - Debriefing on storm event-possible town hall meeting
 - SSIWPA technical group working on ground water research; Cedar Lane is to be included

5. New Business- none

6. Outstanding Business

6.1 CEDAR LANE WATER RATE REVIEW

- Staff provided draft budget to show effect of rates
- Anticipated that between 1 to 5 rate payers will be effected
- Changes to start in second quarter billing

MOVED by Commissioner Lenihan, **SECONDED** by Commissioner Griffin,
That staff be directed to bring forward amendments to the Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges bylaw and the Five Year Financial Plan and to include the proposed new tiered water consumption rates to be effective the second quarter of 2019.

CARRIED

6.2 Emergency Rates

- Policy on what would trigger emergency rates
- Cost of additional 2 meter readings at start and end of event
- 10% remaining water in tank would cause emergency response and result in trucking in water
- All users would pay 3rd tier rates until reservoir recovers
- User of water pay and no reserve funds used

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That staff be directed to develop a protocol which defines the rate structure and cost recovery methods during a water trucking emergency.

CARRIED

6.3 Fourth Tier Rates

Proposal to develop a 4th tier water consumption rate will be discussed after it is know how the new rate structure effects water sales and budget.

6.4 Pump Expenses

Staff to investigate and report back.

6.5 Green House Investigations

- Building permit issued based on proof to the Ministry of sufficient ground water.
- Property owner working with building inspection to get in compliance.

6.6 Bullock Lake Cottages

- Identify cost for staff to review well data

6.7 Cleaning of tank

- Proposed in budget for 2020
- Consider less expensive way to clean tank
- Request to hold off until there is a quality issue
- Discuss at AGM

6.8 Second Pump House – dismantled & assets

- Staff to investigate and report back on decommissioned pumps from 2008.

6.9 Gas Tax Funding

- Consideration of a second communal reservoir tank
- Cluster of tanks for non-potable uses
- Community owned for resilience

6.10 Emergency numbers

- Island wide emergency providers are in process of debriefing after wind storm
- Power outages widespread; several roads blocked
- During loss of power the scada system notifies standby water operators whom then notify BC Hydro
- Water in tank was safe and ready to drink; no need to call boil water advisory for power outage
- Residence must sign up for the PAN System to receive notification and all clear messages
- CRD water system emergency call centre: toll free 1-855-822-4426 & toll 1-250-474-9630

7. Adjournment

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That the meeting be adjourned at 3:03 pm.

CARRIED

CHAIR

SENIOR MANAGER



Held Monday February 5, 2018, in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC

Chair Wypkema called the meeting to order at 10:30 am.

6.1 Annual Fixed Fee

MOVED by Commissioner Wypkema, **SECONDED** by Commissioner Aird,
That the Cedars of Tuam Water Service recommends that the 2018 annual
fixed fee be charged to each single family dwelling unit or equivalent in the
service area.

CARRIED

7. Next Meeting: Annual General meeting in June-TBA

8. Adjournment

MOVED By Commissioner Wypkema, **SECONDED** by Commissioner Aird,
That the meeting adjourn at 10:41 am.

CHAIR

SENIOR MANAGER



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**Minutes of the Annual General Meeting of the Cedars of Tuam Water Service Commission
Held Thursday June 7, 2018, in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC**

Present: **CRD Director:** Wayne McIntyre
 Commission Members: Peter Wypkema
 Staff: Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations;
 Kyu-Chang Jo, Financial Analyst 2; Chris Davidson, Manager Engineering;
 Recording Secretary Tracey Shaver.
 Absent: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area

1. Call to Order

Chair Wypkema called the meeting to order at 1:05 pm.

2. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Wypkema,
That the Cedars of Tuam Water Service Commission agenda of June 7, 2018 be
amended and approved by deferring the Chair's Report to the end of the meeting and
the addition of Item 7.1 191/193 Roland Road Property.

CARRIED

**3. Adoption of Minutes of the 2016 Fiscal Year Annual General Meeting for the Fiscal
Year held on November 30, 2017.**

MOVED Director McIntyre, **SECONDED** by Commissioner Wypkema,
That the Cedars of Tuam Water Service Commission Minutes of the 2016 Annual
General Meeting be approved.

CARRIED

4. Chair's Report- deferred

5. Annual Report for 2016 Fiscal Year

Staff reviewed report

- Water production meter is not working properly; analysis on cost to fix versus benefit; likely cause is sand being miss read by metre
- SCADA alerts are generated by static aquifer monitoring
- Survey work being done to determine access to new well
- Consultant in place for SAMP reviews of all CRD water systems; consider adding to scope of work a concept design for new well.

6. Election of Officers- no nominations

7. New Business

7.1 191/193 Roland Road Property

- One service metre for the property; 2 civic addresses
- Per fees and charges Bylaw 4236- Cedars of Tuam fixed fee is based on per single family dwelling unit or equivalent
- Property is over 2 acres

7.2 Chair report

- Disappointed at lack of progress on connecting to new well
- Possibility of running out of water

8. Adjournment

MOVED Director McIntyre, **SECONDED** by Commissioner Wypkema,
That the meeting adjourn at 1:57 pm

CHAIR

SENIOR MANAGER



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**Minutes of the Regular Meeting of the
Cedars of Tuam Water Service Commission**

**Held Thursday, October 4, 2018 in the Creekside Meeting Room, Suite 108- 121
McPhillips Ave, Salt Spring Island, BC**

Present: **CRD Director:** Wayne McIntyre
Commission Members: Peter Wypkema
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Chris Davidson, Manager of Engineering, Salt Spring Island; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Finance Analyst; Thea Cleese, Financial Analyst 2; Dan Ovington, Manager Parks and Recreation; Recording Secretary Tracey Shaver.

Chair Wypkema called the meeting to order at 10:00 am.

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Wypkema,
That the Cedars of Tuam Water Service Commission agenda of October 4, 2018 be approved and amended with the addition of item 5.1 Well Update.

CARRIED

2. Adoption of Minutes of February 5, 2018

MOVED by Director McIntyre, **SECONDED** by Commissioner Wypkema,
That the Cedars of Tuam Water Service Commission Minutes of February 5, 2018 be approved.

CARRIED

3. Director and Chair Reports

3.1 Chair Wypkema

- Expressed frustrations with the lack of progress in implementing the new well.
- Four years with legal fees to obtain an agreement with the School District for use of the well.
- Requesting action plan by next summer for connection to new well

3.2 Director McIntyre briefly reported on:

- Bike park opened; great to see continuing use
- Second Indoor tennis court opened
- SSIWPA Strategic Plan- reviewed responsibility & funding; potential for Water Authority
- CRD Grants in Aid- Marine Search and rescue "beacon"; Wagon Wheel Emergency Housing aid; Farmland Trust-Root Cellar fire suppression
- CREST- Difficulties with connections in some places on SSI; working with Telus to resolve

- Capital Regional Housing Corporation: Michigan Square affordable housing project; new federal building code increasing construction costs by 20%, will be felt across region
- Destination Management and Marketing Organization approved by CRD Board; Supported by SGI & SSI accommodation sector; 2% tax to be used to promote off season tourism
- Water Collection: Working with CRD Building inspection to develop a simple guide and design for rain water harvesting for tanks up to 3,000 gallons. Potential for bulk buying of tanks
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1st Nations communications

4. New Business

4.1 2019 operating and capital budget

Review of maintenance, operations, capital works and referendum planning.

MOVED by Commissioner Wypkema, **SECONDED** by Director McIntyre,
That the Cedars of Tuam Water Service Commission:

1. Approve the 2019 operating and capital budget as presented, and that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Operating Reserve Fund; 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 Cedars of Tuam Water Service as presented.

CARRIED

5. Outstanding Business

5.1 Well Update

- Change order for the well tie in design work to be completed during SAMP by same consultant

6. Adjournment

MOVED By Commissioner Wypkema, **SECONDED** by Director Holman,
That the meeting adjourn at 11:00 am.

CHAIR

SENIOR MANAGER



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**Minutes of the 2017 ANNUAL GENERAL Meeting
of the FULFORD WATER SERVICE COMMISSION**

**Held Monday June 4, 2018 in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave,
Salt Spring Island, BC**

Present: **CRD Director:** Wayne McIntyre
Commission Members: Carol Eyles, Anthony Maude, Gord Singbell, Alan Martin
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Chris Davidson, Manager Engineering; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Tracey Shaver, Recording Secretary

1. Call to Order

Chair Eyles called the meeting to order at 10:00 am

2. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Maude,
That the Fulford Water Service Commission AGM agenda of June 4, 2018 be approved
with the addition of the Chairs written report and item 7.1 Emergency Notifications.

CARRIED

3. Adoption of Minutes

2015 Annual General Meeting held on June 16, 2016

MOVED by Commissioner Maude, **SECONDED** by Commissioner Eyles,
That the Fulford Water Service Commission 2015 AGM minutes be approved.

CARRIED

**2016 Annual General Meeting held on November 27, 2017 - No quorum; no minutes
to adopt**

4. Chair's Report

Chair Eyles provided a written report; topics included:

- Telus cell phone system at treatment plant
- Fees and charges bylaw
- South ridge property-confirmation obtained that SRoW's are in place for old and new water lines.
- Weston Creek Water line repair
- Old lines leaking; pay down debt before replacement

5. Report

5.1 Annual Report for 2017 Fiscal Year

Staff reviewed report highlighting the following:

- Water production consistent over the past 4 years
- Water quality report- request to monitor trihalomethanes (THM) closely as they appear to be near limit levels on regular basis.
- Water testing results available online; Commissioners would like to have a site tour of the treatment plant.
- Operations: Replacement of various electronic parts at treatment plant
- Capital Projects: water main replacement project; design and permitting process consumed most of allocated budget. Construction costs likely to be higher than anticipated; work must be done during dry season.
- Financial report: fixed funding model through user fee and parcel tax. Option to pay down loan in 2020. There have been no new requests to hook up to system

6. Election of Officers

Chair Eyles will not be extended her term after the end of 2019.

Election called for two terms ending 2018. Gord Singbell agreed to stand for 1 more year and Alan Martin for a two year term.

No other nominations were received.

7. New Business

7.1 Emergency Notifications

The Commission expressed concern over the cost of having staff distribute flyers to Fulford residents during emergency repair or planned works on the water system. Commission members offered to assist with delivery of notices.

Staff reviewed the current notification process in place; Notice of event and information is distributed as quickly as possible and coordinated by CRD Integrated Water Services.

Planned work/Emergency repairs (no threat to public)

- Information on CRD Website/Fulford Water System Page
- Local Commission notified by email
- Information posted to Exchange
- Door to door delivery to residents impacted by work

Emergency events (boil water advisory)

- Activation of Public Alert Notification System (PAN); sign up for Salt Spring Area events on CRD Website
- Information on CRD Website Banner & Fulford Water System Page
- Local Commission notified by email/phone

- Information posted to Exchange
- Door to door delivery to residents impacted by work

8. Adjournment

MOVED by Commissioner Eyles, **SECONDED** by Commissioner Maude,
That the meeting be adjourned at 11:15 am

CHAIR

SENIOR MANAGER



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Minutes of the Meeting of the FULFORD WATER SERVICE COMMISSION
Held Tuesday July 31, 2018 in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
Commission Members: Anthony Maude, Gord Singbeil, Alan Martin
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Chris Davidson, Manager Engineering; Tracey Shaver, Recording Secretary
Absent: Carole Eyles

Senior Manager Campbell called the meeting to order at 3:00 pm with a request to nominate a chair to stand for this meeting. Anthony Maude accepted the position.

1. Approval of Agenda

MOVED by Commissioner Maude, **SECONDED** by Commissioner Singbeil,
That the Fulford Water Service Commission meeting agenda of July 31, 2018 be
approved with the addition of Anthony Maude's name to the agenda heading.

CARRIED

2. Director, Chair and Commissioner Reports

2.1 Director McIntyre briefly reported on the July 30, 2018 meeting on Salt Spring Island with CRD CAO and various Commission Members.

3. New Business

3.1 Transfer from Capital Reserve to Fulford Water Main Replacement Project

Staff reviewed report with Fulford Water Service Commissioners highlighting the following:

- Purpose of the meeting is to inform Commission of project status, budget overruns and obtain permission to transfer funds from the Capital Reserves to complete project.
- Project involves a 10 metre 4" diameter water main of asbestos pipe which is no longer buried in the ground.
- Exposed piping runs across an open stream bed on Ministry of Highways land which channels down into the ocean.
- Potential for a crack in and or catastrophic failure of pipe is considered to be high risk; possible asbestos contamination to treated water and the environment.
- Pre tender cost estimates for project budget were established in 2016 and based on local excavation contractor estimating extent of construction work.
- Previously unforeseen complexities in regulatory requirements contributed to additional project management costs and design work by consultants and CRD staff.
- During preparation of tender documents, potential for budget shortfall was discovered.

- CRD tendering process was followed and two bids within \$1,900 of other were obtained.
- Order of magnitude costs now estimated at an additional \$71,000 to complete project which bring the total project costs up to \$102,000.
- Community Works Funding in the amount of \$20,000 has been proposed to offset some of the additional project costs.
- Due to proximity to riparian areas there is a short construction window from June to September.
- Capital Regional District is experiencing a very high cost construction market across the region
- CRD advised that no guarantee construction costs will come down soon, and even could go up.
- Risks of deferring project include possible: health concerns, environmental concerns and costly emergency repair.

