



Notice of Meeting and Meeting Agenda Ganges Sewer Local Service Commission

Monday, April 29, 2024

1:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

Special Meeting

MS Teams Link [Click here](#)

M. de Carle, G. Holman, D. Toynbee, C. Whyte

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. Election of Chair

3. Approval of Agenda

4. Presentations/Delegations

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address for "Addressing the Ganges Sewer Local Service Commission" 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 Ganges Sewer Local service Commission at saltspring@crd.bc.ca.

4.1. Delegation

- 4.1.1. [24-441](#) Delegation - Rob Wiltzen, Rob Grant, Salt Spring and Southern Gulf Islands Community Services Society; Re: Item 5.1. Request for Inclusion of Property in the Ganges Sewer Service Area

Attachments:

- [Delegation request: R. Wiltzen, R. Grant, Salt Spring Community Services](#)
- [Letter April 26, 2024 Salt Spring Community Services](#)
- [Letter April 18, 2024 to SS Community Services from Island Health](#)

5. Special Meeting Matters

5.1. [24-237](#) Request for Inclusion of Property in the Ganges Sewer Service Area

Recommendation: The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 105 Kilner Road;
2. The Applicant agrees to pay for all costs to include the property into the service area, and also pays the capacity purchase charge;
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property;
4. That Bylaw 4601, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024, be introduced and read a first, second and third time.

Attachments: [Staff Report: Request for Inclusion of Property in the Ganges Sewer Service Area](#)
[Appendix A: Salt Spring Island Community Services – Application Cover Letter,](#)
[Appendix B: Bylaw 4601, "Salt Spring Island Ganges Sewerage Local Service E](#)

6. Adjournment

Next Meeting:

TBA

To ensure quorum, please advise MacKenzie Williamson (mwilliamson@crd.bc.ca) if you or your alternate cannot attend

From: [REDACTED]
To: [Legserv](#)
Subject: Addressing the Board - Submission
Date: Thursday, April 25, 2024 1:20:15 PM

The following message was received through the form at 'https://www.crd.bc.ca/about/board-committees/addressing-the-board/addressing-the-crd-board-committees'. Neither the name nor the e-mail address can be confirmed as accurate.

.....

Your name::
Rob Wiltzen / Rob Grant

I represent::
Salt Spring and Southern Gulf Islands Community Services Society

Telephone::
[REDACTED]

Fax::
[REDACTED]

Email address::
[REDACTED]

Street address (optional)::
[REDACTED]

Municipality/Electoral Area in which you reside::
Salt Spring Island E.A.

I wish to address::
Ganges Sewer Local Service Commission

Meeting Date::
April 29, 2024

Agenda Item::
5.1 Request for Inclusion of Property in the Ganges Sewer Service Area for 105 Kilner Road

My reason(s) for appearing (is/are) and the substance of my presentation is as follows::

To advocate for the inclusion of 105 Kilner Road in the sewer service area and for the sewage connection as soon as possible. 105 Kilner Road has been operating as the Salt Spring Island Emergency Shelter, funded by BC Housing, since July, 2020 - after acquiring it in March, 2020. It has been, and is currently operating with a septic system that is now failing.

We first requested inclusion in December of 2022, and after first having our application returned by staff and being told it would not advance to the Commission, we re-submitted in October, 2023. The situation is now critical with Island Health demanding action to remedy the situation.

105 Kilner Road is adjacent to our main office property at 268 Fulford-Ganges Road which is already on sewer with the sewer line running on the property line between the two.

I will attend the meeting::

In person

I will have a PowerPoint or video presentation and will submit it at least 24 hours in advance of the meeting.:

No

The meeting and my presentation will be webstreamed live via the CRD website and recorded.:

I understand,

Submitted at:4/25/2024 1:20:11 PM

Submitted via:<https://www.crd.bc.ca/about/board-committees/addressing-the-board/addressing-the-crd-board-committees>

User Agent:Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/123.0.0.0 Safari/537.36

User Host Address:192.168.1.159

Application for Inclusion in Ganges Sewer Local Service for 105 Kilner Road Backgrounder

April 26, 2024

Almost eighteen months ago we, at Island Community Services, determined that deactivating the aging septic system and connecting to the sewer was the best action for the Salt Spring Island Emergency Shelter at 105 Kilner Road. We made our first application for inclusion into the service area to the CRD December 5, 2022.

