



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, December 13, 2023

11:00 AM

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

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [23-991](#) Minutes of the November 8, 2023 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of November 8, 2023 be adopted as circulated.

Attachments: [Minutes - November 8, 2023](#)

4. Chair's Remarks

5. Presentations/Delegations

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

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

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

6. Committee Business

- 6.1.** [23-923](#) Household Hazardous Waste Pickup in Electoral Areas - Update
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That household hazardous waste collection not be expanded, and Electoral Area residents continue to take their household hazardous waste to the specialized regional infrastructure at the Hartland Depot.
(NWA)
- Attachments:** [Staff Report: Household Hazardous Waste Pickup in Electoral Areas - Update](#)
[Appendix A: Staff Report - HHW Pickup in Electoral Areas - Sept 13, 2023](#)
- 6.2.** [23-814](#) Bylaw Nos. 4586 and 4587: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4586, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 17, 2023", be introduced and read a first, second, and third time; and
 2. That Bylaw No. 4586 be adopted.
 3. That Bylaw No. 4587, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 12, 2023", be introduced and read a first, second and third time; and
 4. That Bylaw No. 4587 be adopted.
- Attachments:** [Staff Report: Bylaws Nos. 4586-4587 Fees Charges](#)
[Appendix A: Bylaw 4586 and Schedules](#)
[Appendix B: Bylaw 4587 and Schedules](#)
[Appendix C: Changes to Fees and Charges Summary](#)
- 6.3.** [23-983](#) Bylaw No. 4574 to Expand Shirley Fire Protection and Emergency Response Service Area Boundary (Bylaw No. 1927)
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the attached Certificate of Results of the petition to expand the service area boundary for the Shirley Fire Protection and Emergency Response Service be received;
(NWA)
 2. That Bylaw No. 4574, "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 3, 2023", be read a first, second, and third time; and
(NWA)
 3. That elector approval be obtained by Electoral Area Director consent on behalf.
(NWA)
- Attachments:** [Staff Report: Bylaw 4574-Expand Shirley Fire Prot'n & Emerg Boundary](#)
[Appendix A: Map of Proposed Shirley Fire Prot'n Area Amendm't](#)
[Appendix B: Certification of Petition Results](#)
[Appendix C: Bylaw No. 4574](#)

6.4. [23-895](#) Previous Minutes of Other CRD Committees and Commissions for Information

- Recommendation:** There is no recommendation. The following minutes are for information only:
- a) Galiano Parks and Recreation Commission minutes of November 2, 2023
 - b) Lyall Harbour Boot Cove Water Local Service Committee minutes of February 9, 2023
 - c) Lyall Harbour Boot Cove Water Local Service Committee minutes of June 15, 2023
 - d) Magic Lake Estates Water and Sewer Committee minutes of September 12, 2023
 - e) Mayne Island Parks and Recreation Commission minutes of October 12, 2023
 - f) Pender Island Parks and Recreation Commission minutes of October 16, 2023
 - g) Port Renfrew Utility Services Committee minutes of June 12, 2023
 - h) Saturna Island Parks and Recreation Commission minutes of July 13, 2023
 - i) Saturna Island Parks and Recreation Commission minutes of August 10, 2023
 - j) Saturna Island Parks and Recreation Commission minutes of October 5, 2023
 - k) Saturna Island Parks and Recreation Commission minutes of October 12, 2023
 - l) Skana Water Service Committee minutes of June 16, 2023
 - m) Sticks Allison Water Local Service Committee minutes of February 13, 2023
 - n) Sticks Allison Water Local Service Committee minutes of June 19, 2023
 - o) Surfside Park Estates Water Service Committee minutes of June 15, 2023
 - p) Wilderness Mountain Water Service Commission minutes of June 12, 2023
 - q) Willis Point Fire Protection and Recreation Facilities Commission October 24, 2023
 - r) Willis Point Fire Protection and Recreation Facilities Commission November 5, 2023

- Attachments:**
- [Minutes: Galiano Parks & Recreation Commission - Nov 2, 2023](#)
 - [Minutes: Lyall Hrbr Boot Cove Water Lcl Svc - Feb 9, 2023](#)
 - [Minutes: Lyall Hrbr Boot Cove Water Lcl Svc - Jun 15, 2023](#)
 - [Minutes: MLE Water & Sewer Committee - Sep 12, 2023](#)
 - [Minutes: Mayne Island Parks & Rec Commission - Oct 12, 2023](#)
 - [Minutes: Pender Island Parks & Rec Commission - Oct 16, 2023](#)
 - [Minutes: Port Renfrew Utility Services Committee - Jun 12, 2023](#)
 - [Minutes: Saturna Island Parks & Rec Commiss - Jul 13, 2023](#)
 - [Minutes: Saturna Island Parks & Rec Commiss - Aug 10, 2023](#)
 - [Minutes: Saturna Island Parks & Rec Commiss - Oct 5, 2023](#)
 - [Minutes: Saturna Island Parks & Rec Commiss - Oct 12, 2023](#)
 - [Minutes: Skana Water Service Committee - Jun 16, 2023](#)
 - [Minutes: Sticks Allison Water Local Svc Cttee - Feb 13, 2023](#)
 - [Minutes: Sticks Allison Water Local Svc Cttee - Jun 19, 2023](#)
 - [Minutes: Surfside Park Estates Water Svc Cttee - June 15, 2023](#)
 - [Minutes: Wilderness Mountain Water Svc Commiss - Jun 12, 2023](#)
 - [Minutes: Willis Pt. Fire Protec'n & Rec Fac Commiss-Oct 24, 2023](#)
 - [Minutes: Willis Pt. Fire Protec'n & Rec Fac Commiss-Nov 5, 2023](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting will be held in 2024.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, November 8, 2023

11:00 AM

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

PRESENT

Directors: G. Holman (Vice Chair), R. Fenton (for P. Brent), A. Wickheim (EP) (11:13 am), C. Plant (Board Chair, ex-officio)

Staff: K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Henderson, Senior Manager, Real Estate; I. Lawrence, Senior Manager Local Area Planning, Juan de Fuca; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director P. Brent

The meeting was called to order at 11:00 am.

1. Territorial Acknowledgement

Acting Chair Holman provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Plant, SECONDED by Alternate Director Fenton,
That the agenda for the November 8, 2023 Electoral Areas Committee meeting be
approved as amended to add Drake Road Update under new business.
CARRIED**

3. Adoption of Minutes

3.1. [23-838](#) Minutes of the October 11, 2023 and October 23, 2023 Electoral Areas Committee Meetings

**MOVED by Alternate Director Fenton, SECONDED by Director Plant,
That the minutes of the Electoral Areas Committee meetings of October 11, 2023
and October 23, 2023 be adopted as circulated.
CARRIED**

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [23-804](#) Appointment of Officers

K. Lorette spoke to Item 6.1.

**MOVED by Alternate Director Fenton, SECONDED by Director Plant,
The Electoral Areas Committee recommends to the Capital Regional District
Board:
That for the purpose of Section 233 of the Local Government Act and Section
28(3) of the Offence Act and in accordance with Capital Regional District Bylaw
No. 2681, Michael Simard and Dania Vivash, be appointed as Assistant Bylaw
Enforcement Officers.
CARRIED**

**6.2. [23-828](#) Community Emergency Preparedness Fund Grant: Volunteer & Composite
Fire Department Training & Equipment 2023 Application**

J. Reimer spoke to Item 6.2.

**MOVED by Alternate Director Fenton, SECONDED by Director Plant,
The Electoral Areas Committee recommends to the Capital Regional District
Board:
That staff be instructed to apply for, negotiate, and if successful, enter into an
agreement, and do all such things necessary for accepting grant funds and
overseeing grant management for the proposed project.
CARRIED**

6.3. [23-829](#) British Columbia Active Transportation Network Planning Grant Application
- Active Transportation Network Plan for Juan de Fuca

I. Lawrence spoke to Item 6.3.

MOVED by Alternate Director Fenton, **SECONDED** by Director Plant,
The Electoral Areas Committee recommends to the Capital Regional District
Board:

- 1) That an application to the British Columbia Active Transportation Network Planning Grant Program for the purpose of developing an Active Transportation Network Plan for the Juan de Fuca Electoral Area, be supported;
- 2) That the funding provided through the British Columbia Active Transportation Network Planning Grant Program will be matched by an equal amount from the Juan de Fuca Electoral Area Parks and Recreation service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting the British Columbia Active Transportation Network Planning Grant funds and overseeing grant management for the proposed project.

CARRIED

6.4. [23-818](#) British Columbia Active Transportation Infrastructure Grant Application -
Schooner Way School Trail for Southern Gulf Islands

S. Henderson spoke to Item 6.4.

Discussion ensued regarding whether multiple grant applications from one community constitutes a conflict.

Director Wickheim joined the meeting at 11:13 am.

MOVED by Alternate Director Fenton, **SECONDED** by Director Plant,
The Electoral Areas Committee recommends to the Capital Regional District
Board:

- 1) That an application to the British Columbia Active Transportation Infrastructure Grant Program for the purpose of constructing the shovel-ready, priority Schooner Way School Trail on North Pender Island be supported;
- 2) That the funding provided through the British Columbia Active Transportation Infrastructure Grant Program will be matched by an equal or greater amount from the Southern Gulf Islands Electoral Area, Pender Island Parks and Recreation service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting the British Columbia Active Transportation Infrastructure Grant funds and oversee grant management for the proposed project.

CARRIED

6.5. [23-851](#) Salt Spring Island Candidate Disqualification (Elections BC)

K. Morley presented Item 6.5. for information.

Discussion ensued regarding potential recourse for the individual through Elections BC.

6.6. [23-800](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Galiano Island Parks and Recreation Commission minutes of September 7, 2023
- b) Mayne Island Parks and Recreation Commission minutes of September 14, 2023
- c) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of August 29, 2023
- d) Willis Point Fire Protection and Recreation Facilities Commission minutes of September 26, 2023

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. Drake Road Status Update

Staff provided a verbal update on the status of the Drake Road property.

8.2. Trailers as Living Accommodation on North Pender Island

Alternate Director Fenton advised staff of a situation regarding the proposed use of trailers as living accommodation on North Pender Island.

8.3. Staff Appreciation: J. Reimer

Director Holman thanked J. Reimer for his service to the electoral areas and wished him well in his future endeavors.

**MOVED by Director Plant, SECONDED by Alternate Director Fenton,
The Electoral Areas Committee recommends to the Capital Regional District Board as part of the consent agenda of the December 2023 Board meeting:
That the Capital Regional District Board thank J. Reimer for his service to the electoral areas and Capital Regional District.
CARRIED**

9. Adjournment

**MOVED by Alternate Director Fenton, SECONDED by Director Plant,
That the November 8, 2023 Electoral Areas Committee be adjourned at 12:00 pm.
CARRIED**

CHAIR

RECORDER

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 13, 2023**

SUBJECT **Household Hazardous Waste Pickup in Electoral Areas – Update**

ISSUE SUMMARY

To report back on discussions with Electoral Area fire departments regarding the storage of household hazardous waste (HHW) in the Electoral Areas.

BACKGROUND

At the June 14, 2023 CRD Board meeting, staff were asked to investigate the cost and feasibility of Hartland funding a one-time HHW pickup on four islands in the Southern Gulf Islands, Juan de Fuca and Salt Spring Island.

The September 13 Electoral Areas Committee (EAC) staff report (Appendix A) indicated that preliminary estimates to have a qualified third party conduct mobile collection events in these communities range from \$20,000 to \$50,000 per community, depending on volume and type of products received, as well as travel logistics and subsequent transport of material to sorting and processing facilities. The Environmental Resource Management (ERM) budget for the HHW service is limited to the Hartland Depot operation and community education; costs for mobile collection events are not currently included in the ERM budget. The total cost to provide one-time HHW events in the six Electoral Area communities is estimated to be \$200,000.

The acceptance of both provincially-regulated (Extended Producer Responsibility) and non-regulated HHW at the Hartland Depot offers residents a one-stop drop for their unwanted products, and provides for safe and efficient collection, consolidation and packaging for transportation to processing. Cost for delivery of the service is approximately \$800,000 per year.

The CRD's Protective Services staff reached out to Electoral Area fire chiefs, and the collective feedback was that there is no heightened level of concern for firefighter safety due to storage of HHW. They did indicate that a local public drop-off opportunity would be appreciated by the Electoral Areas.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That household hazardous waste collection not be expanded, and Electoral Area residents continue to take their household hazardous waste to the specialized regional infrastructure at the Hartland Depot.

Alternative 2

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

1. That the regional household hazardous waste management be expanded to include a final one-time mobile collection event in the Capital Regional District's Electoral Areas; and
2. That the 2024 Environmental Resource Management budget be amended to include \$200,000 to fund the one time mobile collection event.

IMPLICATIONS

Financial Implications

The cost for the delivery of the regional HHW collection service at the Hartland Depot is approximately \$800,000 per year.

The estimated cost to conduct mobile collection events in the Electoral Area communities ranges from \$20,000 to \$50,000 per community. The total cost to provide one-time HHW event in the six Electoral Area communities is estimated to be \$200,000.

CONCLUSION

At the September 13, 2023 Electoral Areas Committee meeting, Capital Regional District staff were asked to speak to fire departments within the Electoral Areas to examine if they have any concerns with the storage of household hazardous waste (HHW) in the Electoral Areas. The collective feedback from fire chiefs was that there is no heightened level of concern for firefighter safety due to storage of HHW. Staff recommend that HHW collection not be expanded to the Electoral Areas and that residents continue to take their HHW to the specialized regional infrastructure at the Hartland Depot.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board: That household hazardous waste collection not be expanded, and Electoral Area residents continue to take their household hazardous waste to the specialized regional infrastructure at the Hartland Depot.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Staff Report: Household Hazardous Waste Pickup in Electoral Areas – Electoral Areas Committee (September 13, 2023)

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 13, 2023**

SUBJECT **Household Hazardous Waste Pickup in Electoral Areas**

ISSUE SUMMARY

At the June 14, 2023 Capital Regional District (CRD) Board meeting, staff were asked to investigate the cost and feasibility of Hartland funding a one-time household hazardous waste (HHW) pickup on the four islands in the Southern Gulf Islands, Juan de Fuca and also on Salt Spring Island.

BACKGROUND

In 2004, the CRD launched a HHW collection program at the Hartland Depot to support residents of the region with safe end-of-life management of their unwanted and expired HHW products. This no-charge program includes both products covered under Extended Producer Responsibility (EPR) through the *BC Recycling Regulation*, such as paint and motor oil, as well as non-EPR products (orphans) like propane tanks and pool chemicals.

Subsequently, the HHW collection area at the Hartland Depot was retrofitted in 2009 to support this growing service, with a focus on safety for the public, staff and contractors and improvements for receipt, sorting, storage and subsequent transport of material. The ability to receive and manage orphan materials at the Hartland Depot is a unique service our region provides to residents and is heavily reliant on the infrastructure investment, staffing and contractor services to support this operation. The cost for delivery of this service is approximately \$800,000 per year (2023 numbers) net of revenue from the services agreements for products covered under EPR. A complete list of HHW items currently accepted at the Hartland Depot is included as Appendix A.

In addition to the Hartland Depot program, and in support of a proactive strategy to remove additional residual HHW products from the waste stream, the CRD had also facilitated and funded collection of HHW from municipal yards, non-profit reuse organizations and gulf island recycling depots. Between 2006 and 2015, the CRD provided 26 mobile round-up events in Electoral Area communities. These ancillary collection programs were discontinued in 2016. This decision was made due to a number of factors, including: concerns around safety at these collection sites; decreasing volumes collected; a decision to focus resources towards the collection infrastructure available for residents region-wide at the Hartland Depot; and expansion of provincial EPR programs providing collection for many HHW products in Electoral Area communities, making the mobile round-up events somewhat redundant.

Education materials were developed and distributed in 2016 to communities impacted by the discontinuation of the biennial mobile HHW round-up events on the Gulf Islands. Residents were encouraged to take a “pack-in, pack-out” approach to managing their unwanted HHW products, as most of these items would have been purchased from off-island locations. This communication also included information about allowances and restrictions for both regular and dangerous goods sailings on the BC Ferries.

The range of products included in provincial EPR programs, and the associated collection of these materials within Electoral Areas, has expanded over the years, as well as the number of collection points throughout the province and in our region. A list of locations within Electoral Area

communities that accept this material on an ongoing basis can be found in Appendix B. Through expansion of the *BC Recycling Regulation*, it is expected that by 2025, collection programs will be operational in the province for orphan items such as compressed canisters (fuel, adhesives, bear spray) propane tanks, fire extinguishers and more aerosols, battery types and electronic accessories, providing additional return opportunities for consumers.

Reinstatement of mobile HHW collection service within the Electoral Area communities would involve the following key items:

- securing locations and dates for events
- hiring a contractor to manage the events including all aspects of collection, packaging, transportation and processing as well as site safety
- advertising and promotion

Preliminary estimates provided by a qualified third party to conduct mobile collection events in these communities range from \$20,000 to \$50,000 per community, depending on volume and type of products received, as well travel logistics and subsequent transport of material to sorting and processing facilities. The Environmental Resource Management (ERM) budget for the HHW service is limited to the Hartland Depot operation and community education; costs for mobile collection events are not currently included in the ERM budget. The total cost to provide one-time HHW events in the six Electoral Area communities is estimated to be \$200,000.

CONCLUSION

The acceptance of both provincially-regulated (Extended Producer Responsibility) and non-regulated household hazardous waste at the Hartland Depot offers residents a one-stop drop for their unwanted products, and provides for safe and efficient collection, consolidation and packaging for transportation to processing. Cost for delivery of the service is approximately \$800,000 per year. Off-site Capital Regional District collection programs were conducted between 2006 and 2015, but discontinued due to concerns around site safety, reducing volumes and a renewed focus on the centralized collection infrastructure at the Hartland Depot. Through expansion of the *BC Recycling Regulation*, it is expected that by 2025, collection programs will be operational for items such as compressed canisters (fuel, adhesives, bear spray) propane tanks, fire extinguishers and more aerosols, battery types and electronic accessories.

RECOMMENDATION

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

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Hartland Depot – Accepted Household Hazardous Waste Products
Appendix B: Household Hazardous Waste Collection Locations within Electoral Areas
Appendix C: BC Ferries – Dangerous Goods Information

What is Household Hazardous Waste?

Household hazardous waste (HHW) is any waste from your home that you consider to be dangerous or unsure of. It includes any leftover household products that are marked flammable, corrosive, explosive or poisonous. Common examples include pesticides, varnishes, paints, cleaners, and batteries.