Fulford Commission Members expressed the following points of issue:

- Commission not consulted at discovery of budget shortfall prior to tendering project
- Commissions purpose is to be given the opportunity to protect rate payers from unnecessary cost expenditures
- Poor practice to tender projects late in the busiest part of the construction season especially in an over-heated construction market
- Questionable professional practice over unforeseen permitting process and regulatory requirements
- Requests can be made to extend regulatory permits to a time when construction costs are more favorable
- Unacceptable balance/ratio of project management costs in capital project
- Acknowledgement that there are no guarantees that the costs involved in the construction market will be less in the future and that the newly elected CRD Director (this Fall) may not be willing to offer Community Works Funding to offset project costs.
- Refusal to authorize the overage of project management/design costs to date in the original budget (roughly \$11,000).
- Reserve funding from budget shortfall and kept project management costs to an industry standard of 25%
- Request made for Fulford Commission Members to meet with the CRD Chairman of the Board

MOVED By Commissioner Martin, **SECONDED** by Commissioner Singbeil, That the Fulford Water Service Commission is unhappy with the management of the water main replacement capital project; requests that all work on the project cease and desist; project management costs shall not exceed 25% of total budget to complete this project sometime in the future under better construction costs.

CARRIED

4. Outstanding Business- none presented

5. **Adjournment**

MOVED By Commissioner Martin, **SECONDED** by Commissioner Singbeil,
That the meeting adjourn at 3:52 pm.

CHAIR

SENIOR MANAGER



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Minutes of the Meeting of the FULFORD WATER SERVICE COMMISSION
Held Thursday August 16, 2018 in the SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
Commission Members: Carole Eyles, Anthony Maude, Alan Martin
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Chris Davidson, Manager Engineering; Tracey Shaver, Recording Secretary
Absent: Gord Singbeil
Present: approximately five Fulford Water Service residents

Chair Eyles called the meeting to order at 3:00 pm.

1. Approval of Agenda

MOVED by Commissioner Maude, **SECONDED** by Commissioner Eyles,
That the Fulford Water Service Commission meeting agenda of August 16, 2018 be approved.

CARRIED

2. Approval of Minutes

MOVED by Commissioner Maude, **SECONDED** by Commissioner Martin,
That the Fulford Water Service Commission meeting minutes of July 31, 2018 be approved.

CARRIED

3. Director, Chair and Commissioner Reports

3.1 Director McIntyre briefly reported on a meeting targeted at island wide water storage and ways to simplify the regulation and process for residents to implement 3,000 gal storage tanks.

3.2 Chair Eyles

Disappointed that Commission and CRD are again at odds on a construction project. Questioned use of outside consultants for project; Specifications using scope of work for the Juan de Fuca area; size difference of pipe; works during dry creek bed.

Staff responded:

- Outside consultants are often engaged when capital projects exceed the capacity of staff resources, firm used in this case had an on island resident engineer.
- Specification document sets are often re-used on projects with similar scopes of work there by eliminating the need to reproduce for each project. The same standard of work would be required across the regional district.
- Increasing pipe diameter from 100mm to 150mm does not significantly increase costs.

- The window in which work can be completed is determined by the Ministry; Works must be completed during dry season and when there is no water flow.

3.4 Commissioner Martin

Questioned the true health risks associated with a crack or break in the pipe.

- VIHA concerned with loss of water pressure in the system could create a health concern.

3.5 Commissioner Maude

Questioned who determines what an acceptable level of risk is.

- Staff determine the need for work and depending on the scope or urgency of work it is brought to the attention of the Commission for budget planning;
- The CRD is a risk adverse provider of public works, due to the risks associated with this water main and the potential contamination of the water supply, the Board holds the full liability.
- CRD staff are required to notify Board of projects needing additional funding.

4. New Business – none

5. Outstanding Business

5.1 Transfer of Capital Reserve to Fulford Water Main Replacement Project

Staff and the Commission reviewed the report which outlined the project background, regulatory concerns, design process, project reporting, alternatives, implications and recommendation.

Throughout the discussion the following topics were highlighted:

- The CRD is the ultimate holder of liability related to an asset or operations
- Culvert is possibly responsible for creek bed erosion; Ministry of Transportation is not responsible for repairs or replacement of pipe
- Regulatory agency concerns reviewed; VIHA is a recommendation to complete works, not an order; Ministry (FLNRO) is regarding any impediment to the flow of fish or water
- Project planning started with the simplest approach possible to keep costs down knowing that there may be unforeseen permitting issues which could cause the scope of the project to change
- Specifications for the project are standard and used in all CRD projects; regulatory requirements determine amount of extra precautions needed to complete project
- Construction market controlling the costs; the Commission is suspicious of two bids being almost equal; suggested collusion.
- Should pipe fail on an emergent basis the repairs are estimated to be around \$10,000 due to lack of regulatory construction constraints during emergencies
- Community Works Funding (CWF) in the amount of \$50,000 was suggested to lower costs of infrastructure project which effects a small amount of ratepayers; Commission declined due to principle that CWF should be spent on projects with good value.
- Water main failure is a public risk which has been brought to the attention of regulatory agencies through permitting processes and consultation;

recommendations to proceed with work have been made and the CRD Board must be made aware at this point as funding is needed to complete project.

MOVED by Commissioner Maude, **SECONDED** by Commissioner Eyles,
That the Fulford Water Service Commission requests that the water main replacement project be deferred to next year; and that regulatory agencies be requested to visit the project location; and that an interim solution to protect the water main be found.

CARRIED

Director McIntyre opposed

6. Adjournment

MOVED By Commissioner Maude, **SECONDED** by Commissioner Eyles,
That the meeting adjourn at 4:35 pm.

CHAIR

SENIOR MANAGER



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Minutes of the Meeting of the FULFORD WATER SERVICE COMMISSION

Held Thursday October 15, 2018 in the SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
Commission Members: Carole Eyles, Gord Singbeil, Alan Martin
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Chris Davidson, Manager Engineering; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Thea Cleave, Financial Analyst 2; Tracey Shaver, Recording Secretary
Absent: Anthony Maude

Chair Eyles called the meeting to order at 1:00 pm.

1. Approval of Agenda

MOVED by Commissioner Singbeil, **SECONDED** by Commissioner Martin,
That the Fulford Water Service Commission meeting agenda of October 15, 2018 be amended and approved with the following additions Item 5.1 Fulford Inn Line Extension, Item 5.2 186 South Ridge.

CARRIED

2. Approval of Minutes: August 16, 2018

MOVED by Commissioner Singbeil, **SECONDED** by Commissioner Eyles,
That the Fulford Water Service Commission meeting minutes of August 16, 2018 be approved.

CARRIED

3. Director, Chair and Commissioner Reports

3.1 Director McIntyre briefly reported on:

- Second Indoor tennis court opened; generous donation, broad age range of tennis players
- CRD Grants in Aid- Marine Search and rescue "beacon"; Wagon Wheel Emergency Housing aid; Farmland Trust-Root Cellar fire suppression
- Ganges Sewer refurbishment project; on time and budget; Tom Toynbee-great storey from beginning of sewer plant using new (MBR) technology which is still relevant and now a proven system
- Capital Regional Housing Corporation: Michigan Square affordable housing project; new federal building code increasing construction costs by 20%, will be felt across region
- Destination Management and Marketing Organization approved by CRD Board; Support by 50% of SGI & SSI accommodation sector; 2% tax to be used to promote off season tourism

- Water Collection: Working with CRD Building inspection to develop a simple guide and design for rain water harvesting for tanks up to 3,000 gallons. Potential for bulk buying of tanks
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1st Nations communications

3.2 No formal report from Chair Eyles

4. New Business

4.1 2019 Operating and Capital Budget

MOVED by Commissioner Eyles, **SECONDED** by Commissioner Martin,
That the Fulford Water Service Commission:

1. Approve the 2019 operating and capital budget as amended by removing project No. 18-02 from the five year Capital Plan, and that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund 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 Fulford Water Service as presented.

CARRIED

5. Outstanding Business

5.1 Fulford Inn Line Extension

- New owner of property considering connection
- Developer would pay for all costs of the line extension and possibly late comers fees
- Commercial property will need to be metered

5.2 186 South Ridge

Staff to check records. Property owner requested potential inclusion into system (2012) with subdivision approval.

6. Adjournment

MOVED By Commissioner Eyles, **SECONDED** by Director McIntyre,
That the meeting adjourn at 1:50 pm.

CHAIR

SENIOR MANAGER



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Minutes of the Meeting of the FULFORD WATER SERVICE COMMISSION
Held Monday May 13, 2019 in the Creekside Room, 108 121 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Gary Holman
Commission Members: Carole Eyles, Gord Singbeil, Alan Martin, Anthony Maude
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Dan Ovington, Manager Parks and Recreation; Tracey Shaver, Recording Secretary

Chair Eyles called the meeting to order at 10:00 am.

1. Approval of Agenda

MOVED by Commissioner Maude, **SECONDED** by Commissioner Martin,
That the Fulford Water Service Commission meeting agenda of May 13, 2019 be approved.

CARRIED

2. Approval of Minutes: October 15, 2018

MOVED by Commissioner Martin, **SECONDED** by Commissioner Maude,
That the Fulford Water Service Commission meeting minutes of October 15, 2018 be approved.

CARRIED

3. Director, Chair and Commissioner Reports – no reports

4. New Business

4.1 TRANSFER FROM CAPITAL RESERVE AND COMMUNITY WORKS FUND, TO FULFORD WATER MAIN REPLACEMENT PROJECT

- Staff reviewed open procurement process and project history
- Comparison of costs for internal work versus contract bid amounts; determination of the actual value of work being done
- Busy construction market driving high bid amounts
- Commission requests to be involved earlier in the decision making process; allowed to adjust choices before direction set and money spent

MOVED by Commissioner Eyles, **SECONDED** by Commissioner Martin,
That the Fulford Water Service Commission recommends to the Electoral Areas
Committee that the Capital Regional District Board amend the Five Year Financial
Plan to include additional funding for the Fulford Water Main Replacement project,
and that \$12,100.00 be allocated from the Capital Reserve Fund in 2019 to fund
the project, and that an application for \$11,500.00 from the Community Works Fund
be made and the funding subsequently allocated in 2019 to fund the project.

CARRIED

5. Outstanding Business

5.1 Various comments/questions

- No updates on the "Vortex" project and their inquiry about joining the system
- System capacity analysis completed when new treatment plant was installed.
- Additional inclusions to the service area to be determined on case by case review
- Director Holman to determine from Islands Trust if the Fulford Water catchment area allows legal suites.
- Request for a detailed project accounting report upon completion of Capital Projects
- SAMP report in draft form and under internal review; will be presented to Commission for comments before final acceptance

6. Adjournment

MOVED By Commissioner Eyles, **SECONDED** by Commissioner Maude,
That the meeting adjourn at 10:38 am.

CHAIR

SENIOR MANAGER



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Minutes of the of the Ganges Sewer Local Service Commission
Held April 18, 2019 at 108 121 McPhillips Ave, Salt Spring Island, BC

PRESENT:

Director: Gary Holman

Commission Members: Gary Utter, David Toynbee, Rod Scotvold, Mike de Carle (via telephone until 11:06 am)

Staff: Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Malcolm Cowley, Manager, Regional Wastewater, Core Area, SPWWC, Small Sewers; Amber Donaldson, Manager, Financial Planning and Performance; Dan Ovington, Manager Parks and Recreation; Tracey Shaver, Recording Secretary

Chair Utter called the meeting to order at 10:55 am.

1. Approval of Agenda

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Toynbee,
That the Ganges Sewer Local Service Commission agenda for April 18, 2019 be approved.

CARRIED

2. Adoption of Minutes of the October 4, 2018

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Toynbee,
That the Ganges Sewer Local Service Commission meeting minutes of October 4, 2018 be approved as submitted.

CARRIED

3. Delegation/Presentation: none

4. Director and Chair Reports: none

5. New Business

5.1 Request for Inclusion into Ganges Sewer System-154 Kings Lane

- Staff reviewed map of current service boundary which runs close to property line
- Stantec's "Ganges Sanitary System" hydraulic model report identified that under the future ultimate build out condition within the existing service area, that upper reaches of the system has some spare capacity but downstream areas close to the treatment plant indicate that surcharging could occur.
- The Stantec report concluded that there should be sufficient capacity available for full build out of current service area however, it is not known whether there is enough capacity to expand the service area and this requires further modelling analysis to determine the implications.
- The Commission indicated that the cost of model analysis should be paid for by developer; not the rate payers.

- The Commission is willing to consider the developer's request but there is no guarantee on any final decisions and there shall be no risk to Commission or rate payers.

Mike de Carl leaves the meeting 11:06 am

- Careful consideration for expansion; cannot preclude other developments under way such as affordable housing.
- Developer offered some additional information on the project; facility to be used as emergency muster point, adding walking pathway over sewer connection.

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Toynbee, That the Ganges Sewer Local Service Commission requests that with the understanding that all costs will be borne by the developer and without any guarantee for inclusion to the service area; that staff be directed to complete a capacity analysis of the subject properties' wastewater inclusion and potential effect to the Ganges Sewer service area.

CARRIED

6. Outstanding Business- none

7. Adjournment

MOVED by Commissioner Utter, **SECONDED** by Commissioner Scotvold, That the meeting adjourn at 11:23 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the of the Ganges Sewer Local Service Commission
Held August 29, 2019 at 108 121 McPhillips Ave, Salt Spring Island, BC

PRESENT:

Director: Gary Holman

Commission Members: Gary Utter, David Toynbee, Mike de Carle (via telephone)

Staff: Malcolm Cowley, Manager, Regional Wastewater, Core Area, SPWWC, Small Sewers; Madhu Mittal, Project Engineer; Karla Campbell, Senior Manager, SSI Administration; Tracey Shaver, Recording Secretary.

Absent: Rod Scotvold

Chair Utter called the meeting to order at 1:00 pm.

1. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner Toynbee,
That the Ganges Sewer Local Service Commission agenda for August 29, 2019 be amended and approved with the addition of Item 3.1 Eric Booth.

CARRIED

2. Approval of Minutes – April 18, 2019

MOVED by Director Holman, **SECONDED** by Commissioner Toynbee,
That the Ganges Sewer Local Service Commission Minutes for April 18, 2019 be approved.

CARRIED

3. Delegations/Presentations

3.1 Eric Booth

Mr. Booth continues to express concerns regarding approval process surrounding inclusion into the Ganges Sewer System.

4. Chair and Director Reports- No reports provided

5. Outstanding Business

5.1 Ganges Wastewater Infrastructure Renewal Project - Progress Report Update

Staff provided project update:

- Open house held today
- Some difficulties maintaining dissolved oxygen in the aeration tank
- Proper aeration is needed for permeability of wastewater during treatment
- Increased operations time to troubleshoot
- Suggested to hire aeration system specialist to evaluate and recommend upgrades

MOVED by Director Holman, **SECONDED** by Commissioner de Carle,
That the Ganges Sewer Local Service Commission:

1. receive this report for information, and
2. approve the use of the remaining project budget for additional upgrade work to the effluent discharge and water re-use systems; and the aeration system.

CARRIED

5.2 Request for Inclusion of Property in the Ganges Sewerage Local Service Area - 154 Kings Lane

- Staff reviewed process for application
- Peak flows a potential concern in future
- Seek increase from Ministry of Environment of the maximum day flow discharge

MOVED by Commissioner Toynbee, **SECONDED** by Director Holman,
That the Ganges Sewer Local Service Commission approve the inclusion 154 Kings Lane into the sewer service area subject to the following:

1. The Ganges Commission approve amending the maximum daily discharge of the plant from 1,090 to 1,300 m³/day;
2. The Applicant agrees in writing to pay for all costs related to obtaining approval from the Ministry of Environment to increase the maximum day flow discharge from the plant;
3. The Applicant agrees in writing to pay for all costs to include the property into the service area, and also pays the capacity purchase charge for the planned development and ongoing parcel taxes and user fees for the service.
4. The Applicant agrees in writing to pay all engineering, administration, permit fees and construction costs associated with the extension of the sewer and connection to the existing sewer and the property; and
5. The Applicant installs a water meter(s) to measure the total volume of all water production from wells on the property.

CARRIED

6. Correspondence

6.1 Request for Inclusion of Property in the Ganges Sewerage Local Service Area – 160 Upper Ganges Road – Hastings House

MOVED by Commissioner Toynbee **SECONDED** by Commissioner de Carle,
That the Ganges Sewer Local Service Commission requests that with the understanding that all costs will be borne by the developer and without any guarantee for inclusion to the service area; that staff be directed to complete a capacity analysis of the subject properties' wastewater inclusion and

potential effect to the Ganges Sewer service area and that the analysis includes the full build out capacity of the subject property.

CARRIED

7. Next Meeting: Budget Meeting later this fall in October

Date and location to be determined.

8. Adjournment

MOVED by Commissioner Toynbee **SECONDED** by Commissioner de Carle
That the meeting be adjourned at 2:26 pm.

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the 2017 Annual General Meeting of the Highland/Fernwood, Highland and Fernwood Local Water Service Commissions
Held Monday June 11, 2018, in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
 Commission Members: Eli Trory, Lorrie Hunt, Sharon Bywater; Carol Newmeyer
 Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Chris Davidson, Manager Engineering, Salt Spring Electoral Area; Tracey Shaver, Recording Secretary

1. Call to Order

Chair Hunt called the meeting to order at 1:00 pm. Due to illness, Chair Hunt requested that Sharon Bywater chair the remainder of the meeting.

2. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Trory,
That the combined Highland/Fernwood Water Service Commission 2017 Annual General agenda of June 11, 2018 be approved.

CARRIED

3. Adoption of Minutes of the 2016 Annual General Meeting held on November 28, 2017.

MOVED by Commissioner Hunt, **SECONDED** by Commissioner Trory,
That the combined Highland/Fernwood Water Service Commission Minutes of 2016 Annual General Meeting be approved.

CARRIED

4. Chair's Report

Sharon Bywater briefly reported on Chair Hunt's behalf:

- 2017 Leaks! Lots of them.

5. Report

5.1 Annual Report for 2016 Fiscal Year

Staff presented the various sections of the AGM report for 2017 Fiscal Year which covers water production, demand and quality, along with operations, capital projects and financials.

- Water loss is estimated at 35 %; non-revenue water use is high and there were several leaks repaired and investigated

- Review of emergency notice system; worked in some instances and not in others for a recent boil water advisory. Activation of Public Alert Notification System (PAN); residents must sign up for Salt Spring Area events on CRD Website.

6. Election of Officers

Nominations were called for from the floor for volunteers. None being heard, it was advised that if there is not enough local participation from the service area the annual operating reports and budget decisions will be heard and decided on by the CRD Electoral Area Services Committee. This would mean there would be not local representation from the service area when decisions on fees and capital projects are being made.

Lorrie Hunt will stay on as a commissioner for another term.

Sharon Bywater was thanked for her over 14 years of volunteer service.

Request that some sort of a volunteer request notice be added to the quarterly bills in addition to the local advertisements each year.

7. New Business

Discussion- low water pressure on Howard Road in the Langs Road Area.
No way to increase pressure without another booster pump.

8. Adjournment

MOVED By Commissioner Newmeyer, **SECONDED** by Commissioner Hunt,
That the meeting adjourn at 2:30 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the 2017 Annual General Meeting of the Maliview Sewer Service Commission
Held Monday June 11, 2018, in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC**

Present: **CRD Director:** Wayne McIntyre
Commission Members: Sharon Bywater; Carol Newmeyer
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Chris Davidson, Manager Engineering, Salt Spring Electoral Area; Tracey Shaver, Recording Secretary

1. Call to Order

Chair Bywater called the meeting to order at 3:00 pm.

2. Approval of Agenda

MOVED by Commissioner Newmeyer, **SECONDED** by Commissioner Bywater,
That the Maliview Sewer Service Commission 2017 Annual General agenda of June 11,
2018 be approved with the addition of item 7.1 Engineering Assessment

CARRIED

3. Adoption of Minutes of the 2016 Annual General Meeting held on November 28, 2017.

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,
That the Maliview Sewer Service Commission Minutes of 2016 Annual General Meeting
be approved.

CARRIED

4. Chair's Report- no report

5. Report

5.1 Annual Report for 2017 Fiscal Year

Staff presented the various sections of the AGM report for 2017 Fiscal Year which covers regulatory compliance, annual flow, operations, capital projects and financials.

- Concerns raised with land use planning and the pressure to increase density in the Maliview sewer area.
- Need to review plant capacity not just the availability of water before legalizing suites in the area
- Already many creative housing situations

- Consumption fees would be used to identify households not in compliance with bylaws
- Reviewed design and options for outfall repair

6. Election of Officers

Nominations for volunteers were called for. There are no interested volunteers for terms that begin in 2019.

Carol Newmeyer will be stepping down at the end of 2018 and Sharon Bywater will not be returning to the commission. Both were thanked for the many years of service and commitment to their community.

CRD is considering an amalgamation of local utility service commissions to have a more coordinated view of water and sewer services on island.

7. New Business

7.1 Engineering Assessment

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,
That the Maliview Sewer Commission approve staff recommendation to transfer up to \$5,000 from capital reserves to fund the engineering assessment of options to address the Maliview Treatment system upgrade.

CARRIED

8. Adjournment

MOVED By Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,
That the meeting adjourn at 4:00 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the Maliview Sewer Service Commission

Held Monday October 15, 2018, in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
Commission Members: Sharon Bywater; Carol Newmeyer
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Chris Davidson, Manager Engineering, Salt Spring Electoral Area; Thea Cleese, Financial Analyst II; Tracey Shaver, Recording Secretary

1. Approval of Agenda

MOVED by Commissioner Newmeyer, **SECONDED** by Commissioner Bywater, That the October 15, 2018 meeting agenda for Maliview Sewer Service Commission be amended and approved with the addition of item 5.1 Outfall Repair Project.

CARRIED

2. Adoption of Minutes of November 28, 2017

MOVED by Commissioner Newmeyer, **SECONDED** by Commissioner Bywater, That the Maliview Sewer Service Commission November 28, 2017 meeting minutes be approved.

CARRIED

3. Chair and Director Report

3.1 Chair Bywater briefly commented:

- Stepping down at end of this year after 14 years of volunteering
- Appreciations to staff and Director
- Commitment of CAO at July 30, 2018 meeting to support Maliview Service secure funding due to unique circumstances with original sewer development.

3.2 Director McIntyre briefly commented:

- Bike Park opening in Mouat Park successful with continuing excitement and use.
- SSIWPA Strategic Plan- reviewed responsibility & funding; potential for Water Authority
- CREST- Difficulties with connections in some places on SSI; working with Telecommunication companies to resolve
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1st Nations communications

4. Reports

4.1 2019 Operating and Capital Budget

Staff reviewed report:

- Operating expenses over budget due to repairs
- Projects added to Capital Plan; safe work procedures, vehicle access and referendum funding
- Amend user fee to \$1183.05 for 2018 and 2019
- Amend transfer to Capital reserves
- Provide revised copy of budget documents

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,
That the Highland Water and Sewer (Maliview) Service Commission

1. Approve the 2019 operating and capital budget as amended and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund; and,
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the amended 2019 operating and capital budget and the five year Financial Plan for the Maliview Estates Sewerage Local Service.

CARRIED

5. New Business

5.1 Outfall Repair Project

Staff provided brief update:

- Outfall investigations were better than expected; less of a priority.
- Section under road is stable
- Outfall pipe was unburied from ocean floor and is intact; no public or environmental risks.
- Sanitary sewer system repairs are urgent; preparing to combine work the work of sewer line repairs with several of the inflow and infiltration leaks.

6. Outstanding Business

7. Adjournment

MOVED by Commissioner Newmeyer, **SECONDED** by Commissioner Bywater,
That the Maliview Sewer Service Commission meeting be adjourned at 11:49 am.

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the Highland/Fernwood, Highland and Fernwood Local Water Service Commissions

Held Monday October 15, 2018, in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
Commission Members: Eli Trory, Lorrie Hunt, Sharon Bywater; Carol Newmeyer
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Chris Davidson, Manager Engineering, Salt Spring Electoral Area; Thea Cleese, Financial Analyst II; Tracey Shaver, Recording Secretary

Chair Hunt called the meeting to order at 10:00 am.

1. Approval of Agenda

MOVED by Commissioner Bywater, **SECONDED** by Director McIntyre,
That the October 15, 2018 agenda of the combined Highland/Fernwood Water Service Commission be approved.

CARRIED

2. Adoption of Minutes of November 27, 2017

MOVED by Commissioner Bywater, **SECONDED** by Director Newmeyer,
That the combined Highland/Fernwood Water Service Commission Minutes of November 27, 2018 Meeting be approved.

CARRIED

3. Chair and Director Reports - Highland/Fernwood Water Service Commission

3.1 Chair Hunt briefly reported:

- Concerns over the condition of old pipes
- Pipes breaking down and leaks being repaired or patched
- More permanent fix of replacing the water lines will be expensive
- Fernwood lines in slightly better condition

3.2 Director McIntyre briefly reported on:

- Second Indoor tennis court opened; generous donation, broad age range of tennis players
- CRD Grants in Aid- Marine Search and rescue "beacon"; Wagon Wheel Emergency Housing aid; Farmland Trust-Root Cellar fire suppression
- Ganges Sewer refurbishment project; on time and budget; Tom Toynbee-great storey from beginning of sewer plant using new (MBR) technology which is still relevant and now a proven system

- Capital Regional Housing Corporation: Michigan Square affordable housing project; new federal building code increasing construction costs by 20%, will be felt across region
- Destination Management and Marketing Organization approved by CRD Board; Support by 50% of SGI & SSI accommodation sector; 2% tax to be used to promote off season tourism
- Water Collection: Working with CRD Building inspection to develop a simple guide and design for rain water harvesting for tanks up to 3,000 gallons. Potential for bulk buying of tanks
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1st Nations communications

4. Reports – 2019 Operating and Capital Budget Report

Staff reviewed report by sections:

Highland/Fernwood

- Over budget by \$56,710 unexpected corrective maintenance.
- Hydrant maintenance; difference to levels of service, annual testing vs five year inspection of internal components.
- Reservoir cleaning and work safe reviews in 2019
- Costs of backup power service for treatment plan versus cost of replacing water mains
- No increase or changes to the user or parcel tax for Highland/Fernwood

Highland

- Operating costs lowered due to reduction in CRD administration allocations
- Staff to provide a list of projects and costs under CE360

Fernwood

- Parcel Tax is reduced due to reduction in CRD administration allocations

4.1 Highland/Fernwood Water Service

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Trory,

That the Highland/Fernwood Water Service Commission:

1. Approve the 2019 operating and capital budget as presented, and that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund and the Operating Reserve Fund; 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 Highland/Fernwood Water Service as presented.