Items accepted at the Hartland HHW facility:

Automotive Products

- Air conditioning refrigerants
- Antifreeze
- Autobody filler
- Automobile batteries – lead acid
- Brake fluid
- Carburetor cleaner
- Car wax with solvent
- Diesel fuel
- Chrome polish
- Engine degreaser
- Fuel additives
- Gasoline (in ULC approved container)
- Grease
- Hardeners (MEKP)
- Oil filters
- Starter fluids
- Transmission fluid
- Used motor oil and containers
- Windshield washer fluid

Batteries

- General household batteries
- Lead acid batteries
- Lithium-ion Batteries
- Small Ni-Cad batteries (re-chargeable)
- E-mobility batteries

Glues & Cements

- Liquid glues only
- (dispose of hardened glue as regular garbage)

Hobby Supplies

- Chemistry sets
- Kerosene
- Photography chemicals

Household Products

- Abrasive cleaners
- Aerosol products
- All-purpose cleaners
- Ammonia
- Disinfectants
- Bleach
- Drain cleaner
- Floor wax strippers
- Furniture polish and waxes
- Linseed oil
- Metal cleaners
- Oven cleaners
- Rust remover
- Shoe polish (liquid)
- Spot and stain remover
- Toilet bowl cleaner
- Upholstery and rug cleaners
- Lighter fluid
- Muriatic acid
- Tub and tile cleaners
- Window cleaners

Tanks & Containers

- Butane tanks
- Gas tanks
- Helium tanks
- Kerosene containers
- Pesticide containers
- Propane tanks
- Fire extinguishers

Gardening and Pest Control

- All fungicides
- All herbicides
- All insecticides
- Chemical fertilizers
- Flea/tick pet products
- P.C.P Act
- Rat poison
- Slug bait
- Wood preservatives

Mercury Items

- Compact fluorescent light bulbs (CFLs)
- Fluorescent tubes/ballasts
- Metal halide lamps
- Thermometers
- Thermostats
- Ultraviolet lamps
- Pure Mercury

Miscellaneous

- Barbecue starters
- Smoke detectors
- Swimming pool and spa/hot tub chemicals
- Cell phones
- Electronics with re-chargeable batteries
- Home heating oil

Paints & Solvents

- Acetone
- Empty containers
- Latex paint
- Lead based paint
- Marine paint
- Oil-based paint
- Paint thinner and strippers
- Plastic
- Spray paint
- Varnish or lacquer
- Other solvents

Personal Care Products

- Antibacterial soap
- Foot powder
- Hair dye
- Hairspray
- Hydrogen peroxide
- Jewelry cleaner
- Nail polish and remover
- Perm lotion or solution
- Rubbing alcohol

Items NOT accepted at the Hartland HHW facility:

Ammunition

Call your local police/ fire department for information.

Flares

Visit myrecyclopedia.ca and search flares for events and facilities that accept flares.

Pharmaceuticals

Return all unused medication to pharmacies participating in the return program, free of charge.



Flammable



Corrosive



Explosive



Poison

For more information on Household Hazardous Waste please visit our website at www.crd.bc.ca/hhw or call the CRD Infoline at 250.360.3030.

**HOUSEHOLD HAZARDOUS WASTE COLLECTION
LOCATIONS WITHIN ELECTORAL AREAS**

Electoral Area	Household Hazardous Waste – Extended Producer Responsibility Materials	Household Hazardous Waste – Non-Extended Producer Responsibility
SOUTHERN GULF ISLANDS		
Galiano Island		
Galiano Island Recycling Depot	<ul style="list-style-type: none"> • Paint • Light bulbs/tubes • Smoke and CO Alarms • Single-use batteries • Rechargeable batteries • Oils/filters/containers (2024) 	
Mayne Island		
Mayne Island Recycling Depot	<ul style="list-style-type: none"> • Paint • Light bulbs/tubes • Smoke and CO Alarms • Electronics • Single-use batteries • Rechargeable batteries • Empty oil/antifreeze jugs 	<ul style="list-style-type: none"> • Inkjet/toner cartridges
Pender Island		
Pender Island Recycling Depot	<ul style="list-style-type: none"> • Paint • Light bulbs/tubes • Smoke and CO Alarms • Single-use batteries • Rechargeable batteries • Oils/filters/containers • Antifreeze • Automotive batteries • Thermostats 	
Pender Island Firehall		<ul style="list-style-type: none"> • Propane cylinders/tanks
Saturna Island		
Saturna Island Recycling Depot	<ul style="list-style-type: none"> • Paint • Electronics • Household batteries • Lightbulbs/tubes • Motor oil/antifreeze 	<ul style="list-style-type: none"> • Inkjet/toner cartridges
Darryl's and James's Digs	<ul style="list-style-type: none"> • Automotive batteries • Antifreeze • Smoke and CO Alarms • Thermostats 	<ul style="list-style-type: none"> • Propane cylinders/tanks


Electoral Area	Household Hazardous Waste – Extended Producer Responsibility Materials	Household Hazardous Waste – Non-Extended Producer Responsibility
SALT SPRING ISLAND		
Salt Spring Island Recycling Depot	<ul style="list-style-type: none"> • Paint • Pesticides, solvents, gasoline • Light bulbs/tubes • Smoke and CO Alarms • Electronics • Single-use batteries • Rechargeable batteries • eMobility batteries • Automotive batteries • Thermostats 	<ul style="list-style-type: none"> • Inkjet/toner cartridges
Pharmasave/Lower Ganges	<ul style="list-style-type: none"> • Single-use batteries • Rechargeable batteries 	
Harbour Authority Salt Sprint Island	<ul style="list-style-type: none"> • Oils/filters/containers 	
Salt Spring Garbage & Recycling		<ul style="list-style-type: none"> • Propane cylinders/tanks
JUAN DE FUCA		
Port Renfrew Garbage & Recycling Depot	<ul style="list-style-type: none"> • Paint • Paint plus • Electronics • Light bulbs/tubes • Motor oil • Cooking oil 	<ul style="list-style-type: none"> • Propane tanks and canisters • Fire extinguishers

 **Travel advisory:**
All Routes Status

Home / Travel and boarding / Dangerous goods

Common dangerous goods

Carefully review the list below. If you plan to travel with dangerous goods, or you're shipping a trailer with dangerous cargo, you need to complete a dangerous goods shipping document ahead of travel. Print your completed document and present it to the ticket agent when you arrive at the terminal.

 Diesel, gasoline and propane do not require dangerous goods documentation if within the limits described in the list below.



[Complete dangerous goods shipping document](#)

PDF 77 KB | 2 pages

If your particular product is not listed or you have any questions about travelling with dangerous good, you can email us at dg.bcf@bcferries.com, call 250-978-1152, or fax 250-386-1652.

Aerosols no larger than 1 litre are allowed.

Automotive antifreeze is not considered dangerous and can be carried in any amount.

Auxiliary fuel tanks that form an integral part of the vehicle, connected by a fuel line to the engine fuel system, and firmly secured and protected from external damage, are permitted. Auxiliary fuel tanks are not to be confused with spare gas tanks (see Gasoline).

Adhesive products containing flammable liquid, such as contact cement, have special

requirements. Check with the terminal staff for information on acceptable quantities.

Air bottles, scuba tanks and enriched air

- *Oxygen* for personal use is allowed in cylinders up to 5 litre water capacity. No transferring between containers is permitted.
- *Scuba tanks* (compressed air) for personal use is unlimited and must be declared
 - All full or partially-full tanks require a dangerous goods shipping document
 - All full or partially-full tanks are to be transported in closed, locked vehicles, or in open vehicles, provided the tanks are out of sight
- *Enriched air* must be declared and fully documented
 - The number of enriched air tanks may not exceed 8 per consignment (tank size not to exceed 20 kg). Enriched air tanks follow the same conditions of transportation as Scuba tanks for safe stowage in vehicles.
- Empty tanks not containing air are not considered dangerous goods under the *Transport of Dangerous Goods Regulations*, as long as the valves are open and not under pressure
- Foot passengers may take these tanks on board, provided the tanks are taken immediately to the main vehicle deck for stowage during the voyage. The vessel's officer will identify to foot passengers a safe stowage area on the vessel.
- These tanks are not considered baggage and our employees are not permitted to handle them or to transport them in our baggage vans

Ammunition for small arms, rifles and shotguns are permitted on our ferries in small quantities, provided they are securely packaged and carried separately from the firearm.

Batteries for automobiles are permitted. New vehicle batteries and up to 3 used batteries can be transported.

Boat/RV gas can be carried in spare tanks. See gasoline for the amounts of gas which can be carried in spare tanks.

Coleman's fuel, naphtha and white gas products used to fill camp stoves and lanterns are permitted in 5 litre metal containers in vehicles, but foot passengers are prohibited from carrying them.

Cleansers like bleach and other household cleansers may be carried on our ferries in a carton designed to keep them upright and secure to avoid spillage and harmful fumes.

Diesel fuel in tidy tanks of 450 litres or less is permitted. No dangerous goods documentation required if you travel with amounts of diesel fuel within this limit.

Firearms may be transported under strict conditions.

- Firearms must be transported in compliance with Canadian Firearms Regulations. Firearms transported in vehicles must be:
 - Unloaded
 - Not visible from outside the vehicle
 - Locked inside vehicle when unattended
- Foot passengers are not permitted to transport firearms, except on sailings between Port Hardy (Bear Cove) and Prince Rupert, and between Prince Rupert and Graham Island (Skidegate) on Haida Gwaii. On these routes, foot passengers with firearms must:
 - Declare firearms to the ship's officer once on board
 - Be responsible for securing the firearms in a locker designated by the ship's officer
- Airsoft guns, pellet guns, crossbows, bow and arrows, axes and similar items of concern are subject to restrictions, including:
 - Foot passengers are not permitted to transport any items of concern with them; if they have any, these must be stored in checked luggage
- Items of concern transported in vehicles must be:
 - Not visible from outside the vehicle
 - Locked inside the vehicle when unattended
- On-duty police officers, armoured car personnel, or peace officers authorized to carry restricted firearms in the performance of their duties are permitted by law to possess and transport firearms

Fire extinguishers can be carried on BC Ferries as long as they are firmly packaged or secured to prevent them from moving.

Fireworks are prohibited on BC Ferries. Some pyrotechnics are permitted if they are used as safety equipment for a vehicle or are equipment being transported. These pyrotechnics will normally fall under the category of Class 1 - 1.4S.

Foot passenger carry-on commodities are allowed on the car deck, as long as the deck officer gives their authority, and a suitable storage area is available on the car deck.

- Passengers may carry outboard motors, chain saws, etc. onto the car deck only. This type of equipment is not permitted in passenger areas.
- A foot passenger may carry no more than 1 cylinder of propane, not exceeding 15 kg (30 litres). The cylinder must be carried on board by the customer and must be stowed on the car deck in a location designated by the ship's officer.

Fuel oils in tank truck quantities can be transported as long as the flash point of products is not less than 37.8°C for the following fuels:

- UN 1202
- UN 1223
- UN 1267
- UN 1268
- UN 1300
- UN 1863

Gasoline in approved containers is permitted on BC Ferries in limited amounts, not exceeding 25 litres. However, foot passengers are not allowed to carry gasoline on board the ferry.

- The following may carry 1 spare container of gasoline:
 - RVs and vehicles
 - Vehicle carrying a boat on top
 - Vehicle carrying or towing jet skis or quads
- The following may carry 2 spare containers of gasoline:
 - Boat towed behind a vehicle

Note: No dangerous goods documentation required if you travel with amounts of gasoline within the limits above.

Gases, including most compressed gases and some liquefied gases, are acceptable. To prevent damage, cylinders must be properly secured within the vehicle.

Hay bales may be carried, but must be secured within a closed vehicle or the load must be completely tarped to prevent random ignition. A dangerous goods shipping document is required and is transported under UN 1327, and in addition Class 4.1 placarding must be displayed when transporting over 500kgs (1100lbs).

Helium can be transported aboard BC Ferries. All full or partially full tanks require a dangerous goods shipping document, and must be transported in closed, locked vehicles; or in open vehicles, provided the tanks are out of sight.

Kirpans are permitted for all of our passengers who are practicing members of the Sikh religion. All passengers travelling with Kirpans must do the following while aboard our ferries:

- Keep the Kirpan sheathed
- Keep the Kirpan worn underneath clothing
- Keep the Kirpan not visible to other passengers

Marine pollutants are hazardous to aquatic life and humans; therefore, all marine pollutants must be identified on a dangerous goods shipping document.

Methanol in the fuel tank of a race car is permitted up to a maximum of 25 litres. A maximum of 2 additional containers are permitted, but must be completely secured and labelled.

Oxygen for personal medical use is permitted, but cylinders may not exceed 5 litre water capacity.

- Cylinders that are not in a portable unit must be secured within the transport vehicle
- The transfer of liquid oxygen from the liberator or bulk container to the stroller or portable container on board the vessel is prohibited
- Please notify terminal staff if you are carrying personal medical oxygen

Paint and related paint products, including lacquer, enamel, stain, shellac, varnish, polish, liquid filler and liquid lacquer base, paint thinners or reducing compounds are allowed for personal use, and if purchased at a public retail outlet.

- If you're transporting commercial quantities, check with the terminal of departure for details of flash point limits for flammable products
- Latex or water-based paint is not subject to regulations

Propane valves must be closed and sealed with the tags issued at the ticket booth, and the cylinders must be upright and firmly secured to prevent tipping.

- Commercial vehicles are prohibited from carrying propane tanks
- RVs are permitted:
 - 2 x 25 kg cylinders (50 litre water capacity each) connected to a regulator and secured in or on the vehicle
 - 1 x 15 kg (30 litre water capacity) for a barbecue
- Passenger vehicles are permitted:
 - 1 x 15 kg (30 litre water capacity)

- *Important propane safety alert:*
 - The brass valve in a propane cylinder will be damaged if it comes in contact with anhydrous ammonia. This deterioration will lead to cracking of the valve body or its components and can ultimately result in a violent, unexpected expulsion of the valve from the cylinder, causing personal injury or death.

Note: No dangerous goods documentation required if you travel with amounts of propane within the limits above.

Service vehicles, including welding, refrigeration and plumbing vehicles, or any vehicle having a service repair function, may be classed as a service vehicle. Service vehicles travelling in marine mode are required to present a shipping document for dangerous goods. Call the terminal of departure for details on limits.

Wheelchairs (motorized) have no restrictions when they are in use, but there are some precautions when they are carried as cargo or freight:

- The battery must be securely in place, disconnected, with the terminals insulated to prevent short-circuiting
- The chair itself must be securely anchored so that it will not move



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 13, 2023**

SUBJECT **Bylaw Nos. 4586 and 4587: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas**

ISSUE SUMMARY

To update the utility rates for the three electoral areas as recommended by the respective Commissions and Committees, and as included in the 2024 Financial Plan.

BACKGROUND

Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the service budgets and preliminary financial plan for the forthcoming year. All local service Commissions and Committees have recommended their respective 2024 budgets, inclusive of the changes to fees and charges.

The proposed fee and charges amendments are intended to cover the projected net cost of service delivery inclusive of reserve contributions for the upcoming year. Board approval is required in advance of the effective billing period January 1 through December 31, 2024.

With final surplus and deficits not yet completed, results will be monitored to identify any material impact, and these would be incorporated into a rate adjustment and bylaw amendment after final year end results.

Appendix C contains a comparison of changes to rates contained in each of the two bylaws: Bylaw No. 4586 (Appendix A) and Bylaw No. 4587 (Appendix B).

Bylaw No. 4586 covers all Salt Spring Island Electoral Area Sewer, Water and Liquid Waste Disposal Fees and Charges. Bylaw No. 4587 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4586, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 17, 2023", be introduced and read a first, second, and third time; and
2. That Bylaw No. 4586 be adopted.
3. That Bylaw No. 4587, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 12, 2023", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4587 be adopted.

Alternative 2

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

IMPLICATIONS

Financial Implications

Changes in fees and charges are required for local utility services in the three Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing. The recommended rates are effective January 1 through December 31, 2024 and reflect estimates of the 2023 surpluses and/or deficits.

CONCLUSION

Utilities within the Electoral Areas require changes to fees and charges, to reflect user fees required to fund operating and capital budgets. The Commissions and Committees have recommended their respective 2024 service budget for Board approval; this approval is required prior to January 1, 2024, to attain the revenue targets specified in the 2024 service budgets.

RECOMMENDATION

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

1. That Bylaw No. 4586, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 17, 2023", be introduced and read a first, second, and third time; and
2. That Bylaw No. 4586 be adopted.
3. That Bylaw No. 4587, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 12, 2023", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4587 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4586 and Schedules
- Appendix B: Bylaw No. 4587 and Schedules
- Appendix C: Changes to Fees and Charges Summary

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4586

A BYLAW TO AMEND BYLAW 3864 TO UPDATE FEES AND CHARGES FOR UTILITY SERVICES AND LIQUID WASTE DISPOSAL WITHIN THE SALT SPRING ISLAND ELECTORAL AREA

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 3864 "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012" is amended as follows:
 - a) By removing SCHEDULE "B" in its entirety and replacing it with SCHEDULE "B" attached hereto.
 - b) By removing SCHEDULE "C" in its entirety and replacing it with SCHEDULE "C" attached hereto.

2. Citation:

This Bylaw may be cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 17, 2023".

READ A FIRST TIME THIS	DAY OF	202__
READ A SECOND TIME THIS	DAY OF	202__
READ A THIRD TIME THIS	DAY OF	202__
ADOPTED THIS	DAY OF	202__

CHAIR

CORPORATE OFFICER

SCHEDULE "B"1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

- | | | |
|-----|--|----------|
| (a) | During Normal Working Hours (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays): | \$75.00 |
| | Fulford Water only | \$150.00 |
| (b) | During Non-Working Hours: | \$200.00 |

(Schedule "B" continued on next page)

2. Water and Sewer User Fees

The user fees payable shall include a fixed fee and a variable consumption charge based on the volume of water metered as outlined below:

(a) Fixed Fee

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	\$2,297.71 per single family dwelling unit or equivalent
Cedar Lane	\$1,559.79 per single family dwelling unit or equivalent
Beddis	\$1,092.48 per single family dwelling unit or equivalent
Highland	\$0 per single family dwelling unit or equivalent
Fernwood	\$0 per single family dwelling unit or equivalent
Highland and Fernwood	\$1,289.82 per single family dwelling unit or equivalent
Maliview	\$1,983.06 per single family dwelling unit or equivalent
Fulford	\$1,729.38 per single family dwelling unit or equivalent Other: No Fixed Fee

(b) Consumption Charge based on volume of water metered

The Consumption Charge for water or sewer will be the total volume of water metered to the water service connection, measured in cubic metres (or other units converted to cubic metres) over a three-month billing period, at a rate as follows:		
Service Area	Volume of Water	Charge
Cedars of Tuam	First 38.0 cubic metres or portion	\$9.00 per cubic metre
	Greater than 38.0 cubic metres	\$18.00 per cubic metre
Cedar Lane	First 30.0 cubic metres or portion	\$2.50 per cubic metre
	31.0 to 60.0 cubic metres or portion	\$9.00 per cubic metre
	Greater than 61 cubic metres	\$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	\$3.10 per cubic metre
	Next 68.0 cubic metres or portion	\$6.30 per cubic metre
	Greater than 106 cubic metres	\$8.50 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	\$0.64 per cubic metre
	Next 68.0 cubic metres or portion	\$2.00 per cubic metre
	Greater than 106 cubic metres	\$5.13 per cubic metre
Maliview	\$1.75 per cubic metre of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other: \$3.60 per cubic metre Minimum Consumption Charge per three months is \$432.35 per service connection.	

SCHEDULE “C”

Liquid Waste Receiving Facility

1. Disposal Fees and Charges

Every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility shall pay the following fees and charges:

Fees:	
Septage	\$119.88 per cubic metre (\$0.545 per imperial gallon)
Sewage	\$119.88 per cubic metre (\$0.545 per imperial gallon)
Facility User Permit	\$50.00 per Septage waste disposal truck per annum (valid for a period from January 1 of each year until December 31 of the subject year). This fee is not pro-rated in the first year of this schedule coming into force.
Charges:	
Call Out Charge	\$75.00 per hour; minimum charge \$150 first 2 hours
After Hours Call Out	\$75.00 per hour; minimum charge \$150 first 2 hours

2. Definitions:

The following terms, words and phrases when used in this schedule shall have the meanings set forth in this contained in this schedule:

“**CRD**” means the Capital Regional District.

“**Call Out Charge**” means a charge issued to any person who uses the Liquid Waste Receiving Facility due to an event directly attributable to a person(s) actions requiring CRD personnel to attend the Liquid Waste Receiving Facility.

“**Discharge**” means to directly or indirectly introduce a substance into a Sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying or by any other means.

“**Facility Access Permit**” means a Facility Access Permit issued by the CRD.

“**Generator**” means an owner or occupier of property from which the Liquid Waste originates that is being trucked to a facility for disposal.

“**Hauler**” means a person or company who transports Liquid Waste from a Generator to a Liquid Waste facility for disposal.

“**Local Service Area**” means the Local Service Area established under bylaw 2118 Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993.

“**Load of Liquid Waste**” means the Liquid Waste being delivered by the hauling vehicle.

“**Liquid Waste**” means Septage and/or Sewage Sludge.

“**Liquid Waste Receiving Facility**” means the Salt Spring Liquid Waste facility that receives Trucked Liquid Waste, more particularly described as located off Burgoyne Bay Road, Salt

Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

“Measured volume” means the actual volume of Liquid Waste Discharged at the designated Liquid Waste Receiving Facility as measured by the flow meter installed at the facility.

“Municipality” means a municipality or electoral area participating in the Local Service Area and/or the CRD itself.

“Prohibited Waste” means Hazardous Waste as defined by the *Hazardous Waste Regulation*.

“Septage” means a combination of liquid and solid wastes and/or settled solids from residences, businesses, institutions and industries normally collected in a Septic Tank or holding tank.

“Septic Tank” means a chamber made of concrete, fiberglass, PVC or plastic, through which domestic wastewater flows for primary treatment

“Sewage Sludge” means the primary or secondary Sewage Sludge from a sewage treatment plant.

“Sewer” means all pipes, conduits, drains and other equipment and facilities owned or otherwise under the control or jurisdiction of the CRD for collecting, pumping and transporting wastewater, either to a Sewage Facility or otherwise.

“Trucked Liquid Waste” means any Liquid Waste that is collected and transported from the site where the Liquid Waste originated by means other than Discharge to a Sewer, including but not limited to: Septic Tank waste, chemical toilet contents, oil and grease from interceptors or traps and other sludges of organic or inorganic origin.

“Trucked Waste Manifest” means a form provided by the CRD to be completed by the Generator, or agent acting on behalf of the Generator, and Hauler of Septage as a condition of using a Liquid Waste Receiving Facility.

3. User Fees:

- a) The Liquid Waste disposal fee set out in Section 1 will be imposed on every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility and shall be paid in accordance with this bylaw.
- b) The fees charged will be calculated by multiplying the measured volume of Liquid Waste Discharged by the unit rate set out in Section 1. Where no measured volume is available, the fees charged will be calculated by multiplying the unit rate by the volume of a full load of Liquid Waste from the Haulers truck as specified in the operator’s manual for the Haulers truck.

4. Credit:

- a) Persons depositing Liquid Waste at the Liquid Waste Receiving Facility on a regular basis may apply to the CRD for credit. If the CRD is satisfied of the credit worthiness of the

Hauler, credit may be granted, in which case payment of the user fees imposed under Section 3 shall be made and credit extended under the following conditions:

- i. The person receiving credit shall pay to the CRD all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The CRD will invoice monthly for Liquid Waste delivered during the preceding month. The invoice amount will be based on the total quantity of the waste delivered during the month, and the posted rates in effect at the time of delivery.
- ii. Late payment(s) will be subject to an interest penalty of 1.5% per month.
- iii. The CRD reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment or other justified cause as judged solely by the CRD.

5. Regulations:

- a) Persons, including Generators or Haulers of Liquid Waste, shall only use the Liquid Waste Receiving Facility upon the following conditions:
 - i. That they agree to comply with all provisions within this Bylaw.
 - ii. They have received a Facility Access Permit from the CRD.
 - iii. That the Liquid Waste meets the operating criteria to be received and processed at the facility.
 - iv. That they agree to comply with all operating protocols governing the use of the Liquid Waste Receiving Facility as prescribed in Section 6, as stated on any signage or materials published by the CRD, or as directed by an employee or agent of the CRD.
- b) Any person making a Discharge at the Trucked Liquid Waste Receiving Facility shall immediately stop the Discharge at the instructions of an employee of the CRD if that employee has reasonable grounds to believe the Discharge does not meet the provisions of this bylaw or any other enactment.
- c) A Hauler or other person is liable for any damage to a Liquid Waste Receiving Facility or CRD property caused by the Hauler or other person or caused by the functioning or operation of a Hauler or other person's vehicle, tank, or equipment.
- d) The CRD may suspend or revoke a permit to access and use of the Liquid Waste Receiving Facility if the Generator or Hauler falsifies or omits information on a Trucked Waste Manifest.
- e) Sections 5 (a) to 5 (d) do not apply to a Municipality or agent of a Municipality, where Liquid Waste is removed from a water, Sewer or sewage facility or the Liquid Waste Receiving Facility for purposes of maintenance activities on the water, Sewer or sewage facility or the Liquid Waste Receiving facility.

6. Operating Protocols:

- a) The Liquid Waste Receiving Facility is an unattended facility and is controlled by a locked gate. In order to access the site a Hauler must have a valid Facility Access Permit.
 - i. Permits can be obtained by making application to the CRD on the application form attached hereto in Schedule "E", and paying the annual fee as set out in section 1.
 - ii. Each vehicle owned by the Hauler that is used for the purposes of Septage waste disposal at the Liquid Waste Receiving Facility must be listed on the Facility Access Permit.
 - iii. Once approved a Facility Access Permit sticker, gate access key and/or codes will be issued to the Hauler.
 - iv. A Facility Access Permit Sticker will be issued for each vehicle listed on the Facility Access Permit.
 - v. The CRD may suspend or revoke a Facility Access Permit:
 - (1) for any or all vehicles licensed to any one Hauler for any violation of, or noncompliance with, the terms and conditions of this bylaw, or any enactment applicable to the Discharge of waste into a Liquid Waste Receiving Facility, when the violation or noncompliance interferes with the operation of the Liquid Waste Receiving Facility.
 - (2) if a Generator or Hauler falsifies or omits information regarding the source, type, or quality of Septage Discharged at the Liquid Waste Receiving Facility.
 - (3) for any or all vehicles licensed to any one Hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the CRD or the Operator.
- b) While on site at the Liquid Waste Receiving Facility, all Haulers, persons, employees, and agents of the CRD shall abide by WorkSafeBC and CRD protocols and regulations, and conduct their activities in a safe and respectful manner.
- c) The designated intake connection at the Liquid Waste Receiving Facility must be used. Discharging Liquid Waste directly or indirectly into any other point at the Liquid Waste Receiving Facility is strictly prohibited and may result in suspension or revocation of a Facility Access Permit.
- d) Information regarding the Liquid Waste to be Discharged including the waste manifest must be properly entered into the log-in Hauler's panel or may result in suspension or revocation of a Facility Access Permit.
- e) The solid to Liquid Waste content shall not contain any solid rocks or debris larger than 38mm in diameter. Failure to comply with this requirement may lead to Call Out Charges as set out in Section 1, if CRD staff are required to attend the Liquid Waste Receiving Facility, and could result in liability to repair the facility if damage is caused.
- f) Should the Liquid Waste Receiving Facility alarm go into effect and the inlet valve close, Haulers must wait until the Liquid Waste Receiving Facility has been reset before

continuing to off-load. No Liquid Waste shall be deposited anywhere else on site while waiting for CRD personnel to respond.

- g) All hauling vehicles using the site must have connection devices compatible with those of the facility.
- h) The Hauler is responsible for connecting and disconnecting hoses from the hauling vehicle to the facility Discharge coupling, and the operation of the equipment associated with the hauling vehicle.
- i) The Discharge of Liquid Waste shall be conducted without spillage. Hoses shall not be drained to the ground. In the event that an environmental spill occurs, the Hauler must immediately discontinue discharging and contact the CRD and report the a) date / time; b) volume; c) material spilled.
- j) Each vehicle owned by the Hauler that is used for the purpose of waste disposal at the Liquid Waste Receiving Facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.
- k) Parking for Haulers' or other persons' vehicles on site is permitted only while discharging Liquid Waste.
- l) There is a limited supply of water to operate the Liquid Waste Receiving Facility. No person shall use water for washing or servicing their vehicles.
- m) The Hauler shall designate on the Trucked Waste Manifest the type of Liquid Waste being Discharged.
- n) Users shall observe and comply with all posted speed limit requirements on the road access and on the Liquid Waste Receiving Facility.
- o) Hours of Operation:
 - i. Liquid Waste will only be accepted at the Liquid Waste Receiving Facility during regular hours of operation.
 - ii. The regular hours of operation at the Liquid Waste Receiving Facility are as follows:

Monday to Friday, excluding statutory holidays	7:30 am to 4:00 pm
--	--------------------
 - iii. During the regular hours of operation, the Liquid Waste Receiving Facility will be open for Haulers to dispose of Liquid Waste. CRD staff will only be available to respond to any issues or alarms during regular hours of operation.
 - iv. After hours access may be considered under emergency situations.
 - v. No person shall make use of the Liquid Waste Receiving Facility at any time other than the regular hours and days of operation, unless:
 - (1) that person is an employee, contractor or agent of the CRD; or

- (2) there is an emergency situation, and the person using the Liquid Waste Receiving Facility pays the after hour charges as set out in Section 1.
- p) A flow meter is provided and shall be used to measure the volume of each Discharge. The CRD will bill each Hauler based on the total volume of Liquid Waste Discharged.

7. Offences and Penalties:

- a) A person who contravenes this bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding \$10,000.
- b) Where an offence is committed, or continues on for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding \$10,000, may be imposed for each day on or during which an offence occurs or continues.

Nothing in this bylaw shall limit the CRD from utilizing any other remedy that would otherwise be available to the CRD at law.

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4587

A BYLAW TO AMEND BYLAW 3847 TO UPDATE FEES AND CHARGES FOR UTILITY SERVICES WITHIN THE SOUTHERN GULF ISLANDS AND JUAN DE FUCA ELECTORAL AREAS

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 3847 "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012" is amended as follows:
 - a) By removing SCHEDULE "C" in its entirety and replacing it with SCHEDULE "C" attached hereto.

2. Citation:

This Bylaw may be cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 12, 2023".

READ A FIRST TIME THIS	DAY OF	202__
READ A SECOND TIME THIS	DAY OF	202__
READ A THIRD TIME THIS	DAY OF	202__
ADOPTED THIS	DAY OF	202__

CHAIR

CORPORATE OFFICER

SCHEDULE “C”1. Water, Sewer, and Port Renfrew Street Lighting

a) For Single Family Equivalent, the user fees payable by Service Area shall be:

Service Area	Annual Charge • 25% of which is billed each 3 months
Skana Water	\$1,233.85 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	\$1,497.89 per Single Family Equivalent connected to the water system
Lyll Harbour/ Boot Cove Water	\$772.98 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	\$447.08 per Single Family Equivalent connected to the sewer system
Magic Lake Estates Water	\$369.62 per Single Family Equivalent connected to the water system
	Quarterly Consumption Charge >50 m ³ = \$0.50 m ³ >80 m ³ = \$1.50 per m ³
Sticks Allison Water	\$1,702.08 per Single Family Equivalent connected to the water system
	Excess Consumption Fee – for metered water use per service connection in excess of 110 cubic metres per three months: \$5.00 per cubic metre
Wilderness Mountain Water	Consumption Charge: \$21.80 per month for each Single Family Equivalent connected to the water system Annual User Charge: \$1082.51 per annum for each Single Family Equivalent connected to the water system
Port Renfrew Water Annual User Charge	\$223.74 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	\$685.27 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	\$43.24 per User

(Schedule “C” continued on next page)

- b) For other Consumers, the annual charge, 25% of which is billed each three months, is calculated as "N" times the total annual Single Family Equivalent. "N" is determined as outlined in the following chart, except as noted in Sections 1c and 1d.

Use	"N"
Bed and Breakfast – each building	1.00
Hotel/Motel – each housekeeping unit	1.00
Cabin – each unit	1.00
Mobile home park – per space	1.00
Commercial building housing 1 business	
Up to 3 employees	1.25
4 or more employees	1.50
Commercial building housing more than 1 business	
Each business up to 3 employees	1.25
Each business 4 or more employees	1.50
Restaurant	2.00
Church	1.00
School – for each classroom	1.00
Hospital – for each bed	1.00
Other – for each 1,360 litres of daily winter water consumption. Estimated flows will be based on regulations or guidelines issued pursuant to the BC <i>Health Act</i> .	1.00

- c) For the Lyall Harbour/Boot Cover Water Service Area

Use	"N"
Commercial building housing 1 business	
Up to 3 employees	1.00
4 or more employees	2.00
Commercial building housing more than 1 business	
Each business up to 3 employees:	1.00
Each business with 4 or more employees:	2.00

- d) For Port Renfrew Water and Sewer Service Areas:
If the Single Family Equivalent has not been designated in 1b, the unit calculation will be based on the **Minimum Daily Design Flow** as specified in the *Sewerage System Standard Practice Manual*, Version 2, September 21, 2007, prepared by the BC Onsite Sewage Association.

Appendix C

Changes to Fees & Charges, Bylaws No. 4586 and 4587

Purpose: To summarize changes to Fees and Charges for 2024 in the three Electoral Areas.

Bylaw No. 4586:

To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule "B" (2) a) Water and Sewer User Fees - Fixed Fees

Service Area	2024 Annual Charge (per SFE)	2023 Annual Charge (per SFE)	Committee/Commission Recommendation
Cedars of Tuam Water	\$2,297.71	\$1,941.18	Cedars of Tuam Water Service Commission October 30, 2023
Cedar Lane Water	\$1,559.79	\$1,417.95	Cedar Lane Water Service Commission October 17, 2023
Beddis Water	\$1,092.48	\$1,021.02	Beddis Water Service Commission October 16, 2023
Highland Water	No Change	\$0	Fernwood and Highland Water Service Commission October 31, 2023
Fernwood Water	No Change	\$0	
Highland & Fernwood Water	\$1,289.82	\$1,217.09	
Maliview Sewer	\$1,983.06	\$1,888.61	Maliview Sewer Local Service Commission October 31, 2023
Fulford Water	\$1,729.38	\$1,572.18	Fulford Water Service Commission October 30, 2023

**Bylaw No. 4586:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges**

Changes to Schedule “B” (2) b) Water and Sewer User Fees - Consumption Charge based on volume of water metered

Service Area	2024 Consumption Charge	2023 Consumption Charge	Committee/Commission Recommendation
Cedars of Tuam Water	First 38 m ³ = \$9.00/m ³ >38 m ³ = \$18.00/m ³	First 38 m ³ = \$7.00/m ³ >38 m ³ = \$18.00/m ³	Cedars of Tuam Water Service Commission October 30, 2023
Cedar Lane Water	No Change	First 30 m ³ = \$2.50/m ³ >30 m ³ = \$9.00/m ³ >61 m ³ = \$25.00/m ³	Cedar Lane Water Service Commission October 17, 2023
Beddis Water	No Change	First 38 m ³ = \$3.10/m ³ Next 68 m ³ = \$6.30/m ³ >106 m ³ = \$8.50/m ³	Beddis Water Service Commission October 17, 2023
Highland and Fernwood Water	No Change	First 38 m ³ = \$0.64/m ³ Next 68 m ³ = \$2.00/m ³ >106 m ³ = \$5.13/m ³	Fernwood and Highland Water Service Commission October 31, 2023
Maliview Sewer	No Change	\$1.75/m ³ of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	Maliview Sewer Local Service Commission October 31, 2023
Fulford Water	Single Family Residential: No Consumption Charge Other: \$3.60/m ³ Minimum Consumption Charge per three months is \$432.35 per service connection.	Single Family Residential: No Consumption Charge Other: \$3.27/m ³ Minimum Consumption Charge per three months is \$393.04 per service connection.	Fulford Water Service Commission October 30, 2023

**Bylaw No. 4586:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges**

Changes to Schedule “C” (1) Disposal Fees and Charges

Service Area	2024 Fees	2023 Fees	Committee/Commission Recommendation
Septage	\$119.88 per cubic metre (\$0.545 per imperial gallon)	\$104.49 per cubic metre (\$0.475 per imperial gallon)	Salt Spring Island Local Community Commission November 23, 2023
Sewage	\$119.88 per cubic metre (\$0.545 per imperial gallon)	\$104.49 per cubic metre (\$0.475 per imperial gallon)	Salt Spring Island Local Community Commission November 23, 2023

**Bylaw No. 4587:
To Amend Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges**

Changes to Schedule "C" (1) a) Water, Sewer and Port Renfrew Street Lighting

Service Area	2024 Annual Charge	2023 Annual Charge	Committee/Commission Recommendation
Skana Water	\$1,233.85 (per SFE)	\$1,181.80 (per SFE)	Skana Water Service Committee November 9, 2023
Surfside Park Estates Water	\$1,497.89 (per SFE)	\$1,447.72 (per SFE)	Surfside Park Estates Water Service Committee November 14, 2023
Lyall Harbour/Boot Cove Water	\$772.98 (per SFE)	\$730.88 (per SFE)	Lyall Harbour/Boot Cove Water Local Services Committee November 20, 2023
Magic Lake Estates Sewer	\$447.08 (per SFE)	\$416.04 (per SFE)	Magic Lake Estates Water and Sewer Committee November 14, 2023
Magic Lake Estates Water	\$369.62 (per SFE) Consumption Charge >50 m ³ = \$0.50/m ³ >80 m ³ = \$1.50/m ³	\$356.38 (per SFE) Consumption Charge >50 m ³ = \$0.50/m ³ >80 m ³ = \$1.00/m ³	
Sticks Allison Water	\$1,702.08 (per SFE)	\$1,749.70 (per SFE)	Sticks Allison Water Local Service Committee November 7, 2023
	No Change	> 110 m ³ per 3 months = 5.00/m ³	
Wilderness Mountain Water	\$1,082.51 (per SFE)	\$992.80 (per SFE)	Wilderness Mountain Water Service Commission November 10, 2023
	Consumption Charge = \$21.80 (Monthly per SFE)	Consumption Charge = \$20.00 (Monthly per SFE)	
Port Renfrew Water Annual User Charge	\$223.74 (per Unit)	\$209.93 (per Unit)	Port Renfrew Utility Services Committee November 10, 2023
Port Renfrew Sewer Annual User Charge	\$685.27 (per Unit)	\$662.10 (per Unit)	
Port Renfrew Street Lighting	\$43.24 (per User)	\$41.78 (per User)	



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 13, 2023**

SUBJECT **Bylaw No. 4574 to Expand Shirley Fire Protection and Emergency Response Service Area Boundary (Bylaw No. 1927)**

ISSUE SUMMARY

The proposed bylaw amendment expands the Shirley Fire Protection Local Fire Service boundary to a single parcel of land with the civic address of 10440 West Coast Road.