CARRIED

4.2 Highland Water Service

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,

That the Highland Water Service Commission:

1. Approve the 2019 operating and capital budget as presented; 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 Highland Water Service as presented.

CARRIED

4.3 Fernwood Water Service

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Trory,

That the Fernwood Water Service Commission:

1. Approve the 2019 operating as presented; 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 Fernwood Water Service as presented.

CARRIED

5. New Business

5.1 Affordable Housing – Seasonal Cottages

Brief discussion regarding Islands Trust proposal to allow the use of seasonal cottages as full time rentals.

- No formal referral for comment has been received.
- Staff to investigate process.
- Highland Fernwood Commission not in favour as main water source for system is St Mary Lake.

6. Outstanding Business none

7. Adjournment

MOVED by Commissioner Bywater, **SECONDED** by Director McIntyre,
That the combined Highland/Fernwood Water Service Commission meeting be adjourned at 11:00 AM.

CHAIR

SENIOR MANAGER



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Minutes of the Maliview Sewer Service Commission

Held Monday January 14, 2019, in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Gary Holman
Commission Members: Laura Travelbea, Brian Travelbea
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Chris Davidson, Manager Engineering, Salt Spring Electoral Area; Tracey Shaver, Recording Secretary
Participant: Sharon Bywater

Senior Manager Campbell called the meeting to order at 10:00 am with a request to hold an election of Chair of the Commission and seek any nominations.

Laura Travelbea agreed to stand as chair and as there were no other nominations was appointed by acclamation.

1. Approval of Agenda

MOVED by Commissioner L Travelbea, **SECONDED** by Director Holman,
That the January 14, 2019 meeting agenda for Maliview Sewer Service Commission be approved.

CARRIED

2. Adoption of Minutes of October 15, 2018

MOVED by Director Holman, **SECONDED** by Commissioner L Travelbea,
That the Maliview Sewer Service Commission October 15, 2018 meeting minutes be approved.

CARRIED

3. Chair and Director Report

3.1 Chair L Travelbea

New to system and area; learning about water and sewer.

4. Reports

4.1 TRANSFER FROM OPERATING RESERVE TO MALIVIEW SANITARY SERVICE AND I&I PROJECT FUND

Staff report reviewed.

MOVED by Director Holman, **SECONDED** by Commissioner L Travelbea,
That the Maliview Sewer Service Commission recommends that the Capital
Regional District Board amend the Five Year Financial Plan to include additional
funding for the Maliview Sanitary Service and I&I project; and

- 1) that the planned 2018 year end transfer to the Operating Reserve Fund
be reduced from \$18,150 to zero; and
- 2) that the 2018 year end transfer to the Capital Reserve Fund be increased
by \$18,150; and
- 3) that the amount of \$20,875 be transferred from the Capital Reserve Fund
to the Maliview Sanitary Service and I&I project Capital Project fund.

CARRIED

5. New Business

5.1 General State of Infrastructure – Maliview Sewer

Staff provided historical and background information on the treatment and
collection system. The treatment plant has been experiencing difficulty in
meeting the permitted treatment quality regulations. Recommended upgrades
will be required in the future.

6. Outstanding Business-none

7. Adjournment

MOVED by Commissioner L Travelbea, **SECONDED** by Commissioner B Travelbea,
That the Maliview Sewer Service Commission meeting be adjourned at 11:05 am.

CARRIED

CHAIR

SENIOR MANAGER

**NORTH GALIANO FIRE PROTECTION AND EMERGENCY SERVICES
COMMISSION
&
NORTH GALIANO FIRE PROTECTION SOCIETY**

JOINT ANNUAL GENERAL MEETING

1:00 pm Sunday, November 24, 2019
North Galiano Community Hall

Draft Minutes

Attendance

Dana Weber, Robin Stringer, Roger Pettit, Michael Clark, Karen Harris, Lisa Pettit, Jeanne Silvey, Eileen Beaudine, Phyllis Stafford, Al Gray, Judy Garland, Chuck Garland, Judith Hamilton, Margaret Upcott.

Chair: Roger Pettit

Recording Secretary: Jeanne Erickson

Meeting called to order (1:13pm) by the Chair.

Approval of agenda

Approved by consensus.

Approval of minutes of Nov 4, 2018 Joint AGM.

Motion: (Robin, Margaret) to approve the minutes of the November 4, 2018 AGM.

Carried

Annual report (Roger Pettit, Chair)

Roger distributed a written report and provided a verbal summary.

Dana asked about operational support and if there has been any discussion regarding a merger.

Roger reported that he has had some conversations with the SGVFD regarding a possible merger, but serious discussions are not likely to occur before construction of their new hall is completed.

Motion: (Dana, Judy) to accept the report of the Chair.

Carried

Financial reports

a) Commission (Robin Stringer, Treasurer)

Robin distributed a written report and provided highlights and his projection that we will end the year with a surplus. He noted the exceptional job that Karen is doing in managing the budget. He noted that the CRD Asset Registry report is not complete. He is not anticipating any major capital expenditures in the coming year. Dana asked about the allocation of any surplus, but Robin, not

knowing the amount, could not comment. Roger noted that a pickup truck might be needed in the future.

Roger reported that Jonathan Reimer may have already received a copy of the CRD Asset report, which may be coming out to us in the next few days.

Motion: (Eileen, Phyllis) to approve the financial report.

Carried

b) Society Treasurer (Roger Pettit)

Roger distributed a report and provided highlights. He is hopeful that Dawn Lybarger will take on the role of Treasurer for the coming year. He reports that the family membership program has been very successful.

Motion (Chuck, Al) to approve the financial report.

Carried

Fire chief's report (Chief Karen Harris)

Karen distributed a written report and provided highlights.

She spoke to the communications challenges on the island with dead zones from cell service.

Motion: (Eileen, Robin) to approved the Chief's report.

Nominations and elections of commissioners and directors (Dana Weber)

a) Commission (Three Commissioners to be elected)

Ken Kucille and Roger Pettit are running for re-election.

Robin Stringer is stepping down.

Allan Doty is nominated.

Three calls for nominations from the floor were made with no response.

Nominations were closed.

Motion: (Phyllis, Marg) to acclaim three Commissioners nominated.

Allan Doty elected. Roger Pettit and Ken Kucille re-elected.

Carried

b) Society (Up to five Directors to be elected)

Five directors are continuing, and there is one open position.

Ken Kucille, Roger Pettit, and Roger Allan are running for re-election.

Allan Doty is nominated.

Three calls for nominations from the floor were made with no response.

Nominations closed.

Motion: (Phyllis, Marg) to acclaim the four directors willing to serve.

Allan Doty elected and Ken Kucille, Roger Pettit and Roger Allen re-elected.

Carried

New and other business

Adjournment:

Motion: (Robin) to adjourn 2:19 pm



Present: **Director:** Director McIntyre
Commissioners: Gary Holman, Mary Richardson
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Kyu-Chang Jo, Financial Analyst 2; Chris Davidson, Manager, Salt Spring Engineering; Tracey Shaver, Recording Secretary; Malcolm Cowley, Manager, Regional Wastewater, Core Area, SPWWC, Small Sewers via teleconference.
Absent: Rob Pingle; Rod Scotvold

EXEC-1295039085-1743

5. Reports

5.1 2018 Operating and Capital Budget Report

Staff reviewed report and responded to several questions regarding the following topics:

- History of capital project to date and next steps.
 - Dewatering system broke down and an interim action was put in place to ship sludge off island
 - Receiving and holding tanks failing and have now been replaced
 - Remaining capital funding will be used to further analysis treatment options for on island processing
 - Currently there is a CRD ban on use of class A solids on land
 - Project next phase will include: analysis, design, referendum and construction of treatment facility

MOVED by Commissioner Holman, **SECONDED** by Director McIntyre,
That the Salt Spring Island Liquid Waste Disposal Commission approve the 2018 operating and capital budget as presented, and that the 2017 actual surplus or deficit be balanced evenly between the 2017 transfer to the Capital Reserve Fund and the 2017 transfer to the Operating Reserve Fund;

CARRIED

MOVED by Commissioner Holman, **SECONDED** by Director McIntyre,
That the Salt Spring Island Liquid Waste Disposal Commission recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2018 Operating and Capital Budget and the five year Financial Plan for the Salt Spring Island Liquid Waste Disposal Local Service as presented.

CARRIED

6. New Business - none presented

7. Adjourn

MOVED by Commissioner Holman, **SECONDED** by Director McIntyre,
That the meeting adjourned at 2:30 pm

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the 2017 Annual General Meeting of the
Salt Spring Island Liquid Waste Disposal Local Service
Held Tuesday June 5, 2018 in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC**

Present: **Commissioners:** Rod Scotvold, Rob Pingle, Gary Holman, Mary Richardson
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson,
Manager, Saanich Peninsula and Gulf Islands Operations; Kyu-Chang Jo,
Financial Analyst 2; Chris Davidson, Manager, Salt Spring Engineering; Tracey
Shaver, Recording Secretary
Absent: CRD Director McIntyre

1. Call to Order

Chair Richardson called the meeting to order at 10:07 am.

2. Approval of Agenda

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Pingle
That the Salt Spring Island Liquid Waste Disposal Commission approved the agenda for
the 2017 Annual General meeting with the addition of Item 7.1 Moving Forward.

CARRIED

3. Adoption of Minutes of the 2016 Annual General Meeting held November 28, 2017

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Pingle
That the Salt Spring Island Liquid Waste Disposal Commission approved the minutes of
the 2016 Annual General Meeting held on November 28, 2017 with the amendment of
the meeting start time.

CARRIED

4. Chair's Report

There was no report

5. Annual Report for 2017 Fiscal Year

Staff responded to several questions regarding the following topics:

- Original treatment plant produced dry matter through dehydration and the material was then trucked off
- Current receiving station is for holding liquid only and then trucking the waste to be treated off island
- CRD Board policy: No land application of sludge materials (Class A Solids).
- Revisit reed bed or other renewable technology
- Options analysis needed to determine best treatment options for on island waste materials
- Discussion about staffing resources and prioritization of island wide capital projects
- Working on operational guidelines and procedures with local haulers to optimize receiving station systems; restricting unloading access hours to site
- Interest in composting kitchen scraps on island; suggestion that CRD Environmental Services contribute money towards options analysis

- Commissioner's request site tour with budget meetings.

MOVED by Commissioner Richardson, **SECONDED** by Commissioner Pingle
That the Salt Spring Island Liquid Waste Disposal Commission received the 2017
Annual Report for information.

CARRIED

6. Election of Officers

Volunteer Commissioner nominations were called for from the floor.
Mary Richardson and Gary Holman agreed to extend their terms to December of 2020.
No other nominations were made.

7. New Business

7.1 Moving Forward

MOVED by Commissioner Pingle, **SECONDED** by Commissioner Richardson,
That the Salt Spring Island Liquid Waste Disposal Commission requests that an
organics composting component be added to the treatment facility options
analysis and that a portion of the funding be contributed by CRD Environmental
Protection Division.

CARRIED

8. Adjourn

The meeting adjourned at 11:20 pm

CHAIR

SENIOR MANAGER



Present: **Director:** Wayne McIntyre
Commissioners: Rod Scotvold, Gary Holman, Mary Richardson
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst 2; Chris Davidson, Manager, Salt Spring Engineering; Dan Ovington, Manager Parks and Recreation; Tracey Shaver, Recording Secretary
Absent: Rob Pingle

1. Approval of Agenda

CARRIED

CARRIED

- Bike park opened; great to see continuing use
- Second Indoor tennis court opened
- SSIWPA Strategic Plan- reviewed responsibility & funding; potential for Water Authority
- CRD Grants in Aid- Marine Search and rescue “beacon”; Wagon Wheel Emergency Housing aid; Farmland Trust-Root Cellar fire suppression
- Ganges Sewer refurbishment project; on time and budget; no smell.
- Attended meeting with Eggheads re: biochar
- CREST- Difficulties with connections in some places on SSI; working with Telus to resolve
- Capital Regional Housing Corporation: Michigan Square affordable housing project; new federal building code increasing construction costs by 20%, will be felt across region
- Destination Management and Marketing Organization approved by CRD Board; Support by 51% of SGI & SSI accommodation sector; 2% tax to be used to promote off season tourism
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1st Nations communications.
- CRD electric bike update now to include the EASC areas

4. New Business

4.1 2019 operating and capital budget

Staff briefly reviewed report:

- Operating expenses higher in 2018; partially due to hauling costs; contract under negotiations.
- Conservative projections used for budget planning.
- BC Work Safe Procedures and facility equipment needed and identified in Capital Plan
- Isolation of facility increases the capital costs to install safety equipment; no water on site.
- Parcel tax increase of 1.7% equates to about .70

MOVED by Commissioner Richardson, **SECONDED** by Commissioner Holman,
That the Salt Spring Island Liquid Waste Disposal Commission:

1. Approve the 2019 operating and capital budget as presented and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund; 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 Salt Spring Island Liquid Waste Disposal Local Service as presented.