BACKGROUND

One property in the Shirley area of the Juan de Fuca Electoral Area is currently excluded from the Shirley Fire Protection and Emergency Response service area. This property owner has worked with staff to prepare a petition to the Capital Regional District (CRD) to be included in the Shirley Fire Protection and Emergency Response service area boundary. The property boundary amendment would include the property located at 10440 West Coast Road (Appendix A).

The portions of the individual parcels and owner’s names to be included into fire protection are:

Owner	Property ID	Civic Address
Funky Forest Inc	023-414-308	10440 West Coast Road

The petition process was concluded on October 27, 2023. The property owner provided unanimous support to the amended service area and results have been certified by the CRD Corporate Officer (Appendix B).

The proposed bylaw amendment ensures the property receives timely life-safety services and increases the tax base of the service. There are no operational concerns with the addition of the property. The proposal is supported by staff and the Shirley Fire Protection and Emergency Response Commission.

ALTERNATIVES

Alternative 1

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

1. That the attached Certificate of Results of the petition to expand the service area boundary for the Shirley Fire Protection and Emergency Response Service be received;
2. That Bylaw No. 4574, “Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 3, 2023”, be read a first, second, and third time; and
3. That elector approval be obtained by Electoral Area Director consent on behalf.

Alternative 2

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

IMPLICATIONS

Financial Implications

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

Service Delivery Implications

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

Legal Implications

All establishing bylaw amendments require elector approval prior to adoption. As this is a service entirely within the Juan de Fuca Electoral area, the most cost-effective method to obtain this is by way of Electoral Area Director consent on behalf.

The *Regional District Establishing Bylaw Approval Exemption Regulation*, BC Reg 113/2007, exempts an establishing bylaw amendment only adding a parcel to a service area from the need for Inspector of Municipalities approval before adoption. However, s.135 of the *Community Charter* and s. 228 of the *Local Government Act* require one clear day between third reading and adoption, where assent, consent, or approval is required. As this bylaw requires elector assent, the Board can read it three times then adopt it at a future meeting.

CONCLUSION

The proposed bylaw amendment expands the Shirley Fire Protection Local Fire Service boundary to a single parcel of land with the civic address of 10440 West Coast Road. Staff recommend adoption of the attached local fire protection area service area amendment Bylaw 4574 (Appendix C).

RECOMMENDATION

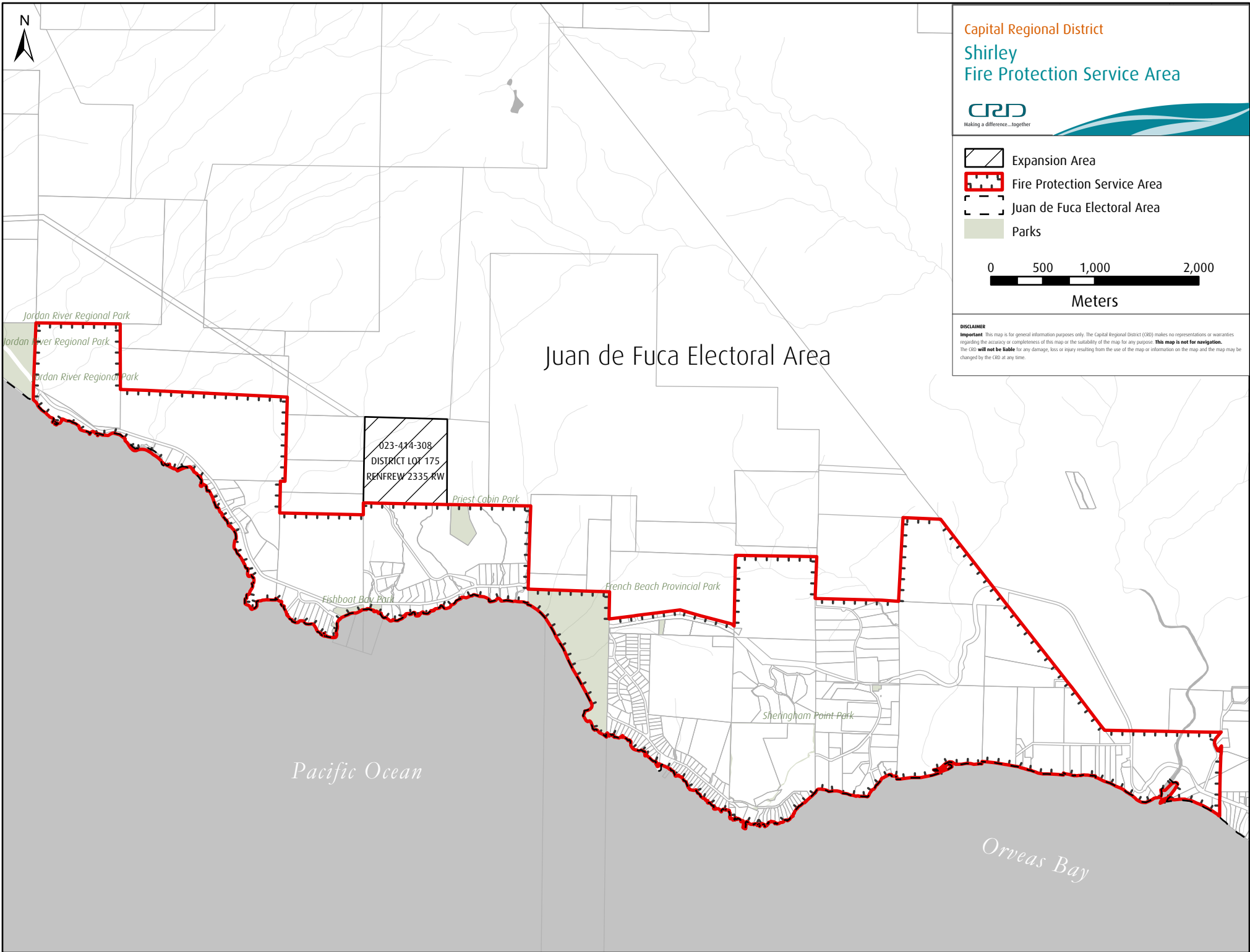
The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the attached Certificate of Results of the petition to expand the service area boundary for the Shirley Fire Protection and Emergency Response Service be received;
2. That Bylaw No. 4574, “Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 3, 2023”, be read a first, second, and third time; and
3. That elector approval be obtained by Electoral Area Director consent on behalf.

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





ATTACHMENTS

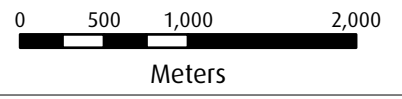
- Appendix A: Map of Proposed Shirley Fire Protection Local Service Area Amendment
- Appendix B: Certification of Petition
- Appendix C: Bylaw No. 4574, “Shirley Fire Protection Local Service Area Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 3, 2023”



Capital Regional District
 Shirley
 Fire Protection Service Area



-  Expansion Area
-  Fire Protection Service Area
-  Juan de Fuca Electoral Area
-  Parks



DISCLAIMER
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Juan de Fuca Electoral Area

023-414-308
 DISTRICT LOT 175
 RENFREW 2335 RW

Pacific Ocean

Orveas Bay



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CAPITAL REGIONAL DISTRICT

CERTIFICATION OF RESULTS

**SHIRLEY FIRE PROTECTION, EMERGENCY RESPONSE AND RECREATION
SERVICE – PETITION TO INCLUDE 10440 WEST COAST ROAD**

I, Kristen Morley, Corporate Officer for the Capital Regional District, do hereby declare that a petition was signed by 100% of the owners of the property located at 10440 West Coast Road requesting expansion of the service area boundary under Bylaw 1927, *“Shirley Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991”*.

The requirements for the petition as set out in section 337 of the *Local Government Act* and 212 of the *Community Charter* have been satisfied.

Dated at Victoria, BC
this 27th day of October, 2023.



Kristen Morley
Corporate Officer

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4574

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

WHEREAS:

- A. Under Bylaw No. 1927, "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991", the Regional Board established a service to provide fire protection service to residents of the Local Service Area (the "Service");
- B. By petition under section 337 of the *Local Government Act* and under section 2 of the *Regional District Establishing Bylaw Approval Exemption Regulation*, a landowner requests inclusion into the service area and has provided a compliant petition;
- C. The Electoral Area Director for the Juan de Fuca Electoral Area has consented to the modifications to the establishing bylaw under ss. 347 and 349 of the *Local Government Act*; and
- D. The Board wishes to amend Bylaw No. 1927 to ensure fire protection and emergency response in the community;

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

- 1. Bylaw No. 1927, "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991" is hereby amended by replacing Schedule "A" in its entirety with the attached amended Schedule "A".
- 2. This Bylaw may be cited for all purposes as "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 3, 2023".

READ A FIRST TIME THIS	th	day of	2023
READ A SECOND TIME THIS	th	day of	2023
READ A THIRD TIME THIS	th	day of	2023
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	th	day of	2023
ADOPTED THIS	th	day of	2023




CHAIR

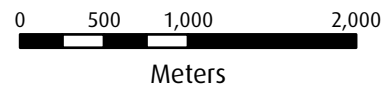
CORPORATE OFFICER



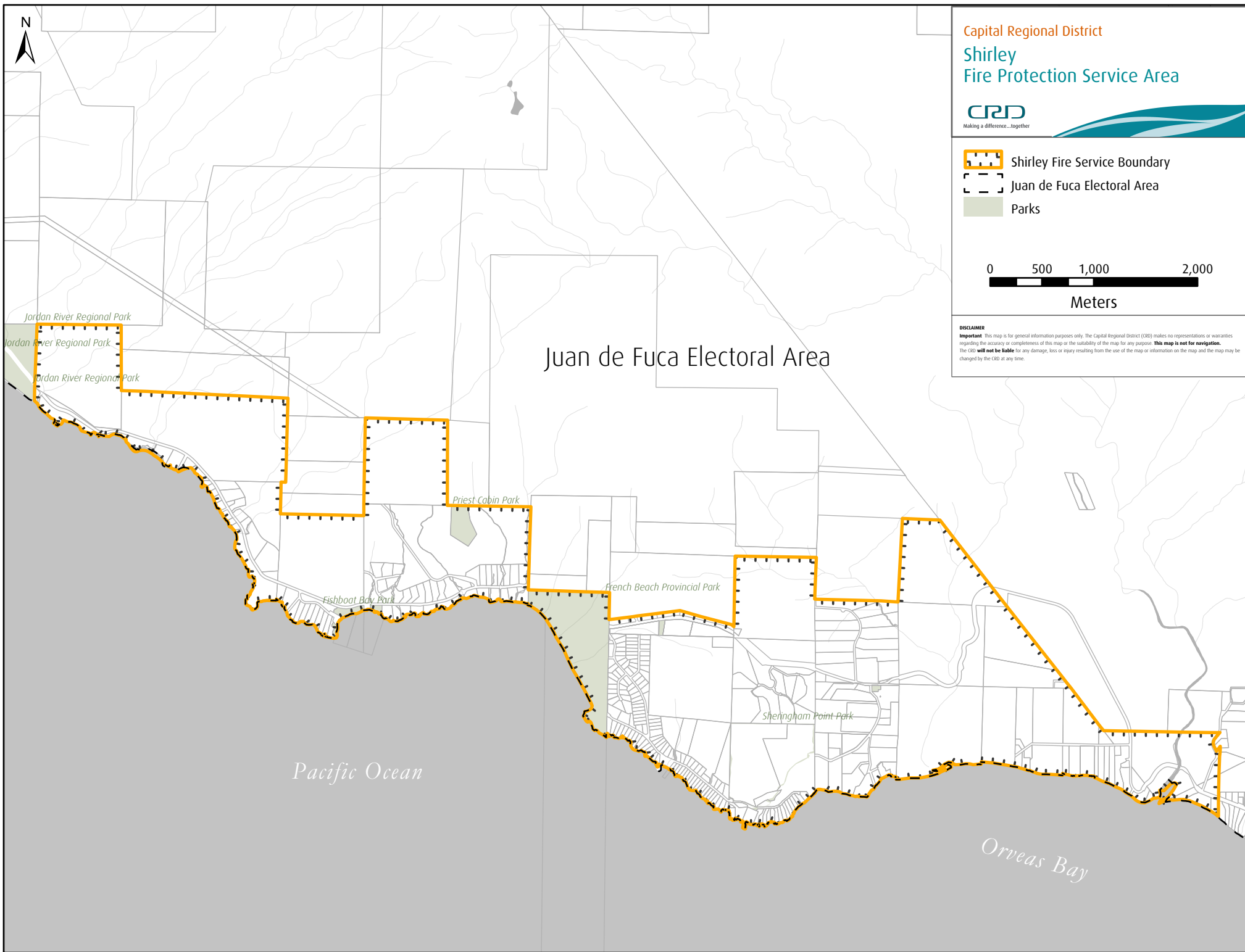
Capital Regional District
Shirley
Fire Protection Service Area



-  Shirley Fire Service Boundary
-  Juan de Fuca Electoral Area
-  Parks



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Present: Commissioners Charlene Dishaw (Chair), Barry New, Gerald Longson(EP), Jim Henshall, Cathy Clinton ,Stephen Rybak, Andrew Simon(EP), Lorne Byzyna(EP)

Staff: Lori Seay-Potter(Recording Secretary) Emma Davis (Galiano Liaison for the CRD), Kristian Sigvardsen (Maintenance Contractor).

Regrets: Paul Brent

Also attending: Murray Scadeng, Andrew Loveridge.

EP=Electronic Participation

The meeting was called to order at 9:05 a.m.

1. TERRITORIAL ACKNOWLEDGEMENT

Commission Chair Dishaw provided a territorial acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Clinton, Seconded by Commissioner Rybak that the 02 November 2023 agenda be approved as corrected. **CARRIED.**

3. ADOPTION OF MINUTES

MOVED by Commissioner Henshall, Seconded by Commissioner Clinton that the 05 Oct. 2023 minutes be approved as amended. **CARRIED.**

4. CHAIR'S REPORT

4.1 Map Updates: Designer has received final feedback and printing is slated for December 2023.

4.2 Business Arising and Action Items Review: Covered in reports.

5. PRESENTATIONS/DELEGATIONS NONE

6. CORRESPONDENCE: Apple Pie invoice for annual advertising

7. ADMINISTRATION REPORTS

7.1 Maintenance Contractor's Report: Maintenance report was circulated prior to the meeting. Highlights:

-Morning Beach bike rack move: Kristian identifying suitable options.

-Fire Protection Kennedy Workshop: South Galiano Volunteer Fire Department consulted-stoves need WETT inspection.

-Valerie's Place chain needs replacement.

-Matthews Point: Michael Carrothers will work on upper trail and landing. Clarifying signage required with CRD Regional Trail proximity.

ACTION: Commissioner Longson will arrange WETT certification for Kennedy stove(s).
Chair will provide CRD Regional Parks contact to Commissioner Rybak.
Commissioner Rybak will contact CRD Regional Parks regarding signage near Matthews Point.

7.2 Parks, Trails and Shore Access Report: Commission received a reply from MOTI/CRD regarding flagged trees at Morning Beach which we be shared with concerned residents and the public.

7.3 Recreation Report: Commissioners New and Dishaw met with Lori and updated the grants intake process.

7.4 Volunteer Report: Commissioner Clinton sent a monthly update out to the stewards/volunteers and is organizing appreciation for PIPRC Volunteers.

7.5 Betty's Place Operations Subcommittee Report: No meeting since the last Commission meeting. Water sampling underway and winterization complete. Chair connected with neighbours holding the license for the spring. Daily 500 gallon/daily draw is the maximum possible from spring, which leaves it inaccessible to Betty's Place. Final water plan will be included in the Master Plan.

7.6 Betty's Place Master Planning Subcommittee: Draft master plan is expected to be ready for review by the Commission in January 2024, including a budget for annual upkeep. St. Margaret's of Scotland rental proposal currently on hold. Commissioner Longson is in talks with a local horticulturist to provide garden services. Emma Davis will provide insurance requirements to a contractor if requested.

8. TREASURER REPORTS

8.1 Status of Accounts: Report will be reviewed at the December meeting.

8.2 Payment of Invoices: Circulated prior to the meeting. Kristian's invoices are outstanding and will be submitted soon.

8.3 Capital Program Spending: No expenditures this period.

8.4 2024 final budget recommendations:

MOVED by Commissioner Byzyna, Seconded by Commissioner Rybak that the 2024 GIPRC Operating and Capital Budgets be recommended to the CRD. **CARRIED.**

9. UPDATE STATUS OF CAPITAL PROJECTS

9.1 Silú Park Completion: Map requires better waterproofing. Interpretation panel on history of the park is underway in partnership with local Indigenous elders. Toilet building requires additional gutter to address persistent rainwater intrusion.

ACTION: Commissioner Longson and Kristian will arrange Silú toilet building fix and visit Activity Centre site for ideas.

9.2 Zuker-Georgeson Bay Shore Access Restoration: Contractor insurance has been confirmed for Michael Carrothers and invasives removals underway along with a work party planned with UVic students. Neighbour has been contacted and encouraged to continue invasives removal along the property line.

ACTION: Emma will develop a contract for MC for work at Georgeson Bay and Matthew's Point.