CARRIED

5. Outstanding Business

5.1 Reed Beds Concept

- General discussion of reed bed concept for waste water/sludge treatment instead of current practise of hauling liquid waste off island
- Options analysis expected to guide decisions on treatment options and provide direction for possible referendum in 2020
- Need CRD Bylaw change to allow for disbursement on land of Class A solids
- Request meeting with Peter Lake for information on previous reed bed analysis

6. Adjournment

MOVED by Director McIntyre, **SECONDED** by Commissioner Richardson,
That the meeting be adjourned at 11:25 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Salt Spring Island Liquid Waste Disposal Local Service meeting
Held Tuesday January 15, 2019 in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC**

Present: **Director:** Gary Holman
 Commissioners: Rod Scotvold (via telephone), Mary Richardson
 Staff: Karla Campbell, Senior Manager SSI Electoral Area; Chris Davidson,
 Manager, Salt Spring Engineering; Tracey Shaver, Recording Secretary
 Absent: Rob Pingle

1. Election of Chair and Vice Chair

Manager Campbell called the meeting to order at 1 PM with a request for nominations for the positions of Chair.

Gary Holman nominated Mary Richardson for the position of chair. No other nominations were put forth; Mary Richardson accepted the position of chair and was voted in by acclamation.

Gary Holman nominated Rod Scotvold for the position of vice chair. No other nominations were put forth; Rod Scotvold accepted the position of vice chair and was voted in by acclamation.

2. Approval of Agenda

MOVED by Commissioner Richardson, **SECONDED** by Director Holman,
That the Salt Spring Island Liquid Waste Disposal Commission approved the agenda for January 15, 2019 with the addition of item number 6.2 December Finance Reports.

CARRIED

3. Adoption of Minutes of October 11, 2018

MOVED by Director Holman, **SECONDED** by Commissioner Richardson,
That the Salt Spring Island Liquid Waste Disposal Commission approved the meeting minutes of October 11, 2018.

CARRIED

4. Director and Chair Reports

4.1 Director McIntyre briefly reported on:

- Published directors report in Driftwood
- Windstorm; CRD internal debriefing, POD Meetings and public town hall
- January 22, 2019- holding a CRD Budget meeting

4.2 Chair Richardson briefly clarified basic terminology to be used in Reed Bed discussions:

Trucking means hauling liquid waste off island for further treatment
Tera or Geo Tubes – long term storage were fluid drains out
Reed Beds – remove water through evaporation

5. Delegations/Presentations

5.1 Mike Seymor, MSR Solutions Inc.

Mr. Seymor provided an informational presentation on the potential use of sludge drying wetlands on Salt Spring Island.

5.2 Peter Lake, Former Chair of the Salt Spring Liquid Waste Commission

Peter Lake provided additional information and research material regarding use of reed beds. Consideration of pilot project to dewater sludge and reduce hauling costs.

6. Outstanding Business

6.1 Reed Beds Research- verbal Report- Chair Richardson

- General discussion covered in above presentations

6.2 December Financial Reports

- Funding in place for options analysis to determine best option for waste treatment; work planned for 2022 budget.
- Consideration of starting pilot project
- Set up meeting with staff in Victoria regarding regulatory matters for land application of solid waste

7. Outstanding Business

8. Adjournment

MOVED by Commissioner Richardson, **SECONDED** by Director Holman,
That the meeting be adjourned at 2:45 pm.

CHAIR

SENIOR MANAGER



Present: **Director:** Gary Holman
Commission Members: Gregg Dow, Sonja Collombin, Brian Webster (4:08 pm),
Jacky Cooper, Darlene Steele, John Gauld
Staff: Dan Ovington, Parks and Recreation Manager; Tracey Shaver, Recording
Secretary

EXEC-1295039085-2034

- Fires with permits are allowed in CRD Community Parks; permits would be granted based on Fire District burn policy.

5.3 Centennial Park Playground Community Consultation Summary

- Community consultation completed; major play structure element identified
- Draft design being prepared for Commission and Lions club consideration
- Request for Proposal based on key design elements to be developed for tender
- Targeting an August completion date; “pop up” play stations during park closure being planned.
- Additional conversation on feedback for overall Centennial Master Plan

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Cooper,
That the Salt Spring Island Parks and Recreation Commission request staff develop an addendum to the Centennial Park Master Plan which identifies potential design changes to future phases based on feedback received during community consultations. (retention of berms and healthy trees)

CARRIED

5.4 Project Charter- Trincomali Trail Project

Charter reviewed with the following amendments to be made:

- item 14 - Add Trail and Nature Club as consulting stakeholders
- item 17 - Remove Commission approval required for under \$5,000 budget changes

MOVED by Commissioner Steele, **SECONDED** by Commissioner Gauld,
That the Salt Spring Island Parks and Recreation Commission approve the Trincomali Trail Project Charter dated May 15, 2019 as amended.

CARRIED

5.5 Fernwood Dock Service

- Item brought back to Commission to inform outcome of bylaw changes.
- Commission recommendation was to consider the retention of delegated administrative powers when drafting new bylaw.
- Staff recommendation identified that administrative functions are already delegated to district officers and staff so no longer required.
- The Parks and Recreation umbrella will now contain the Fernwood dock service with its own budget item and the Commission will advise on the management of the small craft harbour facility.
- Director Holman supported staff recommendation at the Electoral Areas Committee and CRD Board

5.6 Centennial Park Phase I Upgrades – Budget Actuals

Brief discussion.

Staff to bring back suggestions for the re-allocation of the remaining project funds to enhance this phase of the project with potential for art, First Nations plantings and or the playground project.

5.7 Capital Planning Meeting

- Strategic plan approval needed to assist with the 5 year capital planning process
- Capital planning meeting scheduled for June 4, 2019 to be postponed
- As soon as final strategic plan draft available a meeting for commission consideration will be scheduled with the capital planning session to follow

5.8 Sea Can - License of Occupations- Verbal Report

- Agreements reached with various groups
- Removed damage deposit fee
- Lowered insurance requirement down to 2 million

5.9 EV Chargers – Verbal

- Getting quotes for Centennial Park and Portlock
- Staff recommend one year trial to determine impact on operations before considering the more complicated route of collecting fees
- Director Holman willing to support with Community Works Funding to ensure no impact to PARC budget

6. New Business

6.1 Centennial Park Recognition Plaque

- Plaque statement to be reviewed by CRD First Nations Relations Staff and Commission for approval

MOVED by Commissioner Steele, **SECONDED** by Commissioner Collombin,
That the Salt Spring Island Parks and Recreation Commission approves the use of
a recognition plaque for Elsie Claxton along with the educational signage in and
around native plants in Centennial Park.

CARRIED

7. Next Meeting: June 17, 2019 Portlock Park Portable meeting room and to **start at 4:15 PM**

8. Adjournment

MOVED By Commissioner Cooper, **SECONDED** by Commissioner Collombin,
That the meeting adjourn at 5:40 pm

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held June 17, 2019 at 145 Vesuvius Bay Road, Salt Spring Island, BC**

Present: **Director:** Gary Holman
 Commission Members: Gregg Dow, Brian Webster, Jacky Cooper, Darlene Steele, John Gauld
 Staff: Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior Manager; Tracey Shaver, Recording Secretary
 Absent: Sonja Collombin

Chair Dow called the meeting to order at 4:15 pm.

1. Approval of Agenda

MOVED by Commissioner Steele, **SECONDED** by Commissioner Cooper,
That the Salt Spring Island Parks and Recreation Commission agenda of June 17, 2019 be approved and amended with the addition of item 6.1 Park Planner and 5.8 SSPLASH Request.

CARRIED

2. Adoption of Minutes

May 21, 2019

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Parks and Recreation Commission minutes of the May 21, 2019 meeting be approved with the following amendments: Item 5.9 correct spelling "Trail" to "Trial"; Item 6.1 correct spelling "Claxtion" to "Claxton"; Correct time of Brian Webster arrival to 4:08.

CARRIED

June 4, 2019

MOVED by Commissioner Webster, **SECONDED** by Commissioner Cooper,
That the Salt Spring Island Parks and Recreation Commission minutes of the June 4, 2019 meeting be approved.

CARRIED

3. Delegation/Presentation- none registered

4. Director and Chair Reports

4.1 Director Holman briefly reported:

- Harbour Walk Project-recent meeting with representatives from Islands Trust, Ganges Marina and Ministry of Forest, Lands, and Natural Resource Operations (FLNRO). FLNRO staff interested in detail designs to determine impact on foreshore area and seeking confirmation that the CRD would be willing to hold the Right of Way when appropriate.
- Climate Action –Director Holman to support an update of the SSI Climate Action plan with \$15,000 Community Works Funding.

- Director Holman facilitated a meeting with SSI Conservancy and CRD Regional Parks to provide a history of land acquisitions on SSI and to clarify the role and opportunities Regional Parks have on SSI.

4.2 No Chair Report

5. Outstanding Business

5.1 Project Status Report

- Item 4.7 Bishops Walk/Drake Rd Trail Upgrades: Cost estimates for drainage repairs exceeding available budget.
- Item 4.4 Change wording to reflect that review of studies are complete with no obstacles.
- Item 4.1 Add Centennial Park Masterplan and the addendum which captures potential design changes through public consultation.

5.2 Centennial Park Phase 1 Budget Allocation

Remaining project funds to be allocated to: art project, playground area drainage, fencing, native plantings and drinking fountain.

- Discussion surrounding the process of determining “Art” for the overall park.
- Previous request to enhance the public washroom with art is no longer a priority.
- Overall art plan for Centennial Park is a bigger project and should be taken on with public consultation during a later phase of the Master Plan.
- \$10,000 will remain available for the process of procuring art

MOVED by Commissioner Webster, **SECONDED** by Commissioner Cooper, That the Salt Spring Island Parks and Recreation Commission recommends that the Centennial Park Phase 1 Project Budget be amended to include additional improvement works as presented.

CARRIED

5.3 EV Chargers- Verbal Report

Confirmation that Director Holman has approved \$5,000 of Community Works funding for the installation and operation of 2 EV charging stations. One for Portlock Park and one for Rainbow Road Pool site.

5.4 Five Year Capital Plan Amendment

Identifying changes to funding sources which effect the five year capital plan and are approved by the CRD Board on a quarterly basis.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Cooper, Subject to confirmation of available funding, that the Salt Spring Island Parks and Recreation Commission recommends that staff amend the Five Year Financial Plan for approval by the CRD Board to include additional funding for park utility vehicles

and that \$45,000 be allocated from the Capital Reserve Fund in 2019 and \$40,000 be allocated from the Equipment Replacement Fund to fund the purchases;

and further that the Five Year Financial Plan be amended to reflect a grant contribution of \$214,000 and additional funding of \$45,000, and funding of \$5,000.

CARRIED

Karla Campbell leaves the meeting at 5:15 pm

5.5 Centennial Park Playground Design

- Cost estimates for the final design as presented are coming in higher than anticipated; \$76,000 for the Global Motion feature alone.
- After review of the design and considering the features which cover various age groups the Global Motion feature will be removed. The space will be reserved for future addition as funding becomes available
- PARC staff will be doing a lot of the demolition and site preparations
- Playground surface material is an engineered wood fiber and is wheelchair accessible.
- PARC will partner with SD64 to purchase replacement fiber materials as needed.
- Discussion surrounding installation of security lights and keeping site lines open to deter vandalism.
- Additional lighting for the playground area is out of scope for this project however can be considered at a future time if warranted.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Cooper, That the Salt Spring Island Parks and Recreation Commission approves the Centennial Park Playground Design and recommends that staff proceed to the tendering phase of this project.

CARRIED

5.6 PARC Licensed Preschool-Project Charter

- Location/placement of modular building has been changed to accommodate potential expansion of pool facility
- The Childcare Space Creation Grant allows two years to obtain proper licensing and start-up of preschool; building can be used during the licensing phase for other programs
- Discussion on contracting out for preschool providers to use the space versus CRD staff running the programs.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Cooper, That the Salt Spring Island Parks and Recreation Commission approves the Project Charter for the PARC Licensed Preschool.

CARRIED

Opposed Commissioners Gauld and Steele

Due to time constraints item 6.1 was moved up in the agenda for discussion

6.1 Park Planner

- First attempt to recruit a qualified Park Planner was successful, however the candidate was unable to locate appropriate housing on island and so has withdrawn from the one year auxiliary job competition
- Consideration being given to seek a longer term full time position to entice candidates to commit to living and working on Salt Spring Island.
- Discussion around contracting hours with larger consulting firms for online park planning services
- Final approval to add additional FTE will be made by the CRD Board

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Webster, That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Committee that the Capital Regional District Board approve the addition of one Full Time Employee to the 2019 Salt Spring Island Parks, Land and Recreation Programs Service 1.459 for the purpose of recruiting an Assistant Park Planner.

CARRIED

Opposed Commissioners Gauld and Steele

Commissioner Steele leaves the meeting at 6:10 pm with a conflict of interest over items 5.7 and 5.8.

5.7 Sea Cans

- Steps to obtain five year short term License Agreements for the use and storage of Sea Cans on PARC properties has been completed with the local soccer, baseball and swim team.
- These agreements are necessary to manage CRD liability risks and require the user groups to carry their own insurance coverage up to the amount of \$2,000,000.
- The non-profit SSPLASH organization has not provided insurance nor signed the license.

5.8 SSPLASH Request

- SSPLASH currently fundraises for the expansion of the indoor pool through a vending machine in the pool lobby.
- Supplies including refrigerated items are stored on CRD pool property in a Sea Can and maintained by volunteers.
- SSPLASH is requesting to be exempt from or have by the CRD cover the cost of insurance as they are fundraising directly for the pool.
- The current partnership for use of the vending space is based on past relationships with no formal agreements in place.

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Webster, That the Salt Spring Island Parks and Recreation Commission recommends that the Capital Regional District reimburse SSPLASH for insurance costs to cover one year and that staff review vending models and bring back options for next year.

CARRIED

6. New Business

6.1 Park Planner (see above)

7. Next Meeting: September 24, 2019 Portlock Park Portable at 4:15 PM

A Capital Planning Session will be arranged once the final copy of the updated Strategic Plan is available.

8. Adjournment

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Webster,
That the meeting be adjourned at 6:30 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held August 15, 2019 at SSI Library 129 McPhillips Ave, Salt Spring Island, BC**

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, Brian Webster, Darlene Steele, John Gauld
 Staff: Dan Ovington, Parks and Recreation Manager; Kirk Harris, Senior Parks Maintenance; Zack Lundry, Recreation Coordinator; Tracey Shaver, Recording Secretary
 Absent: Gregg Dow, Jacky Cooper, Jason Sperling

Vice-Chair Collombin called the meeting to order at 1:33 pm.

1. Approval of Agenda

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Steele,
That the Salt Spring Island Parks and Recreation Commission agenda of August 15, 2019
be approved and amended with the addition of item 6.4 Regional Parks.

CARRIED

2. Adoption of Minutes of June 17, 2019

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Parks and Recreation Commission minutes of the June 17, 2019
meeting be approved.

CARRIED

3. Delegation/Presentation- none

4. Director and Chair Reports- no reports given

5. Outstanding Business

5.1 Salt Spring Island Parks and Recreation Strategic Plan June 2016- Executive Summary

Report received for information and bases for items in the Draft Capital Plan.

6. New Business

6.1 Capital Budget Planning and Ongoing Supplementary Budget Items 2020 – 2024

Staff presented the goals, objectives and challenges which impact the parks and recreation department and answered various questions.

Park topics discussed:

- Water restrictions; stage 3 in June, no watering of parks or playing fields. Preparing to use drought tolerant micro-clover to green up grass area for next year.
- New washrooms in Centennial; increased volume of visitors difficult to keep up with.
- New truck and reconfiguration of utility trailer will optimize work flow with new bobcat machine.
- Need for maintenance facilities for storage and dry work space.
- Pool mechanical surprises; HVAC system working well and making improvements in air quality and humidity, regular part time maintenance staff with pool operators certificate now in place and closely monitoring chemicals and mechanical systems.
- Bike Park is an added facility with some spring and fall maintenance tasks.
- Windstorm cleanup continues, consider liability of undeveloped lands and neighboring properties.
- Utilizing parks for public events has been successful; popular evening events and extended weekend uses increases the need for additional staff time to provide garbage and facility cleaning.
- Rotary float dock needs replacement and expansion; continued monitoring of derelict dinghy's and bicycles, determine level of service and intended purpose of dock.
- Parking plan for increasingly popular trails and parks.
- Decline in public awareness and respect for local facilities in comparison to larger communities. Need for enforcement and education to control dogs, drugs, alcohol usage and litter in parks. Bylaw enforcement patrols increased this year and additional hours planned for next.

Request staff draft public relations press release describing all that PARC handles as the largest tax requisition service and request public assistance in keeping parks clean and safe.

Recreation and Aquatic topics discussed:

- Increase in recreational program offerings; additional specialized camps such as horseback riding, squash, and junior lifeguarding.
- Need to increase recreation programmer hours as complexity of position exceeds a three day work week.
- Continuing to seek partnerships with local contractors to provide courses while PARC does the administrative and promotional work. These partnerships work on a fee splitting model.
- Space for programs continues to be a challenge; use of school gyms and class rooms welcome where available this summer however poses complex administration for supplies and registrations.
- Lobby continues to be used for advanced aquatic training, staff training and birthday parties; not ideal.
- Large increase in program revenue seen this year (before costs).
- Operating pool seven days a week has a positive effect on the building envelope by quicker response time to changes in chemical balance of pool water and adjustments to humidity.

Request for Pool Attendance Report to reflect who (age/gender) is using the pool, when and for what (activity).

6.2 Supplementary Condition Assessment: Fernwood Dock - January 11, 2019

Received for information.

6.3 PARC 5 Year Draft Capital and Equipment Replacement Plan 2020- 2024

Staff reviewed financial projections and placeholders for capital works projects which were identified as the highest priorities in the updated strategic plan.

- Indoor pool debt will be retired in 2021.
- Master plan for expansion of pool and recreational space.
- Keep ideas for land acquisition fund flexible; SD64 plan for all season turf field may change PARC needs.
- Note the drawing down of capital plan reserves as project move forward.

6.4 Regional Parks – Item deferred

7. Next Meeting- **September 24, 2019 at 3 pm in the Library Meeting Room

Agenda topics for next meeting: Regional Parks, Insurance Requirements

8. Adjournment

MOVED by Commissioner Steele, **SECONDED** by Commissioner Webster,
That the meeting be adjourned at 3:43 pm.

CARRIED

CHAIR

SENIOR MANAGER



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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held September 24, 2019 at SSI Library 129 McPhillips Ave, Salt Spring Island, BC**

Present: **Commission Members:** Gregg Dow (electronic participation), Sonja Collombin, Brian Webster, John Gauld, Jacky Cooper, Jason Sperling, and Alternate Director Richard Kerr
 Staff: Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior Manager (3:50 pm); Tracey Shaver, Recording Secretary
 Absent: Darlene Steele, Gary Holman

Vice-Chair Collombin called the meeting to order at 3:00 pm.

1. Approval of Agenda

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Parks and Recreation Commission agenda of September 24, 2019 be approved.

CARRIED

2. Adoption of Minutes of August 15, 2019

MOVED by Commissioner Webster, **SECONDED** by Commissioner Gauld,
That the Salt Spring Island Parks and Recreation Commission minutes of the August 15, 2019 meeting be approved as amended by changing item 6.1 bullet 8 to “utilizing” vs “reclaiming” and item 6.3 bullet 1 to “retired” from “reduced”.

CARRIED

3. Delegation/Presentation

3.1 Delegation: Dion Hackett

Mr. Hackett referenced climate change and food security as reasons to plant nut bearing trees such as walnut or chestnut in community parks.

- Free seedlings; locations determined by PARC
- Reference to cultural identity

Additional reference was made to move towards electric mowers during equipment replacement.

Item deferred to next agenda

3.2 Presentation: CREST Communications

Gord Horth provided a background on locations previously considered and how the location in Mouat Park was identified.

- Location is industrial zoned
- Provides needed coverage
- Site is similar to other communities use of parkland
- Area meets safety standards
- Site alterations to be determined upon physical examination
- Potential revenue generation or community amenity

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Gauld,
That the Salt Spring Island Recreation Commission request staff to prepare a report for
the next agenda on the CREST Communication proposal.

CARRIED

3.3 Presentation: Salt Spring United Soccer

Representatives of the soccer association provided details on their work to date towards
the installation of a synthetic field on School District property.

- Feasibility study completed and endorsed by the School District
- Need for and description of potential field use
- Turf infill being considered is cork/coconut; consulting with other clubs currently using this product
- No interference anticipated with geothermal field during new turf construction
- Requesting that PARC partner as the financial keeper of donated funding
- SSI United Soccer to do all fundraising and applications for grants

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Collombin,
That the Salt Spring Island Recreation Commission request staff to prepare a report for
the next agenda on the Salt Spring United Soccer Turf Field proposal.

CARRIED

4. Director and Chair Reports – No reports

5. Outstanding Business

5.1 Project Status Report

Item 3.1 - grant application to the SSI Foundation to pilot a community events coordinator.

Item 4.0 - Centennial Park Playground project to be completed by end of year.

5.2 Items Deferred from August 15, 2019 meeting

- **Regional Parks**
 - Suggestion that Regional Parks should have a bigger role on Salt Spring
 - PARC can investigate and provide suggestions to Regional Parks
 - Potential to acquire the chain of islands in Ganges Harbour

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Sperling,
That the Salt Spring Island Recreation Commission refer back to staff to investigate.

CARRIED

- **Insurance Requirements**
 - Suggested that CRD insurance requirements are onerous for small groups renting facilities
 - Can CRD insurance provide coverage for all users under all facilities

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Collombin,
That the Salt Spring Island Recreation Commission refer back to staff to investigate.

CARRIED

6. New Business

6.1 SSI Parks and Recreation Outdoor AED Unit at Portlock Park

- Pickleball club requested and provided a donation for public access to an AED at Portlock park
- Current operating budget can cover remainder of expense

MOVED by Commissioner Dow, **SECONDED** by Commissioner Cooper,
That the Salt Spring Island Parks and Recreation Commission recommend the purchase of an outdoor public accessible AED to be installed at Portlock Park.

CARRIED

6.2 Salt Spring Island United Church Meadow

- Desire to maintain as open public green space for community
- CRD could enforce bylaws
- PARC would maintain area
- Define parameter of use and priority
- Negotiate limited LoO to the west side of the creek and exclude areas adjacent to church building.

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Collombin,
That the Salt Spring Parks and Recreation Commission recommend that the Capital Regional District enter into a License of Occupation with the Salt Spring United Church to operate and maintain the area outside on the west side of the creek as a community park.

CARRIED

7. Next Meeting- Tue, October 29, 2019 at 3:00 pm in the CRD Creekside RM

Commissioner Cooper sends regrets.

8. Adjournment

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Dow,
That the Salt Spring Parks and Recreation Commission meeting adjourn at 4:35 pm.

CARRIED

CHAIR

SENIOR MANAGER



Present: **Director:** Gary Holman
Commission Members: Gregg Dow, Sonja Collombin, Brian Webster, John Gauld, Jason Sperling
Staff: Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Jeremy Rilkoff, Financial Analyst 1; Tracey Shaver, Recording Secretary
Absent: Darlene Steele, Jacky Cooper

CARRIED

CARRIED

- Provisional budgets going to the CRD Board on October 30, 2019

- Counter Petition process for new safety service

4.2 Chair Dow briefly reported on:

Potential new Commissioner and introduction of Jeremy Rilkoff, from CRD Financial Services.

5. Outstanding Business

5.1 Project Status Report

- New electric vehicle charger in place at Portlock Park.
- Centennial Park playground civil works to start first week of November, playground equipment installation to be complete in December.

5.2 Request to plant Walnut/Chestnut trees

For safety and mechanical reasons, staff suggest that other lands be considered for nut trees. Mowing around fallen nuts or similar debris is hard on mechanical components and a safety concern as items shoot out of mowers.

Request to switch to Electric Mowers

The Capital Regional District Board has recently established a climate action fund for services to upgrade to electric or other green technologies when replacing equipment. The fund is meant to cover the additional cost over regular gas powered equipment. Staff will be looking for these opportunities as equipment is replaced.

5.3 Request to place CREST tower in Mouat Park

- CRD Staff have recently determined that the proposed location for the CREST Tower is not on land controlled by PARC; The proposed location is under a separate CRD crown lease and under the jurisdiction of CRD Regional Parks and Environmental services.
- Location is within the boundaries of the Recycling Centre lands.
- Director Holman as the elected official supports the location and need for the CREST tower.
- Concerns expressed:
 - no further public input
 - no on island commission to represent public concerns
 - consultation regarding tree removal
 - review parkland ownership

5.4 Request to be financial partner with SSI United Soccer

Staff have confirmed that the CRD/PARC can be a financial partner by holding in account donated funding, providing tax receipts and partnering for infrastructure grants.

The Soccer Association has just confirmed that the SD64 lands which are currently used as a grass soccer field will need a new non-farm status application approved by the Agricultural Land Commission (ALC) to proceed with a turf field which includes bleachers and lights.

The field known as the Hydro Field is not in the Agricultural Land Reserve.

Staff have put this project on hold until the ALC approves non-farm use.

5.5 Regional Parks

Discussion focused on developing better two way communications with Regional Parks.

Director Holman reported that meetings have been taking place with Regional Parks staff and local Conservancy members to suggest sites of significant importance.

5.6 CRD insurance requirements

Staff confirmed that all user groups must provide proof of insurance to reserve or hold events in CRD facilities.

5.7 Church Meadow Update

The church will be deciding on whether or not to proceed at their next board meeting. Staff will hold off on drafting lease documents until agreement confirmed.

6. New Business

6.1 Ganges Harbour Walk

Under direction from Director Holman, staff proceeded to submit an application with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for a statutory right of way needed to complete the boardwalk. This application is the first step and is submitted with the accompanying preliminary work done and a concept plan. There is a phased approach detailed in the project plan which will entail more community discussion and design input.

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Parks and Recreation Commission supports the Ganges Harbour Walk Preliminary Development Plan and Site Concept Plan as submitted.

CARRIED

6.2 Rainbow Road Aquatic Centre 2020 Holiday Schedule

Item was deferred

6.3 2020-2024 SSI Parks And Recreation Operating Budget

- Staff reviewed components of the various parks and recreation budget.
- Optimistic Capital Plan identifies funding sources
- Financial services streamlining reserve funds
- Increase in internal transfers; PARC staff now building transportation pathways
- Higher costs associated with speciality classes
- Recreation budget shows example of growth even with limited activity spaces

Karla Campbell leaves the meeting at 5:00 pm

MOVED by Commissioner Sperling, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Parks and Recreation Commission recommend to the Capital Regional District Board approve the preliminary 2020-2024 operating and capital budgets for Salt Spring Island Pool, Park Land, Community Parks and

Community Recreation as presented; and balance any 2019 actual revenue and expenditures as transfers to capital reserves.