10. COMMISSIONER APPOINTMENT RECOMMENDATIONS

MOVED Chair Dishaw, **SECONDED** by Commissioner to close the meeting in accordance with the Community Charter, Par 4, Div. 3, Section 90(1) Commission moved to the closed session at 10:42 a.m.

Commission rose and reported the following from the closed session at 10:55:

MOVED by Commissioner Rybak, Seconded by Commissioner Henshall that GIPRC recommends that the Electoral Area Director consider Keith Erickson, Sonia Baker and Murray Scadeng for appointment to GIPRC. **CARRIED.**

11. UNADDRESSED THOUGHTS AND CONCERNS

Commissioner Rybak inquired about Sturdies Bay Rd/Murchison Cove site and MOTI final remediation about the forest side.

ACTION: Chair will contact MOTI regarding Murcheson Creek remediation.

Adjournment at 10:57 a.m.

APPROVED by GIPRC at the December 07, 2023 meeting:



CHAIR

(signature block)

COMMITTEE CLERK "



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MINUTES OF A MEETING OF THE Lyall Harbour Boot Cove Water Local Service Committee, held Thursday, February 9, 2023 at 9:30 a.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: Jeanne Crerar (Chair); J. Money (Vice Chair); P. Brent (Electoral Area Director); T. McLeod (EP) A. Olsen; I. Rowe (EP)

Staff: J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality Operations; L. Xu, Manager, Finance Services (EP); T. Duthie, Manager, Administrative Services; M. Risvold, Committee and Administrative Clerk (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:32.

1. ELECTION OF CHAIR

The Acting Senior Manager called for nominations for the position of Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for the term ending December 31, 2023.

J. Money nominated J. Crerar. J. Crerar accepted the nomination.

The Acting Senior Manager called for nominations a second time.

The Acting Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Acting Senior Manager declared J. Crerar Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for the term ending December 31, 2023 by acclamation.

2. ELECTION OF VICE CHAIR

The Chair called for nominations for the position of Vice Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for the term ending December 31, 2023.

A. Olsen nominated J. Money. J. Money accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, the Chair declared J. Money Vice Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for the term ending December 31, 2023 by acclamation.

3. APPROVAL OF AGENDA

MOVED by J. Crerar, **SECONDED** by J. Money,
That the agenda be approved.

CARRIED

4. ADOPTION OF MINUTES

MOVED by P. Brent, **SECONDED** by J. Money,
That the minutes of the November 22, 2022 meeting be adopted.

CARRIED

5. CHAIR'S REMARKS

The Chair thanked staff for:

- Quickly identifying the leak on December 25, 2022
- The timely and informative communication of work in progress
- Advising users when the work was complete

The Chair welcomed T. McLeod to the Committee.

Discussion ensued regarding the recent well transfer with Natures Trust.

6. PRESENTATIONS/DELEGATIONS

There were none.

7. SENIOR MANAGER'S REPORT

Staff thanked J. Money for organizing the ground water well transfer with Natures Trust and advised the statutory right-of-way (SRW) is being modified to list the well as a Capital Regional District (CRD) asset. The well will be registered with the Province of British Columbia and necessary steps will be taken so the water service can use the well in the future.

Discussion ensued regarding:

- Quality of water produced by the acquired well
- Alternative Approval Process (AAP)
- Source water validity study
- Grant funding

8. COMMITTEE BUSINESS

8.1. Presentation – Lyall Harbour/Boot Cove Water Local Service Committee Orientation

Staff presented the orientation and responded to questions from the committee regarding:

- The ability for adjustments to be made to an approved budget. Staff advised the approved motion provides direction to staff, and the budget presented to the committee in the fall is a projection for the upcoming year. The fee and charges bylaw provides the ability to adjust the rates. A special meeting would be required to discuss moving funds.

- Completing a well analysis in 2023 with capital project 22-02 Dam Improvements & Regulatory requirements. Staff advised they are not comfortable with completing the well analysis with this capital project as the project cost is undetermined, and an appropriate consultant would need to be contracted.
- Community Works Funds (CWF) from the Electoral Area Director and AAP. Staff advised if CWF can be used for the well analysis, the budget would not likely need to be amended. Staff noted that CWF cannot be used to pay for staff time so a consultant would need to be hired.
- Concern regarding the water quality and boil water advisories (BWA's). Staff advised the water treatment plant upgrades and AAP are to resolve the BWA's.
- Sediment buildup. Staff advised if the pipes are stagnant for a period of time sediment can build up and appear when the water is turned back on.

J. Money left the meeting at 11:02 am.

Requests from the committee:

- Staff to determine how many parcels are not currently connected to the service but could be in the future.
- Staff to investigate CRD's responsibility of the watershed property located around the lake.
- Staff to confirm the funding source for the turbidity pilot project and advise the committee of the estimated delivery times.
- Staff to determine if there is a list containing water system users email addresses that the committee can obtain for communication purposes.

The committee thanked staff for the presentation.

8.2. Project and Operations Update

Staff provided updates on capital projects and service operations.

Discussion ensued regarding:

- Leak detection
- Notifications to homeowners regarding leaks on properties
- Zone meters for detecting leaks
- On-island staff

8.3. Referral From Electoral Areas Committee – Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492)

The committee provided the following feedback:

- Would like a communication plan that includes what the bylaw is.
- Would like to see an incentive side as well as a penalty side.

9. LYALL HARBOUR/BOOT COVE WATER LOCAL SERVICE COMMITTEE MEETING SCHEDULE

Regular meetings of the Lyall Harbour/Boot Cove Water Local Service Committee shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC on Thursday, February 9, Thursday, June 15 and a date to be determined in November to approve the Operating and Capital Budget. Meetings will commence at 9:30 am unless otherwise determined. Additional meetings are at the call of the Chair, and a special meeting would be required to amend the budget.

10. CORRESPONDENCE

There was none.

11. NEW BUSINESS

There was none.

12. ADJOURNMENT

MOVED by P. Brent, **SECONDED** by I. Rowe,
That the meeting be adjourned at 11:38.

CARRIED

CHAIR

SECRETARY



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MINUTES OF A MEETING OF THE Lyall Harbour Boot Cove Water Local Service Committee, held Thursday, June 15, 2023 at 9:30 a.m., In the Goldstream Meeting Room, Victoria, BC

PRESENT: Commissioners: J. Crerar (Chair); J. Money (Vice Chair); P. Brent (EA Director) (EP); A. Olsen; T. McLeod (EP)

Staff: J. Marr, Acting Senior Manager, Infrastructure Engineering; G. Harris, Senior Manager, Environmental Protection (EP); J. Kelly, Manager, Capital Projects; M. Risvold (Recorder)

REGRETS: I. Rowe

EP = Electronic Participation

The meeting was called to order at 9:32.

1. APPROVAL OF AGENDA

MOVED by A. Olsen, **SECONDED** by J. Money,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by J. Money, **SECONDED** by A. Olsen,
That the minutes of the February 10, 2023 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S REPORT

J. Marr advised the water conservation bylaw has been approved by the Board and is now in effect. Water conservation is now mandatory with the potential for enforcement. An insert will be included in the June water bills regarding water conservation.

Staff advised they applied for an internal grant opportunity for growing communities in the amount of \$562,000.

Staff provided updates on the following:

- Well update. Capital Regional District (CRD) has completed the paperwork for the well transfer and Right of Way modification. Staff are currently waiting for an update from Natures Trust.
- CRD is waiting for a response from the Ministry of Transportation and Infrastructure (MoTI) regarding paving the road around Money Lake.

- Staff are working with MoTI for a potential culvert upgrade project.
- Parcels that are not connected to the water system but are located within the service area. Staff advised there are approximately 30 parcels within the service area that are not currently connected.
- Ownership and responsibility of the land around Money Lake. CRD owns, and is responsible for, the property around Money Lake. There is a covenant on the property that states no building.
- Turbidity meter. Staff advised that funding has been secured and the equipment will be ordered soon.

Discussion ensued regarding signage around Money Lake.

6. COMMITTEE BUSINESS

6.1. 2022 Annual Report

J. Marr spoke to item 6.1.

Discussion ensued regarding:

- New turbidity meter
- Island Health recognizing readings from the new experimental turbidity meter
- Boil Water Advisories (BWA's)
- Seasonal lake turnover
- Dissolved organic matter
- Sampling for water taste and odour
- Unauthorized water use

Staff advised water taste and odour sampling will take place and the test results will be shared with the committee at the next meeting. Staff noted dissolved organic matter can interfere with the turbidity meter reading which can result in a false positive for turbidity. The experimental turbidity meter technology should cancel out interference of the dissolved organic matter in the turbidity reading.

6.2. Project and Operations Update

J. Kelly spoke to item 6.2.

Discussion ensued regarding:

- Filtration, toe-drain, and filter blanket
- Growing communities grant funds
- Community works funds
- Dam remediation
- Archaeological assessment

7. CORRESPONDENCE

There was none.

8. NEW BUSINESS

8.1. Grants Discussion

Staff advised that any grants that come available will be applied for. The Electoral Area Director noted staff are always reviewing grant opportunities for all water services.

9. ADJOURNMENT

MOVED by A. Olsen, **SECONDED** by J. Money,
That the June 15, 2023 meeting be adjourned at 10:39.

CARRIED

CHAIR

SECRETARY



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MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, September 12, 2023 at 9:30 a.m., in the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: M. Fossil (Chair); J. Deschenes (Vice Chair) (EP); R. Sullivan; A. Cyr (EP); W. Foster; D. Reed; (EP)

Staff: J. Marr, Senior Manager, Infrastructure Engineering; M. Cowley, Manager, Wastewater Engineering & Planning; D. Robson, Manager, Saanich Peninsula & Gulf Islands Operations; C. Moch, Manager, Water Quality Operations; M. Risvold (Recorder)

REGRETS: P. Brent (EA Director)

EP = Electronic Participation

The meeting was called to order at 9:32 am.

1. APPROVAL OF AGENDA

The following items were added under New Business:

8.1 Water Rates

8.2 Kiosk Wraps

MOVED by W. Foster, **SECONDED** by D. Reed,
That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES

MOVED by D. Reed, **SECONDED** by W. Foster,
That the minutes of the June 13, 2023 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. SENIOR MANAGER'S REPORT

• Water Sampling Results

J. Marr advised that water quality testing was recently completed as members of the public brought forward concerns due to no visible lily pads on the lake and less birds than previous years. As a precaution, staff switched the water source from 80% Buck Lake and 20% Magic Lake supply to 100% Buck Lake supply. The Capital Regional District (CRD) undertook additional testing for the presence of any chemicals which revealed no adverse chemicals within Magic Lake. CRD has since switched back to 80% Buck Lake and 20% Magic Lake water supply.

Staff responded to a query from the previous meeting regarding the capacity of the water treatment plant. Staff advised the plant was built for a full anticipated build out of the community, advising there is approximately 15-20% capacity remaining.

6. COMMITTEE BUSINESS

6.1. Project and Operations Update

J. Marr spoke to item 6.1.

The committee asked if CRD would be concerned if the watershed on the north side of Buck Lake was to be developed. Staff advised that Islands Trust would provide a referral to CRD where staff can comment.

The committee asked about the remaining pipe that is to be replaced, expressing concerns that previously resulted in violations. Staff agreed that the remaining pipe needs to be addressed in the long term, which funding will need to be raised for as there is not enough funds in the current grant. Staff suggested completing a closed circuit television (CCTV) inspection of the pipes to check for concerns and complete spot repairs in the interim. Discussion ensued.

The committee requested that staff post when the work is scheduled to take place on a notice board as it would be beneficial and appreciated by the community.

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

8.1. Water rates

The committee discussed increasing the variable water rates, noting the current rate may be inadequate for water conservation.

Discussion ensued regarding:

- Water usage statistics for the community
- Lowering the water limit
- Lack of incentive to conserve water

8.2. Kiosk Wraps

Staff shared local images with the committee that can be used to cover the kiosks. Staff encouraged the committee to submit high resolution photos that they would like used and noted it is easier to remove graffiti from kiosks that have a wrap on them. Discussion ensued.

9. ADJOURNMENT

MOVED by D. Reed, **SECONDED** by W. Foster,
That the September 12, 2023 meeting be adjourned at 10:31 am.

CARRIED

CHAIR

SECRETARY



Minutes for a meeting of the Mayne Island Parks and Recreation Commission held at the Mayne Island Library, 411 Naylor Road on October 12, 2023

Present: Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)
Jacquie Burrows, (Treasurer) Peter Askin
Veronica Euper (by telephone) Adrian Wright
Kestutis Banelis Lauren Edwards (Recorder)

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

Guests: Todd Shannon, Operations Supervisor, Regional Parks, CRD
Justine Starke, Manager Southern Gulf Islands Service Delivery, CRD
Kat Ferneyhough, Mayne Island CRD Liaison

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

It was acknowledged that we are honoured to meet on the traditional territory of the Coast Salish People and that in the spirit of reconciliation, Brandon, a cultural monitor with the Tsartlip First Nation is monitoring our work this week on the boat ramp in Village Bay which was a very important and significant village site.

2. Approval of Agenda

Add: 6.4.4(a) Signage on tractor shed.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the agenda be approved as amended.

CARRIED

3. Adoption of Minutes of August 10, 2023

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin, that the minutes of September 14, 2023 be adopted as presented.

CARRIED

4. Chair's Remarks

Chair Bell welcomed the guests to this meeting. She thanked those involved in organizing and monitoring the Village Bay boat ramp.

Commissioner Banelis arrived at 3:04 pm

**Mayne Island Parks and Recreation Commission
Minutes for October 12, 2023**

5. Guest Presentations

- Justine Starke stated that Kat Ferneyhough is available to support MIPRC by attending the regular MIPRC meetings.
- Todd Shannon reported that CRD would like to work with MIPRC to develop informative signage for the regional parks on Mayne Island
- He reported that CRD is working with Islands Trust and would like to create parking spaces, a toilet and an information kiosk at St. John Point Regional Park.
- Consultation will also occur with the Mayne Island Conservancy...
- It was stated that the CRD signs have three panels that welcome and provide info about three key area features; shows a map and regulatory info; and shows all CRD parks. The integration of community park info within those panels are for consideration.
- Discussed the joint management of regional and community parks in the Mount Parke area and it was reported that CRD would engage on the management plan, improve trails, monitor and address trees that pose risk in targeted areas and do the work on the ground.
- It was agreed that MIPRC will provide a commissioner's name to the CRD for use as a MIPRC point of contact.
- It was reported that the regional trail will be extended and should be fully completed by March and that signage will be installed near the ferry terminal.
- The issue regarding the block wall along the trail was raised and it was reported that another department of CRD did receive input from the community and that the finishing of the block wall is receiving consideration.
- The topic of adding signage that provides history of the Japanese Canadian legacy at St. John Point was raised and Todd Shannon agreed there would be interest in including this history... He asked that the story text and a picture be emailed directly to him.
- It was reported that two new benches will be installed at viewpoints.
- Discussion occurred regarding the Glen Echo development and it was confirmed that there will be follow up on this item.
- Discussion occurred regarding invasive deer initiatives and it was reported that CRD Regional Parks department has not been engaged on this issue at this time.
- Discussion occurred regarding the protocol for communication with other levels of government and clarification was provided that CRD staff are responsible for communicating to all other levels of government on behalf of its commissions.
- Commissioners were requested to use the Handbook as a point of reference or contact Justine Starke for further information.

6. Reports

6.1.1. Treasurer's Report for the period September 1 – 30, 2023

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Wright that the Treasurer's report for the period September 1 - 30, 2023 be approved as presented.

CARRIED

Mayne Island Parks and Recreation Commission
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6.1.2. E- transfer update
E-transfer is now available for Japanese Memorial Garden donations.

6.1.3. New Horizons for Seniors Program grant application
The application for \$25,000 was submitted and the decision will be made in February.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- It was reported that Stephen Henderson, CRD, responded to the Fallow Deer Management Plan and that CRD is looking for a path forward on this provincial responsibility.
- The installation of the 30 km sign on Williams Road in Dinner Bay Park has been added to Emcon's list.
- It was reported that CRD is developing a new regulatory bylaw with consistency throughout the Southern Gulf Islands.
- Justine Starke will investigate and advise if there is a current license of occupation for Williams Road. This item will be brought forward.
- An enquiry of the interim insurance manager should be made as to whether CRD can hold a group insurance policy for park events held by individuals and community groups...
- A discussion with Rob Underhill regarding ecological assessments of pocket parks will be reported on at the next meeting.
- Washroom locking system quotes to be removed from the Follow-up Action Report. .
- It was reported that the Chamber of Commerce has agreed to pay half of the honorarium for the volunteers who lock/unlock the public washrooms daily.
- Park patrol tree assessment data will be entered in the calendar system for the next meeting.
- It was reported that no Community Works Fund Grants were being considered at this time.
- It was discussed and Todd Shannon may be available to verify property boundaries at Plumper Pass and Naylor Road.
- Discussed the tenure renewals on Village Bay and David Cove ramps. It was reported that the status is unknown and that a marine impact assessment may be required.
- Justine Starke will follow-up with CRD's real estate department regarding the lease status of the library.

6.2.2. Health and Safety Concerns
No items

6.2.3. Commissioner Vacancy
Another ad will be put in the MayneLiner for next month.

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6.2.4. Events
A report was received with the agenda.

6.2.5. Monitoring local information affecting MIPRC
Discussion of the neighbouring Oceanwood Resort application at the recent Islands Trust meeting was reported on.

6.3. Committees

6.3.1. Fitness Track
No report.

6.3.2. Technology
A report was received with the agenda.

6.4. Parks

6.4.1. Miners Bay

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Wright, that the quote received from Good as Wood Tree Services for the reshaping of the holiday light tree in Miners Bay Park dated October 2, 2023 for \$1050.00 be approved.
CARRIED

6.4.2. Dinner Bay

- The Japanese Memorial Garden crew who replaced the fence near the garden were thanked.
- It was reported that the tractor was checked and seems to be working.
- The bench near the playground needs to be fixed.
- Playground assessments were completed and the broken rope bridge was removed for fixing or replacement.
- The horseshoe pit will be addressed in the coming month.
- A chipping quote will not be sought as diameter of brush is less than 2 inches and will be burned.
- A local electrician will be contacted to install a circuit for the freezer at the Adachi Pavilion.

6.4.3. Cotton Park
A report was received with the agenda.

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

- Commissioners provided suggestions for a sign directing visitors to the Japanese Memorial Garden and the design will be revisited.
- It was reported that a substantial discount was received for the Christmas lights purchase.

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6.4.5. Trail Network Development/Henderson

- There was a statement of thanks made for the donation of wood chips which were spread on the Ed Williams trail. A work party will be scheduled to move rocks and new signage needs to be installed to warn the public to stay off the area closed due to washout.
- The Kippen Road beach staircase replacement was discussed and more investigation will be done for possible options. This item is in the budget for 2025.

6.4.6. Village Bay

It was reported that the ramp repair work began on October 11th with work done mainly on the south side. The cultural monitor was in attendance. The work is expected to be finished by October 13th.

6.4.7. Emma and Felix Jack Park

- It was reported that at least 200 people attended the National Day for Truth and Reconciliation event.
- The commission unanimously agreed the planter may remain in the park for another year.

7. Correspondence/Meetings

- 7.1. Numerous emails to/from CRD regarding e-transfer system for Japanese Memorial Garden.
- 7.2. Email from park guardian regarding planter at Emma and Felix Jack Park.
- 7.3. Emails/telephone conversations with CRD and contractor regarding timing of Village Bay ramp repair.
- 7.4. Email invitation from Mayne Island Health Association to participate in Health and Wellness meeting on October 23, 2023.
 - Kat Ferneyhough will attend this luncheon and bring info back to MIPRC.
 - Kat Ferneyhough will investigate MIALS grant opportunities with respect to the fitness track build.
- 7.5. Email from Walking Soccer organizer regarding cancellation of program and return of MIPRC recreational grant funding.
 - The grant was returned due to lack of interest.
- 7.6. Email from CRD providing contract with Bennett Bay Water District.
- 7.7. Email from CRD regarding progress on pilot project for MIPRC SharePoint system.
- 7.8. A number of thank you emails from recipients of MIPRC recreational funding grants.

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- 7.9. Request from community organization requesting storage space in library basement. Reply sent advising policy is MIPRC does not store 3rd party property.
- 7.10. Emails to/from CRD Fleet Services regarding tractor repair.

8. New Business

A verbal proposal from an individual regarding dedicated facilities for youth was discussed and the individual will be invited to submit a more detailed proposal.

9. Motion to Close the Meeting in accordance with Community Charter

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that the meeting be closed in accordance with Community Charter Part 4, Division 3, Section 91(e) and that recorder and staff attend.

CARRIED

10. Rise and Report

No report

11. Meeting Adjournment

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Burrows that the Mayne Island Parks and Recreation Commission meeting be adjourned.

CARRIED

The meeting adjourned at 5:39 pm

Original signed by

November 9, 2023

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
Monday October 16 , 2023 3:00 pm
Zoom/Pender Community Hall

Commissioners: George Leroux (Chair/Treasurer), Erin O'Brien, Lisa Baile, Sandra Tretick, Rob Fawcett, Richard Sullivan, Andrea Mills, Paul Brent. **Staff:** Ben Symons (Maintenance Contractor), Lori Seay-Potter (Recorder) Stephen Henderson(CRD).

1. CALL TO ORDER - Chair Leroux called the meeting to order at 3:00 pm. **2.**

2. APPROVAL OF AGENDA

MOTION to approve the 16 October 2023 PIPRC agenda as amended to include "4.4 Ursula Poepel Park" . M-Commissioner Tretick, S-Commissioner Mills.
CARRIED.

3. ADOPTION OF MINUTES

MOTION to approve the 11 September 2023 PIPRC minutes. M-Commissioner Baile, S-Commissioner O'Brien. **CARRIED.**

4. CORRESPONDENCE and BUSINESS ARISING

4.1 Magic Lake Dock: Zoning change is pending.

4.2 Found Rd Trail: Signage quotes were circulated prior to the meeting. Commission agreed to proceed with the quote for larger signage.

ACTION: Ben will arrange installation of signage at Found Rd and provide post costs to Chair.

4.3 Ellena Trail closure update: A rationale for closure has been written and will be shared with CRD after Ben reviews material.

4.4 Ursula Poepel Park: Commission agreed to approach landowner regarding remediation/planting at the disturbed portion of the site. Seeding will be done this month.

5. DELEGATION: Pump Track - Marie-Andree Cloutier & Jaime McLean

The delegation shared an information package on the Pump Track and reported on community outreach-personal and in writing- to park neighbours. Many neighbouring landowners have written letters of support for the track. Delegation submitted documentation that 116 Pender Residents have signed a support pledge along with 20 plus letters of support from a mix of island organizations and individuals. Delegation recommended PIPRC support the development of approximately 1500 sq feet of paved track, as a hard surface increases user reach. Phase 1 is the pump track and Phase 2

could be more playground props. Wheelchair accessibility is also possible with a short paved extension.

The Commission thanked Marie and Jaime for the update and agreed to review the submitted information.

ACTION: Lori will circulate the Pump Track support package submitted by the Delegation.

6. MAINTENANCE/OPERATIONS REPORT - Ben Symons

Heart Trail Extension: requires additional directional signage. Ownership/License of Use unclear.

Shingle Bay: Shauna Hucaluk, CRD Archeology Manager, visited Shingle Bay with Ben. Historical cultural use is evident on the foreshore. An archeological assessment would be required if working on the lower section of the site. Materials can be added to the site, with a Monitor present. Ben will continue to explore drainage options that don't engage with the noted section of the foreshore. Restoration work can proceed and a separate drainage plan will be developed. Capital funds are in place for this work.

Capstan: Degraded boardwalk was reviewed at Capstan and no archeological issues were raised. Tree losses likely due to drought. The Commission will explore watering options and replanting this Fall.

Yard Arm: Commission agreed to proceed with trail stairs repair.

ACTION: Ben will develop a drainage proposal for Shingle Bay.
Lori will contact CRD to clarify Heart Trail Extension use.

7. TOPICAL ISSUES

7.1 2024 Operating Budget: Treasurer reviewed and discussed the draft Operating budget in detail. Commission agreed to add resources for a map update/redesign and a park assets inventory. Commission also agreed to explore a partnership with an island non-profit to access a summer/co-op student.

7.2 2024 Capital Budget: Treasurer reviewed and discussed the draft Capital budget in detail.

MOTION to recommend the draft 2024 PIPRC Operating and Capital budgets, as amended, to the CRD for approval. M- Commissioner Fawcett, S-Commissioner Tretick. **CARRIED.**

ACTION: Commissioners Tretick and O'Brien will develop a student proposal.

8. PROJECTS

8.1 Schooner Way Trail: CRD will submit the grant application by October 27/2023 with a decision likely for January. Fundraising going well - strong support from many smaller individual donations and significant donations from island businesses and organizations. Correspondence was received regarding long term maintenance costs for the Trail and will be addressed at the next meeting.

8.2 Shingle Bay Park and Trail : under Maintenance Report.

8.3 Stewardship - Erin: Planting schedule will be developed in partnership with PICA and will include an evaluation of sapling cages/anchors.

ACTION: Commissioners O'Brien & Sullivan will connect on saplings.

9. REPORTS

9.1 CRD Director: Deferred.

9.2 Chair: Budget development was focus since last meeting.

9.3 Treasurer: Deferred.

9.4 Communications: Chair -November and Comm.Fawcett-December

9.5 Stewardship Report: reported under Projects and Topical issues.

10. NEW BUSINESS

10.1 Magic Lake abandoned boats disposition: Commission will seek guidance from CRD staff and arrange disposal as appropriate.

ACTION: Lori will follow up with Justine Starke - CRD on boat disposal

10.2 Permit Application Three on the Tree - Lantern Festival.

MOTION to approve the Three on the Tree park use permit application for the Lantern Festival in Magic Lake Park on December 30/2023-Jan. 1/2024. M-Commissioner Tretick, S-Commissioner Fawcett. CARRIED.

10.3 Next Meeting: The Commission agreed to hold the final meeting for 2023 on December 4, 2023 and set a 2024 Schedule at that meeting.

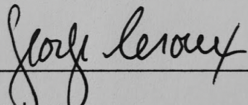
Chair Leroux left the meeting and Commissioner Fawcett assumed the Chair. Stephen Henderson-CRD Real Estate joined the meeting.

11. LAND ACQUISITION-IN CAMERA

MOVED by Commissioner Fawcett SECONDED by Commissioner Tretick to close the meeting in accordance with the *Community Charter, Par 4, Div. 3, Section 90(1)* Commission moved to the closed session at 4:40 p.m.

Commission rose from the closed session and adjourned at 5:10 p.m.

Approved at the 04 Dec. 2023 PIPIC Meeting:



George Leroux

Chair-PIPRC



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MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Monday, June 12, 2023 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria BC

PRESENT: Committee Members: W. Forsberg (Chair) (EP); C. Welham (Vice Chair) (EP); A. Wickheim

Staff: J. Marr, Acting Senior Manager, Infrastructure Engineering; A. Hliva, Manager, Wastewater Conveyance Operations; Liz Ferris, Manager, Policy & Planning; J. Kelly, Manager, Capital Projects; M. Risvold (Recorder)

REGRETS: C. Carlsen

EP = Electronic Participation

The meeting was called to order at 2 pm.

1. APPROVAL OF AGENDA

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

CARRIED

2. ADOPTION OF MINUTES

MOVED by A. Wickheim, **SECONDED** by C. Welham,
That the minutes of the February 6, 2023 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S UPDATE

J. Marr advised the water conservation bylaw has passed and is now in effect. An insert will be included in the June water bills. An overview of the penalties were provided as requested.

Staff responded to a question from the committee regarding bylaw enforcement. Staff advised Capital Regional District (CRD) bylaw officers have the authority to issue fines.

Staff advised the committee of an internal grant opportunity that was applied for Port Renfrew. Discussion ensued.

6. COMMITTEE BUSINESS

6.1. 2022 Annual Report

J. Marr spoke to item 6.1.

Staff responded to a question from the committee regarding water testing. Staff advised regular residual testing and system-wide flushing is currently taking place. There are two chlorine pumps, one has corroded and failed. The failed pump was repaired and now acts as a spare if needed. Discussion ensued regarding the standpipe being replaced.

6.2. Project and Operations Update

Staff provided the capital projects and operational update.

J. Kelly provided an update on Capital Project 23-05 advising the design was completed last year and additional funding was received to proceed with the work. CRD has been in contact with the homeowners and the work is tentatively scheduled for July.

Staff responded to the following questions:

- The life expectancy left on the hydrants. Staff advised there is no specific timeline, however, some hydrants are old and require replacement.
- The generator at the wastewater treatment plant and its ability to run during a power outage. Staff advised annual maintenance was completed on the existing generator and it is functional.
- The status of the outfall. Staff noted the steel structures are corroded.
- Glass no longer being recycled. Staff advised glass not being recycled due to the withdrawal of the Recycle BC service.
- The current refuse disposal caretaker's retirement. Staff advised an update report with an options analysis will be provided to the committee in the fall which will include financial implications. Moving from a caretaker model to a staff member who opens the gate for certain hours of the week may be more financially viable, noting the current site zoning may not allow for a caretaker model.
- Composting opportunities with Pacheedaht First Nation. Staff advised they have been in contact with the Indigenous Zero Waste Technical Advisory Group, noting compost used to be accepted at the facility but has been discontinued due to wildlife.

Staff advised that residents of Port Renfrew are still able to provide materials as refuse even though Recycle BC has withdrawn service.

7. CORRESPONDENCE

There was none.

8. NEW BUSINESS

The committee queried having the fall meeting in Port Renfrew. Staff advised if it is not possible to host the fall meeting in Port Renfrew, a site visit can be organized for staff.

9. ADJOURNMENT

MOVED by A. Wickheim, **SECONDED** by C. Welham,
That the June 12, 2023 meeting be adjourned at 2:49 pm.

CARRIED

CHAIR

SECRETARY



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Minutes of Saturna Island Parks and Recreation Commission
Thursday, July 13, 2023, 4:30 Pm
Saturna Recreation Centre, Saturna Island, B.C.

Present: Commissioners: David Osborne (Chair), Robyn Quaintance (Vice Chair) Keith Preston, Larry Page, Sienna Casper (Treasurer), Al DeJoseph

Guest Delegation: Tex McLeod

Staff: Denise Kuzyk, Administrator

Regrets: Rosemary Henry, Paul Brent, Kyra Haworth,

1. The meeting was called to order at 4:30 pm, Territorial Acknowledgement, Quorum and Welcome - Commissioner Osborne provided the Territorial Acknowledgement, noted Quorum as achieved and welcomed the Commissioners and guest delegation.
2. Approval of Agenda - The Agenda was amended to move discussion of 8.6 problem trees in Boot Cove to 3.1 and the addition of 8.6 septic pump out of Outhouses at Winter Cove. Amended agenda was approved and adopted by consent.
3. Adoption of Minutes - Minutes of June 9, 2023, were recommended and approved by consent.
3.1 Problem trees in Boot Cove on Parks access. A presentation of the large trees blocking views on the parks access was given by Tex McLeod. Discussion occurred on ownership and solution of proposed topping occurred. It was agreed by consent that Tex McLeod would obtain expert opinions on how to deal with the large tree and report back to the Commission. Due to time limits a motion and voting on removal or remediation would be done via email. ACTION: C. Osborne and C. Quaintance will inspect the access and the trees.
4. Treasurer's Report: IMPREST Bank balance as at June 30, 2023, = \$1,892.95
RFA's Funded in May and June Line Dancers: (191.17) Bio blitz (645.38) Girl Guides (125.00) PickBall Association (300.00) for a total of 1,261.55. Special events: Hike, paddle, row (504.00) May 2023 financial reports (June reports not yet received) Estimated adjusted balance in recreation programs account 10,145 RFA's still to be funded (not including dog training RfA which has been withdrawn) = 9,230. Estimated adjusted balance in recreation special events after funding = 1,802
The financial report was accepted by consent.

Budget 2024: Forecasting for the new budget is due at the end of October 2023. ACTION: C. Sienna will be contacting Paul Brent for assistance with the October budget plan for 2024. **All** Commissioners are asked to provide input to capital projects for the budget 1) Gazebo shelter – location and cost – with possible community survey 2) Lyall Creek – clean up and rebuilding of foot bath bridge 3) New path and possible new bench ACTION: 1) C. Field to research gazebo kit costs 40 C. Casper To contact C. Hayworth and CRD regarding archeological study requirements for gazebo and Lyall Creek bridge 3) C. Osborne to contact Rick Jones regarding future upgrades/plans for Lyall Creek salmon enhancement.
5. Chairs Report - The Chair's written report was circulated in advance by email and referred to in the meeting.
5.1 Administrators Report – Denise requested permission to purchase ink and envelopes. Approval by consent.
6. Funding requests
6.1 From FAB for \$80.00 for cake at "Orca Day" at East Point on July 15th, 2023. Motion: "To approve Recreation funding request of 80.00 for the FOG alarm Building "Orca Day" event." Moved by C. Casper and seconded by C. Preston. Carried.

7. Business Arising from Minutes:

7.1 Report and discussion and regarding memorials. C. Casper circulated a draft policy. A general discussion ensued. MOTION: "To draft a policy on memorializing Parks facilities." Moved by C. OSBORNE seconded by R. Quintance. ACTION: All Commissioner's to review draft policy with the shared online document and make comments and suggestions for next meeting.

7.2 Park Work Parties – Carried forward.

7.3 Update on website and social media. Carried forward.

8. New Business

8.1 See 3.1

8.2 Commonality Meeting June 20 debrief. All commissioners attending agreed of the value of the event and the proposed increased operational support from the CRD.

8.3 Planning for Salmon BBQ on September 10th. It was discussed noted the organizers had things well in hand. No action required.

8.4 Policy respecting payment on payments of grants and funding. Carried forward for next meeting. ACTION: D. Kuzyk to prepare a draft guideline for the approved funding disbursements and obtain clarification from the CRD on accounting requirements for local Imprest bank account.

8.5 No camping, no fires signage, and bylaw on local parks. Currently there is no bylaw on local parks for Saturna. ACTION C. Osborne has initiated a request for a regulatory bylaw and signage and is working with CRD to get this in place. Request for cultural use of Winter Cove September 21 to 25th Carried forward.

8.6 Septic pump out of outhouses at Winter Cove. Discussion occurred on requirement to pump out. Concert ACTION C. Osborne to arrange ASAP.

9. Adjournment recommended and adjourned at 6:32 pm.

Next Meeting regular Thursday August 10, 2023, at the Lounge at Saturna Recreation Centre.

David Osborne

Chair

Denise Kuzyk

Committee Clerk



Making a difference...together

**Minutes of Saturna Island Parks and Recreation Commission
Thursday, August 10, 2023, 4:30 Pm
Saturna Recreation Centre, Saturna Island, B.C.**

Present: Commissioners: David Osborne (Chair), Robyn Quaintance (Vice Chair) Larry Page, Rosemary Henry, Sienna Casper (Treasurer)

Staff: Denise Kuzyk, Administrator

Regrets: Kyra Haworth, Keith Preston, Paul Brent, Al DeJoseph

The meeting was called to order at 4.30 pm

1. Territorial Acknowledgement, Quorum and Welcome - Commissioner Osborne provided the Territorial Acknowledgement, noted Quorum as achieved and welcomed the Commissioners.
2. Approval of Agenda - Adopted by consent.
3. Adoption of Minutes - Minutes of July 13, 2023, recommended and approved by consent.
4. Treasurer's Report – presented but Commissioner Casper:
Imprest bank account balance at July 31 = 1,853.80 less outstanding cheques to clear of 392.96.
Imprest top up to be deposited August should be 539.50 for an adjusted balance of 2,000.34.
Recreation 100705 (Expense account) Recreation programs account remainder is at 10,513.78 - only the Heritage Centre submitted a recent receipt \$80 report. O/S RFA's unfunded are 9000 according to the May approved minutes. All sub accounts including recreational funding for Recreation total 15,313.74 budget (adjusted) remaining. Parks 100701 (Expense Account) Recent July Septic pump out at Winter Cove totalled = 2,078.37. Parks fund budget all sub accounts (adjusted to date) 8,310.44 remaining. Land reserve 1018-101361 (Revenue account) 3,421.56 Capital fund 1036-101380 (Revenue Account) = 82,555.23
Financial report accepted by consent.

4.1 Budget Planning. Discussion on possible Capital Projects. Possible ideas for capital projects were discussed. Commissioner Quaintance gave a cost estimate on a large gazebo. It was noted after an informal poll of residents that a large gazebo at the proposed Tumbo Channel access has no neighbourhood support. Other ideas and proposals were discussed. Feasibility and various locations for an outhouse near pickle ball courts/community gardens. ACTION: Commissioner Casper to follow up. Lyall Creek path and footbridge repair. ACTION: Commissioner Osborne to follow up. Playground area near white house ACTION: Commissioner Casper to follow up. A dog park. ACTION: Commissioner Field to investigate Cunningham Road area proposed. Playground at the white house ACTION: Commissioner Casper to follow up.

4.2 Discussion for the need of a funding policy for approved Recreation Funding (RFA), the following was proposed: MOTION: "To adopt SATURNA RECREATION APPLICATION FUNDING POLICY

- 1) Individuals are required to submit receipts or invoices from contracted services or for expenditures. Funds will be reimbursed based on receipts up to the amount approved.
- 2) Associations (with registered bank accounts) will be required to provide copies of receipts and a spending report. SIPR Commission will decide during the approval process on funding timing based on the RFA proposal.
- 3) Societies (registered and non-registered charities) Funding will be provided after approval of RFA. Societies will be required to provide a follow up spending report after funding and prior to next application." moved by Commissioner Casper, seconded by Commissioner Osborne. Approved.