CARRIED

6.4 Commissioner Leave of Absence

Item Deferred

7. Next Meeting- Monday, November 18 , 2019 at 3:00 pm in the SSI Public Library

8. Adjournment

MOVED By Commissioner Gauld, **SECONDED** by Commissioner Webster,
That the meeting adjourn at 5:07 pm.

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held June 24, 2019, SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC**

Present: **CRD Director:** Gary Holman
Commission Members: Gary Lehman, Shellie Barrett, Myna Lee Johnston,
Staff: Karla Campbell, Senior Manager, Salt Spring Electoral Area; Dan Ovington, Manager, Parks and Recreation; Tracey Shaver, Recording Secretary
Absent: Rhonan Heitzmann
Participants: John Hicks, CRD Senior Transportation Planner; Myrna Moore, BC Transit Senior Manager, Government Relations; Seth Wright BC Transit Planner

Director Holman assumed the position of Chair and Commissioner Hopp has resigned.
Director Holman called the meeting to order at 3:05 pm.

1. Approval of Agenda

MOVED by Commissioner Lehman, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission agenda of June 24, 2019 be approved.

CARRIED

2. Adoption of Minutes of April 29, 2019

Several items from minutes were reviewed for update.

- Item 3.2: Staff will report back with a recommendation on a recent delegation request for the Transportation Commission to obtain SRow for Whims Road pathway and provide maintenance.
- Item 4.1: Commissioner Johnston continues to obtain petition signatures for reduced speeds.
- Item 5.2: Director Holman investigating the ability of the CRD to receive unsolicited designs for a bus shelter
- Item 6.2: Staff provided a written response to correspondence requesting crosswalk at Jackson and McPhillips Ave
- Item 6.5: Saturday Shuttle Service being operated by Country Grocer. Pick up and drop off space in front of Centennial Park. Service is slowly being recognized.
- Tour de Iles- Southern Gulf Islands are conducting a feasibility study towards an Outer Island Transportation Commission which could in compass water taxi service between the islands.

MOVED by Director Johnson, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission Minutes of April 29, 2019 be approved.

CARRIED

3. Delegation/Presentation

3.1 Presentation - BC Transit –Transit Planning 101

Transit Staff provided an overview of the structure, funding and service models for BC Transit. Salt Spring Island Transit performance statistics were reviewed and the

Commission had the opportunity to discuss issues in preparation for planning future service expansion.

- Expansion suggestions were developed in 2015 through public consultation process
- Review of route maps; Transit staff to confirm use of Robinson Road
- Too late in planning process to add additional bus to local fleet for next year
- Any planned expansion of services are dependent on Provincial funding agreements
- BC Transit is investing in larger format electric buses as this is where the technology is currently focused; not yet appropriate for rural areas
- Option for a flexible Ganges local shuttle and rural transit trip windows discussed; working well in other BC Transit service areas. Described as a call in service which deviates from regular route to pick up and drop off less mobile patrons. Potential use for new residents at end of Corbett Road once housing is constructed and would require an additional bus to provide the service.
- SSI Transit Service continues to be a leader in operating recovery at 35.56% compared to average range of 20%.
- Deadline for 2020 expansion agreements is August 30, 2019; three year plans revisited annually.
- Invitation extended to Island Pathways and local bus service operator to participate in strategic planning session on July 29, 2019

MOVED Director Holman, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission requests that three proposed expansion initiatives be further examined for budgetary impacts on the transportation requisition and be brought back for discussion at the Strategic Priority Setting session on July 29, 2019.

Expansion options in no particular order are identified below and do not require purchase of an additional vehicle:

- 2020/21 no expansion
- 2021/22 starting in June-560 hours to introduce service to Beddis and Cusheon Lake Road
- 2021/22 starting in June-290 hours to provide early service on Sunday and Holidays

CARRIED

4. Director, Chair and Commissioner Reports –No reports

5. Outstanding Business

5.1 BC Transit - Development Referral Response - 132 Corbett Road- discussion deferred from March 2019 meeting

MOVED Commissioner Barrett, **SECONDED** by Commissioner Johnston,
That the Salt Spring Island Transportation Commission has no recommendation at this time for a service extension of route 1 to the end of Corbett Road.

CARRIED

5.2 Letter Dated June 4, 2019 re: Application to close and acquire land in a public road adjacent to 105 Lower Ganges Road

- Received for information

5.3 North Ganges Transportation Plan - Status Update

- Waiting for approval of the Archeological Alteration Permit; sometime between mid July and early August
- Tendering packages to be ready for fall release

5.4 Pathway - Booth Canal to Vesuvius Bay Road - Status Update

- Ministry of Transportation and Infrastructure reviewing detailed designs
- Cost projections exceeding budget; sections of pathway require extensive retaining walls and drainage work
- Partners Creating Pathway seeking ways to reduce scope of project to the simpler sections

6. New Business

6.4 BC Transit Monthly Revenue Report (May)

- Revenue continues increase over previous years

7. Motion to Close the meeting

MOVED Commissioner Barrett, **SECONDED** by Commissioner Johnston,
That the Salt Spring Island Transportation Commission Close the meeting in accordance with the *Community Charter Part 4, Division 3, Section 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;

CARRIED

The Commission closed the meeting at 4:45 pm.

The Commission returned from the closed meeting without report at 4:55 pm.

8. Rise and Report -none

9. Next Meeting: September 30, 2019 at 3 pm in SSI Public Library

Special Meeting: Strategic Planning Session on July 29, 2019 at 3 Pm in the SSI Public Library

10. Adjournment

MOVED Commissioner Barrett, **SECONDED** by Commissioner Lehman,
That the meeting adjourn at 4:57 pm.

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held July 29, 2019, SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC**

Present: **CRD Director:** Gary Holman
Commission Members: Gary Lehman, Shellie Barrett, Myna Lee Johnstone, Gayle Baker
Staff: Karla Campbell, Senior Manager, Salt Spring Electoral Area; John Hicks, Senior Transportation Planner, CRD Regional & Strategic Planning; Tracey Shaver, Recording Secretary.
Absent: Rhonan Heitzmann

Chair Holman called the meeting to order at 2:05 pm.

1. Approval of Agenda

MOVED by Commissioner Lehman, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission agenda of July 29, 2019 be amended and approved with the additions of item 2.2 Motion for Electric Buses, Item 3.3 Open Comments, reorder agenda to allow for item 5.0 Other Business and include item 5.1 Ministry of Transportation and Infrastructure and 5.2 Crofton/Vesuvius Ferry.

CARRIED

2. Delegation

2.1 Kjell Liem- Salt Spring Community Energy

- Presentation was centered on urgent need to meet climate target goals and use clean energy electric buses as part of this goal.
- SS Community Energy group is assisting SD64 with a prefeasibility study to replace school buses.
- Challenges identified as vehicle range, storage/security, charging infrastructure and master plan development to complete project.
- Several Canadian manufacturers identified with applicable sized vehicles.

2.2 Motion for Electric Buses

- Commissioner Lehman led discussion and rational for bringing motion forward.
- Opportunity to replace buses as life cycles warrant.
- Island spirit evident with EV Cars; opportunity to be "Pioneers" for rural areas.
- Electric passenger vans would need to be able to accommodate a minimum of two wheelchairs to meet accessibility codes.
- BC Transit about to announce a detailed plan to replace entire fleet; work on infrastructure needs with BC Hydro underway; Large busses will be replaced first as they have the most emission savings.
- Motion to be forwarded to BC Transit for response.

MOVED by Commissioner Lehman, **SECONDED** by Commissioner Johnstone,
That the Salt Spring Island Transportation Commission recommends to BC Transit
and the Capital Regional District, that any future transit expansion or fleet
replacements on Salt Spring Island be accomplished with the use of electric buses.

CARRIED

3. Transportation Commission Strategic Planning

3.1 Presentation

- John Hicks provided background information on various reports and studies already completed which outline a variety of initiatives which are underway or need to be prioritized.
- Funding sources and options were explained:
 - Provincial Government – continuation of funding is not guaranteed and budgets are reviewed annually.
 - SSI Tax base and requisition limitations without additional voter ascent
 - Ministry of Transportation and Infrastructure (MoTI)- funding is generally targeted at deficiencies
 - Grants for Active Transportation for both local and provincial initiatives need to be focused on shovel ready projects.
- Progress to date has been targeted towards capital projects that could be accomplished within budget; the more complex projects with drainage issues require more regulatory involvement by MoTI.
- Any traffic safety improvements require a “warrant analysis”; potential to request or advocate for signage to increase awareness of potential hazards.

The Commission took a short informal break from 3:55 pm to 4:00 pm.

3.2 Priority Setting

Brief discussion determined main priorities to be

- 1- Complete projects currently in process (NGTP)
- 2- Split Island Pathways project into two phases and complete phase one from Baker Road to Vesuvius Bay Road.
- 3- Advocate and coordinate with MoTI on designs for difficult drainage and culvert replacement section of Island Pathways project phase two identified as the section from Booth Cannel Road to Baker Road. Prepare designs for a shovel ready project and identify funding sources.

It was generally agreed that the next major project the Transportation Commission will be pursuing is the safety concerns on Ganges Hill. Previous studies and designs will be utilized to confirm public support for the best option.

3.3 Open Comments- Item Deferred

4. BC Transit Service Expansion

4.1 2018/19 Annual Performance Summary- Item Deferred

4.2 Transit Expansion Funding Analysis- Item Deferred

4.3 3 Year Transit Expansion Initiatives

Brief conversation to review and confirm the approval and early implementation of two transit expansion initiatives.

Operating reserves are currently used to complement the requisition for transit services. This is not a sustainable practise and consideration will be given to increasing the requisition or reducing services in the coming years.

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Transportation Commission recommends approval of the BC Transit Expansion Memorandum of Understanding date July 26, 2019 for the Capital Regional District to commit to the expansion and budget for both the 2020/21 expansion initiatives identified as Beddis/Cusheon Road and earlier Sunday and holidays service.

CARRIED

5. Other Business

5.1 MoTI- Item Deferred

5.2 Crofton/Vesuvius Ferry- Item Deferred

6. Next Meeting: September 30, 2019 3:00 PM at the Library
Items for agenda: Ganges Hill Options

7. Adjournment

MOVED By Director Holman, **SECONDED** by Commissioner Barrett,
That the meeting adjourn at 4:55 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held September 30, 2019, SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC**

Present: **CRD Director:** Gary Holman
Commission Members: Gary Lehman, Myna Lee Johnstone, Gayle Baker, Maxine Leichter, Mitchell Sherrin
Staff: Karla Campbell, Senior Manager, Salt Spring Electoral Area; Allen Xu, Manager Engineering; Tracey Shaver, Recording Secretary.
Absent: Shellie Barrett

1. **Election of Chair:** Director Holman requested the election of chair be deferred to next meeting. Commissioner Heitzmann has resigned.

2. **Approval of Agenda**

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission agenda of September 30, 2019 be approved and amended by adding Item 5.1 Ganges Accessibility Survey, Item 5.2 Safety Petition, Item 6.7 North Ganges Transportation Plan, Item 6.8 Letter of Agreement between Ministry of Transportation and Islands Trust.

3. **Adoption of Minutes**

- 3.1 **Minutes of June 24, 2019**

MOVED by Commissioner Holman, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission minutes of June 24, 2019 be approved.

- 3.2 **Minutes of July 29, 2019**

MOVED by Commissioner Baker, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission of July 29, 2019 be approved.

4. **Delegation/Presentation**

- 4.1 **Presentation – Partners Creating Pathways – Projects for Inclusion in Transportation Budget**

Background and historical information was presented by members of Partners Creating Pathways (PCP) which outlined projects and accomplishments to date over the past ten years.

PCP is requesting the two items be included in the 5 year capital plan

- 2021 Swanson Road to Park Drive estimated value \$90,000
- 2022 Leisure Lane to Merchant Mews estimated value of \$55,000

5. **Director, Chair and Commissioner Reports**

- 5.0 Director Holman briefly reported on:

- Harbour Walk Committee meeting
- Union of BC Municipalities meeting-funding opportunities
- CRD Public Presentations: Safety Bylaw on Oct 15th and Provisional CRD Budget on Oct 17th

- 5.1** Commissioner Lehman briefly reported on accessibility issues in Ganges and a recent walk around town. A visual presentation will be made at the next meeting.
- 5.2** Commissioner Johnstone briefly reported that she is still gathering petition signatures to reduce speed limits from Brinkworthy Road through town to Alders Road from 50k to 30k.

6. Outstanding Business

6.1 2018/2019 Annual Performance Summary

Received for information.

6.2 Transit Expansion Funding Analysis

Received for information; long term planning for service funding will start in 2020.

6.3 Ministry of Transportation and Infrastructure

It was requested that a standing invitation be made to Ministry of Highways and BC Transit Staff to attend or participate electronically in the Salt Spring Island Transportation Meetings.

6.4 Crofton/Vesuvius Ferry

Several community meeting have resulted in a change in ferry service for next summer. BC Ferries has public announcements in several media production.

6.5 BC Transit – Electric Bus Transition Correspondence

BC Transit announced a capital plan which replaces its fleet with electric versions to reduce greenhouse gas emissions. It was requested that staff notify the Commission when the new Program Director for this Low Carbon Strategy Program is hired.