5. Chairs Remarks - The Chair's written report was circulated in advance by email and referred to in the meeting.

5.1 Administrator Report – No Report

6. Funding requests – none

7. Business Arising from Minutes.

7.1 Report and discussion re memorials. A draft policy was out sent out to all Commissioner's. ACTION: Commissioners are asked to review and respond to Commissioner Casper's draft. Carried forward to next meeting.

7.2 Park work parties. Commissioner Henry reports the cost of refinishing a picnic table is 85 dollars plus 5 hours work. ACTION: Commissioner Henry to investigate and report back on toxicity of finishing product and cost of purchasing of tools for future SIPRC use.

7.3 Update on website and social media – carried forward.

8 New Business

8.1 Delegations: none

8.2 Planning for Salmon BBQ ACTION: Commissioner Henry to coordinate volunteer jobs and provide timelines for the Salmon BBQ on September 10.

8.3 No camping, no fires, signage and Local Parks By-law. 12x18" signage will be ordered. ACTION: Commissioner Osborne still coordinating with CRD. Carried forward.

8.4 Problem trees in Boot Cove. Three trees on park access were identified by Commissioner Quintance and examined by Good as Wood. Discussion on problem trees occurred. MOTION: "That permission for Tex McLeod to have a certified service top the three identified trees on park allowance, at his expense." Moved by Commissioner Quintance seconded by Commissioner Osborne. Approved.

9 Adjournment recommended and adjourned at 6:10 pm.

Next Meeting regular Thursday 4:30 September 13, 2023, at the Lounge at Saturna Recreation Centre.

David Osborne

Chair

Denise Kuzyk

Committee Clerk



Making a difference...together

Minutes of Saturna Island Parks and Recreation Commission
Thursday, October 5, 2023, 4:30
Saturna Recreation Centre, Saturna Island, BC

Present: Commissioners: David Osborne (Chair), Robyn Quaintance (Vice Chair) Larry Page, Rosemary Henry, Sienna Casper (Treasurer) Keith Preston, Paul Brent

Staff: Denise Kuzyk, Administrator

Regrets: Kyra Haworth

The meeting was called to order at 4.35pm

1. Territorial Acknowledgement, Quorum and Welcome - Commissioner Osborne provided the Territorial Acknowledgement, noted Quorum as achieved and welcomed the Commissioners.
2. Approval of Agenda - Adopted by consent.
3. Treasurer's Report – Commissioner Casper presented with a brief summary of the preliminary budget, current financial position, allowance increase, and restrictions. Discussion of the Recreation Budget occurred.

3.1 Discussion of the Recreation budget occurred. MOTION: by Commissioner Casper “To accept Preliminary Recreation funding budget for 2024” seconded by Commissioner Osborne CARRIED.

Discussion and review of the current financial position of the Parks Preliminary budget and the Parks projects were reviewed and adjusted for the 24/25 budget as follows:

West Ridge Trail total 16,000: 2024 - 4,000. 2025 4,000.

Outhouse 30,000: 2024 - 20,000 2025 - 10,000

Lyll Creek Park enhancement 9,000: 2024 - 5,000. 2025 - 4,000

Benches/Picnic Table replacement 10,000: 2024 - 5,000 2025 - 5,000

It was noted that bridge replacement at Lyll creek and extra trail work would not be cost effective given the short trail and the added cost of an archeological study. No additional funds were added to that project.

MOTION; Sienna Casper “To move 2000.00 from Contingency to Parks Repair and Maintenance” seconded by Commissioner Brent. CARRIED.

MOTION: by Commissioner Casper “To approve 5 year financial plan for 24/25” Seconded by Commissioner Henry. CARRIED.

- 4 Chairs Report – refer to Chair’s written report was circulated in advance by email and referred to in the meeting.

4.1 Administrator Report – few of the Salmon BBQ invoices have yet to arrive. Likely they will all be submitted in October.

5. Budget related matters:

5.1 Discussion and timing of RAF deadlines for 2024. There was discussion by the Commissioners regarding changing the application deadline from April 31 to January 31 and the review and approval deadline from May 31 to February 28. The change of dates was approved by consent. **ACTION:** Commissioner Osborne will advise by email all prior applicants, post the deadlines online and have the guidelines and application forms updated.

- 5.2 Report and discussion re memorials: Commissioner's discussed two potential policy drafts. No decision was reached on a policy. ACTION: Commissioner Quintance will update her draft. CARRIED FORWARD.
6. Debrief for Salmon BBQ on September 10, 2023: The Commissioners discussed and agreed by consent that an honorarium be given to both chefs at the Salmon BBQ event in the amount of 100.00 each. ACTION: Commissioner Osborne to arrange.
7. Commissioners for 2024/25 discussion. Commissioners not renewing for an additional term: Kyra Hayward, and Robyn Quintance. Al DeJosph has resigned. Notice of Commissioner vacancies has been sent out by Commissioner Osborne and interest has been expressed by three individuals. ACTION: CARRIED FORWARD.
8. Adjournment recommended and meeting adjourned at 6:45 pm.

Next Meeting regular Thursday 4:30 October 12, 2023, at the Lounge at Saturna Recreation Centre.

David Osborne

Chair

Denise Kuzyk

Committee Clerk



Making a difference...together

DRAFT
Minutes of Saturna Island Parks and Recreation Commission
Thursday, October 12, 2023, 4:30
Saturna Recreation Centre, Saturna Island, BC

Present: Commissioners: David Osborne (Chair), Robyn Quaintance (Vice Chair) Larry Field, Rosemary Henry, Keith Preston, Paul Brent

Regrets: Sienna Casper (Treasurer) Denise Kuzyk, Administrator
Kyra Haworth

Guest: Heather Michaud

The meeting was called to order at 4.35pm

1. Territorial Acknowledgement, Quorum and Welcome - Commissioner Osborne provided the Territorial Acknowledgement, noted Quorum as achieved and welcomed the Commissioners and guest.
2. Approval of Agenda – circulated by email and adopted by consent.
3. The minutes of August 10, 2023 were approved by consent as circulated. Thanks to our Administrator. The minutes of October 5, 2023 were approved by consent as circulated. Thanks again to our Administrator.

4. The Commissioner Casper, Treasurer and D. Kuzyk, Administrator being absent, Commissioner Osborne circulated a brief financial summary to September 30 as follows:

Imprest account balance as of September 30, 2023, = \$1,995.34 (adjusted).

Funded RFA'S in August/Sept \$5066.

Outstanding RFA's = \$1,939.

Recreation programs account remainder is estimated at \$2938. after outstanding balances RFA's are cleared. Some requests come in under funding approval.

Recreation 100705 Expense account

All sub accounts including recreation funding for Recreation total \$9,058 as at budget September estimated.

Parks 100701 Expense Account \$5739.70 as at September estimated.

Land reserve 1018-101361 Revenue account \$3,438.12 - as at August 2023

Capital fund 1036-101380 Revenue Account \$87,943.89 as at August 2023.

ACTION: The Commissioner Casper, Treasurer and D. Kuzyk, Administrator to complete budget spreadsheets and submit to the CRD as approved.

5. The chair's report for October was accepted as circulated and referred to as necessary through the meeting. Commissioner Quaintance, vice-chair agreed to chair the November meeting in the absence of the chair, supported by the administrator.

6. Funding requests: No funding requests.

6.1 The Commission agreed to extend the unused funding for pottery workshops to Patricia DeJoseph from 2023 to 2024. **ACTION:** Commissioner Osborne to write to advise P. DeJoseph.

- 7 Business Arising from Minutes:

7.1 The Commissioners decided there will be no more work parties until Spring, 2024.

7.2 Commissioner Henry reported on bench and table maintenance which she has been researching. She recommended, and the commissioners agreed that in future maintenance will be conducted by volunteer work parties using available tools and purchasing supplies and tools where needed, as in the past.

MOTION: Commissioner Osborne moved the final memorial policy (attached), seconded by Paul. After discussion, carried. The fee schedule to be attached when it is produced.

7.3 After discussion of 3 applications for the 3 vacancies on the commission starting January 2024 for two year terms, the Commissioner's decided to recommend James (Jamie)Ritchie, Lisa Mitchell, and Heather Michaud to the elected representative, Paul Brent, to be approved by the CRD board in November. Thank you to the 3 candidates for putting their names forward. **ACTION:** Commissioner Osborne to inform them of the process by email.

8. New Business:

8.1 MOTION by Commissioner Osborne, seconded by Commissioner Henry, that the commission change its meeting day to the second Monday of each month at 4:30 starting January 2024. After discussion, carried, contingent upon consent from Sienna and Denise, who are absent.

8.2 Commissioner Osborne reported about correspondence from the CRD that a local park bylaw is in progress.

8.3 Commissioner Osborne reported that the Saturna Lodge has suggested problem trees approved to be maintained will be done this fall.

9. Meeting adjourned at 5:45.

Next Meeting regular Thursday 4:30 November 9, 2023, at the Lounge at Saturna Recreation Centre.

David Osborne

Chair

Denise Kuzyk

Committee Clerk



Making a difference...together

MINUTES OF A MEETING OF THE Skana Water Service Committee, held Friday, June 16, 2023 at 9:30 a.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: W. Korol (Chair) (EP); P. Brent (EA Director) (EP); B. Hill (EP); R. Johnston (EP)

Staff: J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality; M. Risvold (Recorder)

REGRETS: Mitch Bentley (Vice Chair)

EP = Electronic Participation

The meeting was called to order at 9:37 am.

1. APPROVAL OF AGENDA

MOVED by P. Brent, **SECONDED** by B. Hill,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

The following was added to Item 8.1 of the minutes:

"The Committee requested a tank action plan from staff consisting of high-level costs and long-term timeline showing the entire project life cycle (starting with options identification and analysis, through project design and installation) ensuring that funding is available at each annual budget stage to ensure that the tank replacement or repair project can move forward."

MOVED by P. Brent, **SECONDED** by B. Hill,
That the minutes of the February 10, 2023 meeting be adopted as amended.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S REPORT

J. Marr advised the water conservation bylaw has been approved by the board and is now in effect. Water conservation is now mandatory with the potential for enforcement. An insert with frequently asked questions will be included in the June water bills. Stage 1 is from May 1 until September 30. Sandwich boards will be modified to reflect mandatory water conservation. Staff will send the approved water conservation bylaw to the committee as requested.

Staff advised there is an internal grant opportunity for growing communities which is linked to affordable housing. Staff applied for the grant in the amount of \$619,000.

6. COMMITTEE BUSINESS

6.1. 2022 Annual Report

J. Marr spoke to Item 6.1.

In response to a question from the committee regarding the well levels, staff advised there are currently no concerns and well levels are higher than last year suggesting the community may be using less water.

6.2. Project and Operations Update

J. Kelly spoke to Item 6.2.

Staff advised a debrief meeting was held with the Investing in Canada Infrastructure Program (ICIP) team, and noted the following:

- ICIP received several competitive applications.
- Capital Regional District (CRD) grant applications for ICIP fall under the Vancouver Island region, which includes the Gulf Islands, who have received a fair amount of funding regarding environmental quality.
- There are currently no further grant intakes planned.
- Applications received were competitive, regulatory driven and related to climate resiliency.
- Asset management could be stronger in the service.
- Lack of documentation indicating community support to fund the remaining 25% if the grant was successful.

Discussion ensued regarding:

- Long-term plan to address the current tanks.
- Acceptable low-cost solution for the tanks.
- Putting a small dollar value aside from the reserve fund.
- Ability to use poly tanks.
- Alternative Approval Process (AAP).
- Affordable long-term option for the tank replacement.
- Including an options analysis in the budget prior to an AAP.
- Well decommissioning.
- Concern regarding debris found around a well to be decommissioned.

Staff responded to a question from the committee regarding the disinfection by-products (DBP) management plan provided to Island Health (IH). Staff advised a letter was sent to IH, which included short- and long-term action plans. Options include reducing the chlorine dosage to a degree that is still acceptable for proper disinfection. Another approach would be to reduce the organics in the well water. Mid-term action items include trying to fix the leak in the aquifer where surface water gets in. If leak repairs do not fix the issue, the long-term action plan would be to upgrade treatment to remove organics which is costly.

P. Brent left the meeting at 10:04 am.

The committee asked if there is value in advising the community that DBP levels climb during the rainy season and to take precautionary steps. Staff advised if DBP levels rise over the maximum allowable concentration, a notice will be sent out to the community, and noted DBP's are not an acute short term health issue. Staff advised Health Canada uses a rolling annual average and are satisfied with quarterly testing. Additional sampling can be done at the cost of the service. Discussion ensued.

Staff will provide an update to the committee via email regarding an on-island operator.

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

There was no new business.

9. ADJOURNMENT

MOVED by R. Johnston, **SECONDED** by W. Korol,
That the June 16, 2023 meeting be adjourned at 10:49 am.

CARRIED

CHAIR

SECRETARY



Making a difference...together

MINUTES OF A MEETING OF THE Sticks Allison Water Local Service Committee, held Monday, February 13, 2023 at 9:30 a.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: B. Russell (Chair); H. Schofield (Vice Chair); P. Brent (Electoral Area Director); J. Fenby

Staff: J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality Operations; L. Xu, Manager, Finance Services (EP); T. Duthie, Manager, Administrative Services; M. Risvold, Committee and Administrative Clerk (Recorder)

REGRETS: M. Menyhart

EP = Electronic Participation

The meeting was called to order at 9:31.

1. ELECTION OF CHAIR

The Senior Manager called for nominations for the position of Chair of the Sticks Allison Water Local Service Committee for the term ending December 31, 2023.

H. Schofield nominated B. Russell. B. Russell accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared B. Russell Chair of the Sticks Allison Water Local Service Committee for the term ending December 31, 2023 by acclamation.

2. ELECTION OF VICE CHAIR

The Chair called for nominations for the position of Vice Chair of the Sticks Allison Water Local Service Committee for the term ending December 31, 2023.

B. Russell nominated H. Schofield. H. Schofield accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, H. Schofield was declared Vice Chair of the Sticks Allison Water Local Service Committee for the term ending December 31, 2023 by acclamation.

3. APPROVAL OF AGENDA

The following items were added to the agenda:

- Sticks Allison service connection oversight
- August 29, 2022 email correspondence to committee

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the agenda be approved as amended.

CARRIED

4. ADOPTION OF MINUTES

Item 8.2 was amended to read:

“Staff advised there is a lack of space to include more information and will attempt to fix the readability. An asterisk with further detail will be included on the next tax insert.”

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the minutes of the November 24, 2022 meeting be adopted as amended.

CARRIED

5. CHAIR’S REMARKS

The Chair made the following remarks:

- Appreciates the efforts towards water conservation
- Shared concerns regarding the challenged aquifer
- Concern regarding surrounding private wells
- Increased use of water
- Requested more information regarding bylaw enforcement

Discussion ensued regarding sharing capital costs and grant funding.

The committee spoke further to item 6.1 of the November 24, 2022 minutes regarding capital project 24-01 Source Water Surveillance. The following comments were provided from the committee:

- There is no regulatory or compliance requirement
- The system user’s response to a drop in the well level, due to the data logger, is going to be the same and users will not change their habits
- Feels the project would only speed up finding leaks by a few days

6. SENIOR MANAGER’S REPORT

J. Dales provided the following updates:

- November 14, 2022 heavy metal testing and brief water outage – staff met with the operations field supervisor and made amendments to the standard operating procedure (SOP) to monitor pressure within the system.
- Sticks Allison service connection oversight – staff will provide an update to the committee via email.
- Update on water conservation bylaw – will be discussed under agenda item 8.3.
- August 29, 2022 email correspondence to Committee.
- Hydrant maintenance – there is a meeting set up with the South Island Fire Department to review the standpipe connections and committee members are able to attend.

Staff responded to a question from the committee regarding the frequency of water meter readings. Staff confirmed the pumphouse meter is read monthly and individual property meters are read every three months.

7. PRESENTATIONS/DELEGATIONS

There were none.

8. COMMITTEE BUSINESS

8.1. Presentation – Sticks Allison Water Local Service Committee Orientation

Staff provided the presentation and responded to questions regarding:

- The frequency of bacteriological testing. Staff advised the testing is completed monthly as required through the *British Columbia Drinking Water Protection Act*.
- Steps that would be taken in the event of bacteriological contamination. Staff advised an immediate resample and discussion with the regulator, Island Health (IH), would take place to determine immediate actions required. If a boil water advisory (BWA) was necessary, the notice would be issued immediately. Notices for Sticks Allison are posted the following ways:
 - Door to door
 - Sandwich boards
 - CRD website
 - IH website
 - Public Advisory Notification System (PANS) notifications sent online, via text message, and email

Staff responded to questions regarding the possibility of an informal mid-winter update on overall water consumption since this is otherwise only provided once a year in the annual report.

Committee members noted that a property adjacent to the water system's well is for sale and therefore that currently inactive well could see possible substantial use going forward.

Discussion ensued regarding grants.

The committee thanked staff for the thorough overview.

8.2. Project and Operations Update

Staff provided the capital project and operational updates.

8.3. Referral From Electoral Areas Committee – Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492)

Input from the Committee received:

- Would like the following words added to page 41(b)(i): Decks, patios and tennis courts
- Happy to see item 5(e).
- Glad to see the bylaw, feels there needs to be a formal system and appreciates the efforts.

- The bylaw needs to include a restriction on residents filling their rain tanks with our system water. This has been witnessed more than once in the Sticks Allison system area during the driest months.
- This new bylaw being "complaint driven" renders it somewhat ineffectual, since water usage cannot usually be detected without trespassing due to the nature of the houses and gardens being set far back from the road amid trees.
- This new bylaw needs to be effectively communicated to the stakeholders. The Committee suggested that an explanatory and educational note be added to one or more billing mailouts as well as sandwich board notifications and other methods of communications.

9. MEETING SCHEDULE

Regular meetings of the Sticks Allison Water Local Service Committee shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC on Monday, February 13, Monday, June 19 and a date to be determined in November to approve the Operating and Capital Budget. Meetings will commence at 9:30 am unless otherwise determined.

10. CORRESPONDENCE

There was none.

11. NEW BUSINESS

The Chair thanked staff for the meeting and noted it is great Sticks Allison has a service. The Chair shared concerns regarding decreased rainfall and more residents having dogs which contribute to increased water use. The committee added they are feeling extreme pressure for water usage as well as financial pressure.

12. ADJOURNMENT

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the February 13, 2023 meeting be adjourned at 11:08.

CARRIED

CHAIR

SECRETARY



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MINUTES OF A MEETING OF THE Sticks Allison Water Local Service Committee, held Monday, June 19, 2023 at 9:30 a.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: B. Russell (Chair); H. Schofield (Vice Chair); C. Menyhart (EP); J. Fenby; P. Brent (EA Director)

Staff: J. Marr, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula & Gulf Islands Operations; C. Moch, Manager, Water Quality; M. Risvold (Recorder)

REGRETS:

EP = Electronic Participation

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

1. APPROVAL OF AGENDA

“Service connection issue” was added to Item 5 of the agenda.

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES

The following amendments were made to the minutes.

Item 6: Staff confirmed the pumphouse meter is read monthly and individual property meters are read every three months.

Item 8.1: Staff responded to questions regarding the possibility of an informal mid-winter update on overall water consumption since this is otherwise only provided once a year in the annual report.

Committee members noted that a property adjacent to the water system's well is for sale and therefore that currently inactive well could see possible substantial use going forward.

Item 8.3:

- The bylaw needs to include a restriction on residents filling their rain tanks with our system water. This has been witnessed more than once in the Sticks Allison system area during the driest months.
- This new bylaw being "complaint driven" renders it somewhat ineffectual, since water usage cannot usually be detected without trespassing due to the nature of the houses and gardens being set far back from the road amid trees.
- This new bylaw needs to be effectively communicated to the stakeholders. The Committee suggested that an explanatory and educational note be added to one or more billing mailouts as well as sandwich board notifications and other methods of communications.

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the minutes of the February 13, 2023 meeting be adopted as amended.

CARRIED

3. CHAIR'S REMARKS

The Chair provided the following remarks:

"Thank you all for your efforts on behalf of the 37 users of SAWS (Sticks Allison Water Service).

1. Rainfall is down (Galiano Way measurements) from the 5-year average. We are grateful for the early notification of water conservation. Hopefully, having been advised, all users of the aquifer are conserving. We would like to hear further on the well levels and perhaps see this graphically as has been the past notices.
2. Our committee continues to oppose the proposed electronically monitoring of water levels from a distance expense as a SAWS expense. We feel this is technology to help the coordinator of all systems. Our impression is that the capital cost should be spread evenly through all the CRD supervised systems.
3. I ask that there be some communication from Jason with regard to Islands Trust Bylaws 283 and 284 of the matter of the exclusion of the Community Forest from these water conservation measures and ask Carmita and Jason to comment today.
4. I spoke with the acting fire chief 10 days ago. He had not heard from Jason Dales with regard to the issue of our fire hydrants. The 25,000-gallon steel tank and known end point pressure and size of the water line (is it 4" or 6") should be able to give an insurance underwriter a guideline as to how many gallons/minute the hydrant would produce. This factor seems to be one the underwriter needs to know before a favourable rate can be determined. We await further information on the matter.
5. Thanks to Lia for including the asterisk on the tax assessment notice explaining SAWS is a user funded system.

Respectfully, Brian Russell, MD, SAWS Chair"

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S REPORT

• Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492) – Update

Staff advised the draft Water Conservation Bylaw was reviewed by the Electoral Areas Committee (EAC) and went to the Board for review and consideration. The Board approved the Bylaw, and it came into effect in May making water conservation measures mandatory. Inserts including information and Frequently Asked Questions will be included with the next quarterly water bills. There is an accompanying bylaw that allows CRD bylaw staff to issue fines if there is noncompliance.

- **Service Connection Issue**

Staff advised there is no update at this time. Staff stated the connection issue falls under the Freedom of Information and Protection of Privacy Policy. Any conversation regarding individual property is required to be discussed in a closed meeting. Staff will provide an update to the committee and Electoral Area Director in the coming weeks.

Staff responded to questions from the committee:

- How many gallons per minute (gpm) can be produced by a four-inch hose to fill a canvas reservoir that firetrucks draw from. Staff advised there is a device that can test the flow of the hydrant to determine the hydrant's capacity. Staff noted there is water usage and a cost associated with conducting the test.
- If flow testing can take place when the on-island operator opens the hose. Staff advised it can potentially be looked at; however, other parts of the system need to be monitored while conducting flow testing. A standard operating procedure (SOP) has been enacted to prevent too much flow which can result in other impacts to the system. Staff noted operators are traveling to the island this coming week for preventative maintenance.

6. COMMITTEE BUSINESS

6.1. 2022 Annual Report

D. Robson spoke to Item 6.1.

Staff responded to the following questions:

- Whether the Sticks Allison Water Service can hire a 50% funded student to check connections under the supervision of CRD staff to assist with locating leaks. Staff advised it is unlikely due to the skillset needed for leak detection. Specialized equipment is needed to determine where the water leak is believed to be. Skilled labour and specific equipment are needed, noting there is planning in place for a leak detection effort. Staff advised it is costly to send staff and equipment to the island.
- The drop in non-revenue water from the previous year. Staff advised the reduction in non-revenue water from the previous year is a direct result from the leak repair. Staff are evaluating where the non-revenue water is and is attributing it to water system leaks. Financial and environmental components need to be considered.
- Manganese levels. Staff advised the level is not high. At the end of the system, the water does not move very quick which can cause accumulation. Proactive spot flushing is done to maintain water quality.
- Routine flushing resulting in water loss. Staff advised more water was flowed than what is typically used. As more water is flowed, water pressure is impacted within the system. A flow meter and pressure gage have been installed so operators are able to maintain pressure.

6.2. Project and Operations Update

D. Robson spoke to Item 6.2.

Staff confirmed the well meter is read monthly and residential meters are read quarterly for billing purposes. There are costs associated increasing the frequency of residential meter readings. The committee advised they would like CRD to receive residential meter readings monthly and store the data to monitor for leaks within the homeowner's property but does not want additional charges. Staff advised the SCADA system and reservoir levels are monitored, noting an adjustment or change indicates something is happening in the field. Staff would then enact leak detection procedures which include going to each individual meter on a reaction basis only to check for high water consumption.

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

The committee expressed concern regarding an Islands Trust Bylaw that may impact a community forest and aquifer. Discussion ensued.

9. ADJOURNMENT

MOVED by B. Russell, **SECONDED** by H. Schofield,
That the June 19, 2023 meeting be adjourned at 10:32 am.

CARRIED

CHAIR

SECRETARY



Making a difference...together

MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Thursday, June 15, 2023 at 2 p.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: L. Vallee (Chair); P. Brent (EA Director) (EP); R. Noyes (EP); K. Wall

Staff: J. Marr, Acting Senior Manager, Infrastructure Engineering; N. Tokgoz, Acting Manager, Water Distribution & Planning; M. Risvold (Recorder)

REGRETS: W. Mulvin

EP = Electronic Participation

The meeting was called to order at 2 pm.

1. APPROVAL OF AGENDA

MOVED by K. Wall, **SECONDED** by R. Noyes,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by K. Wall, **SECONDED** by P. Brent,
That the minutes of the February 9, 2023 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair provided the following remarks:

- Concern regarding water leakage.
- Feels there has been major efforts trying to detect leaks.
- Would like future work to be done in phases instead of at once.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S REPORT

J. Marr advised the water conservation bylaw has passed and is now in effect. An insert will be included in the June water bills and an overview of the penalties was provided as requested. Staff responded to a question from the committee regarding enforcement and advised if there is noncompliance, a Capital Regional District (CRD) bylaw officer will attend the island and issue a fine. The bylaw and stages are at the discretion of the General Manager of Integrated Water Services.

Staff advised the committee of a CRD-wide internal grant opportunity for Growing Communities. Staff applied for the grant for Surfside Water Service in the amount of \$280,000 for the Wood Dale Drive watermain replacement.

6. COMMITTEE BUSINESS

6.1. 2022 Annual Report

J. Marr spoke to Item 6.1. The report was received for information.

6.2. Project and Operations Update

N. Tokgoz spoke to Item 6.2.

Staff responded to a question from the committee regarding a potential storage tank location on private property. Staff advised the pumping requirements and potential of building a new pump station will need to be reviewed. A consultant's review is necessary prior to asking the property owner if they would sell a portion of their land. Staff informed the committee of a potentially feasible location located in a park.

7. CORRESPONDENCE

There was none.

8. NEW BUSINESS

There was none.

9. ADJOURNMENT

MOVED by R. Noyes, **SECONDED** by K. Wall,
That the June 15, 2023 meeting be adjourned at 2:18 pm.

CARRIED

CHAIR

SECRETARY



Making a difference...together

MINUTES OF A MEETING OF THE Wilderness Mountain Water Service Commission, held Monday, June 12, 2023 at 9:30 a.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Commissioners: D. Pepino (Chair); M. Lechowicz (Vice Chair); A. Wickheim (EA Director); L. Cutler

Staff: S. Irg, Senior Manager, Water Infrastructure Operations; G. Harris, Senior Manager, Environmental Protection; M. Risvold (Recorder)

The meeting was called to order at 9:30 am.

1. APPROVAL OF AGENDA

MOVED by M. Lechowicz, **SECONDED** by L. Cutler,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by A. Wickheim, **SECONDED** by M. Lechowicz,
That the minutes of the February 6, 2023 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair provided the following remarks:

“Since taking the role of Chair in 2022, I have attempted to ensure clarity of intentions by both reviewing the Capital Regional District’s (CRD) stated goals and mission, and by communicating to the CRD the messages from the Wilderness Mountain Water Service (WMWS) community.

To date my perception remains that we are in a stalemate, which ultimately leads to a lose/lose outcome.

I want to attempt again today to provide clear input from the community to the CRD about the issues that are important, which stated as completely as I can are these:

The community was told that starting in 2008, they would receive a potable water service that met all health regulations. The CRD, as the only authorized service supplier, had delivered input to the government on appropriate upgrades needed, and in response was awarded a grant in 2005 to upgrade the private system to comply. In exchange, the community agreed in 2007 to a large financial burden increase (on the order of a 500% annual increase) to gain that degree of confidence in the water supply.

Since that time, instead of the communicated reduction in rates and more users were added, the financial burden per connected household has increased by 45.9% from \$1,515.00 to currently \$2,210.00 per year.

This places Wilderness Mountain water rates near the highest rates anywhere in the Province of British Columbia.

We now fully understand those initial 2012 upgrades never met, and today 11 years on still do not meet those regulations.

The only solutions so far presented by the CRD, seem to expect the WMWS community to increase those already too high rates by anywhere from 350% to over 400%, a stunning annual rate approaching \$9,000.00 per year.

What remains unspoken is why? Why is the CRD going down this path? Other solutions exist at much lower cost.

Today I look forward to understanding where we go from here that will change the current trajectory to financial ruin for the WMWS Community.”

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER’S REPORT

S. Irg advised the Electoral Areas Water Conservation Bylaw was approved by the Board and is now in effect. Sandwich boards have been placed in the community and staff are working on a communication plan for the public. Staff noted the bylaw is similar to the Juan de Fuca and Greater Victoria water conservation bylaws, and all the electoral areas will be affected. If there is a compliance issue, a CRD bylaw officer will attend to the area.

Staff advised that prior to the meeting, treated water turbidity was at 0.7 NTU (Nephelometric turbidity units). There was a minor event at the end of April where treated water was above 1 NTU for one day. The event was resolved by shutting down the plant and replacing the filters.

Discussion ensued regarding:

- The possible cause of the filters clogging.
- How well water affects water conservation.

6. COMMISSION BUSINESS

6.1. 2022 Annual Report

S. Irg spoke to Item 6.1.

Staff responded to a question from the commission regarding the drawdown over the years. Staff advised the 2021 drawdown was due to the heat dome. There was no significant impact from the auto flush in 2018.

Discussion ensued regarding:

- Reporting on the pipe distribution side.
- Any indicators of items that should be addressed.

Staff advised treated water is monitored to ensure there is no bacteria in the residual supply and all parameters are met for potability.

Staff responded to a question from the commission regarding a potential major rebuild approaching. Staff advised the system is Polyvinyl Chloride (PVC) pipe which is approximately 33 years into an 80-year lifespan. The connections and saddles on the mains will see failure over time, like the Juan de Fuca water system. Sections can be fixed as necessary.

6.2. Project and Operations Update

S. Irg spoke to Item 6.2 and noted the following:

- There are currently no capital projects for 2023.
- Monthly inspections are being completed at the dams.
- The platform at the dam has become a safety concern.
- A structural engineer has reviewed the platform and advised the structure is near end of life.
- Only one person is permitted to be on the platform at any time.
- A sign has been made indicating a lifejacket is required while on the platform.

Staff responded to a question from the commission regarding the ultraviolet (UV) power supply. Staff advised there are three reactors installed noting two are required at one time. There is one additional reactor on standby if needed.

6.3. Budget Discussion [Verbal]

S. Irg advised the wooden platform on the lake is a safety concern. Informal quotes received estimate the cost to be between \$30 and \$35,000. Staff recommend including this work in the 2024 capital plan. Director Wickheim will determine if \$45,000 of Community Works Funds can be used towards the platform. Discussion ensued regarding potential changes to the plant and the current intake.

Staff informed the commission of an internal grant opportunity for Growing Communities. The grant would fund 75% and the commission would be responsible to pay 25%. The minimum grantable portion is \$100,000. Staff advised the application has been prepared if the commission would like it submitted.

Staff responded to questions from the commission regarding water sampling. Staff advised samples are taken from the current platform and tested for turbidity, temperature, overflow, bacteriological and chloroform profiles. The samples are provided to the lab for testing and reports will be provided. Additional tests can be done at an additional cost. The commission provided information on an instrument they would like to purchase and use for water sampling. The commission will provide further details on the instrument to staff after the meeting. Discussion ensued.

MOVED BY M. Lechowicz, SECONDED BY L. Cutler,
That staff apply for the Growing Communities internal grant for \$150,000.

CARRIED

Staff reiterated that if the grant is successful, it will fund 75% and the commission would be responsible to pay the remaining 25%.

7. CORRESPONDENCE

7.1. Letter from Island Health – Wilderness Mountain Water System (CRD) – 706 Cains Way, Sooke BC

S. Irg spoke to Item 7.1.

Staff responded to the following questions:

- Plans for a response to Island Health. Staff advised there are no capital projects planned to improve the system. There are potential projects for 2024.
- Regulation interpretation. Staff advised Island Health has been clear on interpretation, and staff will not speak on behalf of Island Health.
- Whether Wilderness Mountain would be required to follow Island Health's regulations if it became a private water system. Staff advised the water system can become an Improvement District water system again, however, it would still operate under Island Health's requirements.
- If the commission and staff can meet with Island Health. S. Irg will request a meeting with Island Health after the summer.

8. NEW BUSINESS

A. Wickheim advised he spoke with the owners of a property located around the lower reservoir. The owners advised they have provided the fire department with access to their property in the event of an emergency.

9. ADJOURNMENT

MOVED by L. Cutler, **SECONDED** by M. Lechowicz,
That the June 12, 2023 meeting be adjourned at 10:49 am.

CARRIED

CHAIR

SECRETARY

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Tuesday Oct 24, 2023 7:30 PM

Present: Brent Kornelson, Gary Howell, Brian McCandless, Aran Puritch, Joel Cotter, Jim Potvin, Director Al Wickheim,

Absent:

Guests & Invitees: Vern McConnell, Art Wynans

Meeting called to order at 7:35 pm

1) Approval of Agenda

MOTION by Jim Potvin, **SECONDED** by Brian McCandless that the Agenda be accepted as presented, **CARRIED**

2) MOTION by Jim Potvin, **SECONDED** by Joel Cotter that the minutes of Sept 26, 2023 be accepted as presented, **CARRIED**

MOTION by Brent Kornelson, **Seconded** by Gary Howell that Vern McConnell be appointed to replace retired commissioner Paul Williams. **CARRIED**

3) Business Arising:

- a) Budget: Gary reviewed budget for 2024, was added to 2023 budget. Discussions followed:
Highlights: 3.5% overall increase, \$5000 added to the Fire Department budget, 2024 requisition \$145,730.
- b) Cell Tower: nothing new to report.
- c) Asphalt Hall Apron: nothing to report,
- d) Rodent Control: Brian received quotes, about \$800 initially then monthly charge of \$100
- e) Wild land Firefighting: Vern reports the Fire Department has submitted the invoice to the Province, expecting a net income of approximately \$35,000, several members have requested their pay ASAP.
- f) Water Cistern Project: Art reports grant has been approved, Joel will review project with Art

MOTION by Aran Puritch, **Seconded** by Vern McConnell that the 2024 operation budget is approved as presented with a requisition of \$145,730. **CARRIED**

MOTION by Aran Puritch, **Seconded** by Vern McConnell that \$20,000 from the 2023 operating budget surplus be transferred to the equipment reserve fund and the balance to be carried forward to the 2024 operating budget. **CARRIED**

MOTION by Brian McCandless, **Seconded** by Gary Howell that Victoria Pest Control is hired to provide pest remediation services for the Annex and Community Hall. **CARRIED**

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

MOTION by Aran Puritch, **Seconded** by Brent Kornelson that the Fire Department utilizes up to \$20,000 from their operating funds to pay their members that participated in the summer Wild Lands fire call out. **CARRIED**

4) Fire Chief Report: Art reports the new engine 12 outfitting is proceeding, reports steady call out volumes. Engine 2 is being decommissioned for sale through CRD fleet services later this year. Several new recruits will be joining the department.

5) AGM: Aran will give report at the Nov 5 WPCA AGM and Gary will give a financial report. Up for election this year is Vern, Gary and Joel: Gary, Joel and Vern have all agreed to stand for election.

6) Governance Report: Director Al Wickheim provided perspective on the recent report that was sent out on the state of Fire Department Governance within the CRD. He reviewed the purpose of the report, outlined the subsequent meetings and discussions regarding the consultant's recommendations regarding commission and fire departments governance. Discussions followed and Director Al will relay the commission's priorities, concerns and suggestions to the relevant staff for consideration.

Motion by Brian, seconded by Brent to adjourn meeting 9:45 pm, CARRIED.

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES
Sunday AGM Nov 5 2023**

Present: Vern McConnell, Aran Puritch, Brent Kornelson, Gary Howell, Brian McCandless,

Absent: Director Al Wickheim, Joel Cotter

Guests & Invitees: Willis Point Community Association AGM and community members

WPCA-AGM paused: Commission AGM called to order at 5:40 pm

1) Chair Report: Commission Chair Aran Puritch reported on the last year's activities of the commission and current project.

2) Election of Commission members: 3 positions up for election, incumbents are will to stand for another term.

a. Chair called for addition nominations from the floor 3 times, no new nominations were given.

b. Chair announced incumbent members, are elected for an addition term:

- 1. Gary Howell: re elected**
- 2. Vern McConnell: re elected**
- 3. Joel Cotter: re elected**

2) Financial Report: Gary Howell provided residents with an overview of the basic finances and the commission budget. Gary also explained the average cost included in our local property taxes and the benefit to insurance rates from having the Willis Point Fire Department.

Meeting adjourned 5:55 pm,