6.6 Salt Spring Island Transportation Priority Outcomes 2020

- Brief discussion of priorities
- Final consideration after budget presentation in October
- Suggested to add to the list #7 the top two Partners Creating Pathways Projects requests and # 8 the Fulford Village

6.7 North Ganges Transportation Plan - item deferred

6.8 Letter of Agreement between Ministry of Transportation and Islands Trust - item deferred

7. New Business

7.1 Transit, Cycling And Pedestrian Design And Cost Estimates For Fulford-Ganges Road From Seaview Avenue To Beddis Road

- Opportunity has become available to partner with the Ministry of Transportation (MoTI) to include improvements along the road sides while a resurfacing project is being completed

- Tight timeline-projecting to tender project in early spring and begin work in summer 2020.
- This is a resurfacing project which MoTI have agreed to consider adding our request into the design and construction phases with a monetary contribution yet to be determined.
- Discussion on merits of bus stop and the potential for a safer location in front of shops along Fulford Ganges Rd instead of in front of Embe Bakery.

MOVED by Director Holman, **SECONDED** by Commissioner Leichter,
That the Salt Spring Island Transportation Commission direct staff to inform Ministry of Transportation and Infrastructure (MoTI) to include design and cost estimates, at MoTI's expense, the following components of its Fulford-Ganges Road resurfacing project:

- (1) a 1.2m bike lane on both sides;
- (2) a multiuse trail along the west side of Fulford Ganges Road from Seaview Avenue to Beddis Road;
- (3) bus stop improvements at base of Ganges Hill;
- (4) bus stop landing strips along Fulford Ganges Road at Cusheon Lake Road and Blackburn Road; and
- (5) Drake Road and Beddis Road intersection improvements.

CARRIED

Karla Campbell and Allen Xu leave meeting at 5:00 pm.

7.2 BC Transit Monthly Revenue Report

Received for information

8. Next Meeting: October 28, 2019 at 3 pm in SSI Public Library

9. Adjournment

MOVED By Director Holman, **SECONDED** by Commissioner Baker,
That the meeting adjourn at 5:10 pm.

CHAIR

SENIOR MANAGER



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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held October 28, 2019, SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC**

Present: **CRD Director:** Gary Holman
Commission Members: Gayle Baker, Shellie Barrett, Myna Lee Johnstone, Mitchell Sherrin, Maxine Leitcher
Staff: Karla Campbell, Senior Manager, Salt Spring Electoral Area; Allen Xu, Manager Engineering; Tracey Shaver, Recording Secretary.
Absent: Gary Lehman; Douglas Fryett

Director Holman called the meeting to order at 3:00 pm.

1. Election of Chair

Director Holman called for nominations for the position of Chair.

Commissioner Leitcher nominated Gayle Baker for the position of Chair. No other nominations were put forth; Gayle Baker accepted the position of chair and was voted in by acclamation.

Commissioner Mitchell nominated Maxine Leitcher for the position of Vice Chair. No other nominations were put forth; Maxine Leitcher accepted the position of Vice Chair and was voted in by acclamation.

2. Approval of Agenda

MOVED by Commissioner Johnstone , **SECONDED** by Commissioner Sherrin,
That the Salt Spring Island Transportation Commission agenda of October 28, 2019 be amended and approved with the addition of item 4.1 Delegation- Julian Wake, item 6.5 Ganges Hill, item 6.6 Free Bus Service during Federal Election.

CARRIED

It was clarified that agenda packages would be distributed electronically and hard copies available for pick up at the office 72 hours prior to the meeting. Chair Baker will implement a draft agenda process amongst commissioners to assist staff with input on agenda items.

3. Adoption of Minutes of September 30, 2019

Further discussion on item 6.6 priority outcomes will take place during this meeting under agenda item 6.1.

MOVED by Commissioner Barrett, **SECONDED** by Commissioner Holman,
That the Salt Spring Island Transportation Commission Minutes of September 30, 2019 be approved as submitted.

CARRIED

4. Delegation/Presentation

4.1 Julian Wake

Mr. Wake provided the commission with descriptive information regarding a pedestrian crossing area he would like to see improved. The intersection of McPhillips and Jackson Avenues has poor site lines, speeding traffic and blind corners. There are no sidewalks and often pedestrians are forced into the traffic lane at that corner.

The Commission provided Mr. Wake with information on an upcoming presentation by Partners Creating Pathways regarding accessibility in Ganges area which will likely address his concerns at this intersection.

5. Director, Chair and Commissioner Reports

5.1 Director Holman briefly reported:

- CRD Board to consider preliminary budgets on October 30, 2019
- Public Meeting by Community Alliance tonight at 7pm - Topic Ganges Safety; Alternative process needs 10% of voters to vote against and there is 30 days to return ballots

5.2 Chair Baker reported that she is involved with the ASK Salt Spring program being run by the Community Alliance group. Many questions relate to Transportation and she will provide a report next meeting.

5.3 Commissioner Johnstone reported on her ongoing efforts to gather signatures on a petition to lower the speed limit in and around Ganges. She is requesting that the commission provide her with a motion to support the cause.

6. Outstanding Business

6.1 Salt Spring Island Transportation Priority Outcomes 2020

MOVED by Commissioner Leitcher, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission defer decisions on priorities until after the presentation by Partners Creating Pathways on Ganges accessibility which is scheduled for the November 25, 2019 meeting.

CARRIED

6.2 North Ganges Transportation Plan

- Detailed drawings complete
- Waiting on archeological permit
- One Statutory Right of Way still being negotiated
- Ready to tender; standard timeline for bid process
- Bids will determine if there are any budget constraints
- Targeting spring construction should all of the above be completed

6.3 Letter of Agreement between Ministry of Transportation and Islands Trust

- Reported by Commissioner Baker that the "agreement" letter was made with an NDP government.
- Suggestion to move ahead with the agreement as is.

- Province to provide bike lanes as road upgrades are made; 1.2 m wide as stated in agreement
- Community to provide pathways
- CRD staff provided the Ministry with the requested upgrades for Ganges Hill; The Ministry will complete designs and cost estimates which will allow for further negotiations.
- Director Holman investigating Bike BC grant opportunities, however the 1.2 m bike lanes may not meet the dike BC design standards to be eligible for grants.

6.4 Booth Canal – Vesuvius Pathway Project

- Work on first phase moving forward
- Permit to construct has been obtained
- PCP design changes have been incorporated
- Park maintenance staff to construct pathway; moving towards this model in future

6.5 Ganges Hill

Discussion took place under item 6.3

6.6 Free Bus Service During Election

The Commission requests to be notified as to the number of riders who participated.

MOVED by Director Holman, **SECONDED** by Commissioner Leitcher,
That the Salt Spring Island Transportation Commission retroactively supports the use of the SSI Transit Service as a free shuttle during the 2019 Federal Election Voting Day.

CARRIED

7. New Business

7.1 2020 Operating Budget and Capital Expenditure Plan

- Preliminary budgets approved by end of October; actual numbers presented after year end complete and any changes adjusted. Final budget approval in March
- BC Transit and CRD are on different budget cycles so there is a lag in billing
- Transit budget year is April to March; CRD Budget year January to December
- This budget includes the expanded transit services that do not need an additional bus
- Need to start planning for future transit service; current funding gaps filled by operating reserves
- Need to increase Transit requisition (by referendum) or consider cutting service

Commissioner Johnstone left the room from 4:35 pm to 4:40 pm

- Capital plans reviewed
- Amendments to 5 year Capital Plan; better reflect funding sources and phased projects

MOVED by Director Holman, **SECONDED** by Commissioner Sherrin,
That the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee approve the 2020 operating and capital budget amended and

recommend that the 2019 actual surplus or deficit be balanced on the 2019 transfers to the capital reserve funds; and

That the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2020 operating and capital budget and the five year financial plan for the Salt Spring Island Community Transit and Transportation Service as amended.

CARRIED

8. Next Meeting: November 25, 2019 3 pm in the Public Library

9. Adjournment

MOVED By Commissioner Barrett, **SECONDED** by Commissioner Johnstone,
That the meeting adjourn at 5:03 pm.

CARRIED

CHAIR

SENIOR MANAGER



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MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION Held Monday, November 25, 2019 in the Main Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Commission Members: R. Hancock (C), D. Tallyn, C. Gilbert, Director M. Hicks

Staff: T. Robbins, General Manager, Integrated Water Services; I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; L. Xu, Manager, Financial Services; S. Orr (recorder)

Members of the Public: 5

Chair Hancock called the meeting to order at 12:57 p.m.

1. ELECTION OF CHAIR

Nominations were called for the Chair of the Wilderness Mountain Water Service Commission for a one-year term.

- M. Hicks nominated R. Hancock.
- R. Hancock agreed to stand.
- Nominations were called two additional times, and hearing none, R. Hancock was elected as Chair by acclamation.

2. APPROVAL OF AGENDA

The following item was added:

- Item #4 - Water System Upgrade

MOVED by M. Hicks, **SECONDED** by R. Hancock,
That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES OF NOVEMBER 28, 2018

The Chair noted the following corrections in the minutes:

- D. Hancock *be changed to* R. Hancock.
- Magic Lake Estates Water and Sewer Committee *be changed to* Wilderness Mountain Water Service Commission.
- The Electoral Area Director be automatically elected as Chair *be changed to* The Electoral Area Director be automatically elected as Vice-Chair

MOVED by R. Hancock, and **SECONDED** by M. Hicks,
That the minutes of November 28, 2018 be adopted as amended.

CARRIED

4. WATER SYSTEM UPGRADE

Director Hicks provided background on Island Health's requirements on the water service and the status of the grant application made in January 2019. He noted that staff have

included Treatment Improvements in the 2020 budget, which should address Island Health's concerns.

Staff provided history of the water service and answered questions from the commission and public.

5. 2020 OPERATING AND CAPITAL BUDGET

I. Jesney introduced the 2020 Operating and Capital Budget report and provided an overview of the key factors influencing the budget.

Staff answered questions about the grant application process.

A discussion took place about appealing the requirement from Island Health.

MOVED by M. Hicks, and **SECONDED** by D. Tallyn,

That the Chair of the Wilderness Mountain Water Service Commission write a letter to Island Health objecting to the upgrade and that a copy of the letter be sent to the Premier of British Columbia.

CARRIED

Discussions took place regarding capital projects, grant funding and single family users.

Staff answered questions from the Commission

MOVED by M. Hicks, and **SECONDED** by D. Tallyn,

That the Wilderness Mountain Water Service Commission:

1. Approve the 2020 operating and capital budget as presented, and recommend that any deficit be brought forward as an expense in the 2020 budget, and a surplus be transferred to the Capital Reserve Fund;
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Wilderness Mountain Water Service as presented.

CARRIED

6. NEW BUSINESS

There was no new business.

7. ADJOURNMENT

The meeting adjourned at 2:09 p.m.

CARRIED

Chair

Secretary



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MINUTES OF AN ANNUAL GENERAL MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION Held Wednesday, November 27, 2019 at the East Sooke Community Hall, 1397 Coppermine Road, East Sooke, B.C.

PRESENT: Commission Members: R. Hancock (C), D. Tallyn, C. Gilbert, Director M. Hicks

Staff: T. Robbins, General Manager, Integrated Water Services; M. McCrank, Senior Manager, Infrastructure Operations; S. Orr (recorder)

Public: 62

Chair Hancock called the meeting to order at 6:00 p.m.

1. APPROVAL OF AGENDA

MOVED by M. Hicks, and **SECONDED** by D. Tallyn,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF THE ANNUAL GENERAL MEETING OF NOVEMBER 28, 2018

MOVED by M. Hicks, and **SECONDED** by D. Tallyn,
That the minutes of the Annual General Meeting held November 28, 2018 be adopted.

CARRIED

3. CHAIRS REPORT

The Chair welcomed all in attendance and provided a summary of the notification from Island Health and that a grant application was made in January 2019 in which they are still awaiting a response. He stated that staff have developed an alternate option to filter the water from the reservoir which was presented at the budget meeting held November 25, 2019. He stated that the commission plans to contact Island Health regarding the upgrade.

Staff and commission members replied to questions from the public in attendance.

4. 2018 ANNUAL REPORT

M. McCrank introduced the report as presented and invited questions.

Commissioners and Staff answered questions from the public.

MOVED by R. Hancock, and **SECONDED** by M. Hicks,
That the 2018 Annual Report be received for information.

CARRIED

5. APPOINTMENT OF COMMISSION MEMBERS

Vice-Chair Hicks thanked Robert Hancock for his service to the Commission and stated that the term for Robert Hancock will expire on December 31, 2019. He called for

nominations for one, two-year term position that will expire on December 31, 2021. The following nominations were received and agreed to stand:

- Robert Hancock
- Doug Pepino

Nominations were called two more times, and hearing none the persons present at the meeting were polled by secret ballot.

Each nominee spoke in support of their nominations.

Ballots were handed out for a vote on the one outgoing two-year term position. Ballots were collected in a secret ballot box and counted. Doug Pepino was nominated.

MOVED by D. Tallyn, **SECONDED** by C. Gilbert,
That Doug Pepino's name be forwarded to the CRD Board for appointment.

CARRIED

MOVED by D. Tallyn, **SECONDED** by C. Gilbert,
That the ballots be destroyed.

CARRIED

6. NEW BUSINESS

Discussion took place about the scheduling of the meetings and releasing of draft minutes.

The Commission and staff responded to questions from members of the public.

7. ADJOURNMENT

MOVED by M. Hicks, and **SECONDED** by R. Hancock,
That the meeting be adjourned at 7:34 p.m.

CARRIED

Chair

Secretary