It has taken this long for the application to get to the Commission table and we are happy to see that it is coming with a recommendation for inclusion in the service area for the property.

We do feel compelled, nonetheless, to correct a number of inaccuracies in the staff report with regard to the property and the application.

March 5, 2020. we acquired 105 Kilner Road, a property adjacent to our main office site, for use as an Emergency Shelter. Some modifications occurred, including a new roof, flooring, and disabling one kitchen. No structural changes were done so no building permit was taken out. The building was occupied as an Emergency Shelter in July, 2020.

The staff report is inaccurate in BACKGROUND – para. 1 in its representation that we have “recently” purchased the property, and are developing from a single residence to a boarding house / homeless shelter. Likewise, in para. 2, sentence 1 – As a result of the proposed change in use

This is not a proposed change in use and nor are we developing the property. This has all taken place almost 4 years ago. This becomes important with regard to the LEGAL IMPLICATIONS section on p.4.

December 2020. Mike Taylor, CRD Building Inspector, contacted Island Community Services to request that a building permit be obtained for a *change of occupancy classification* from “Residential” to “Care Facility” as per BC Building Code and CRD Building Law. He stated

“Building Permits for most care facilities, other than those of low occupancy (max 10) and of simple construction will require the involvement of Registered Professionals (registered Architects and Engineers). For this reason I recommend you involve a Registered Professional at this point to assess the occupancy type and permit needs for this proposal. “

January 2021. Island Community Services consequently retained Mark Vance, a Building Code Consultant to prepare a report regarding the BC Building Code Care Facility classification applicability to an emergency shelter use. Vance concluded that because the use of the building as a shelter did not meet the definition of Care Facility it still belonged within the Residential Occupancy classification.

January 22, 2021. Mark Vance - "In our opinion this would still be classified as a residential occupancy. We worked on a women's shelter in the DTES which we concluded was residential, and Peter Treuheit at Mobius [Architecture] had similar projects on the Sunshine Coast, which we found likewise...." The Vance report went on to cite the relevant BC Building Code definitions.

January 28, 2021. We forwarded this information to the CRD and requested their concurrence with the Vance report.

February 18, 2021. Mike Taylor to SSICS "... I have considered your project further and remain with the conclusion that you will need a Building Permit for the change of use of the building and needed alterations...**Mr. Vance primarily considers the occupancy to be residential and I do not disagree with this, however, I do not consider the proposed use to be that of a dwelling unit.**"

May 24, 2021. Mike Taylor to Rob Grant: "... I realized after the meeting that the Building Bylaw section 1.1.3.2. that you have quoted was revised on March 10th of this year. Section 1.1.3.2. now reads as below. The working in red was the revision. Perhaps this wording will ease your concerns. I will advise you further after completing our discussion with our in-house legal department."

1.1.3.(2) Application

The provisions of this Bylaw shall apply to the:

- (1) design and construction of new buildings or structures; and*
- (2) alteration, reconstruction, demolition, deconstruction and change in **use or class of occupancy** of existing buildings or structures*

What this demonstrates clearly is that the Building Bylaw section 1.1.3.2 was revised to require a building permit **a full year after** 105 Kilner was occupied as an Emergency Shelter. This revision cannot apply retroactively to all 'changes in use' in previous years.

August 13, 2021: M Taylor to Rob Grant "I have asked our inspectors to attend 105 Kilner to investigate for safety compliance purposes...."

August 18, 2021: 2 CRD building inspectors visited the property and were welcomed by Rob Wiltzen. They viewed the building inside and out. There was an open discussion of the renovation work that had been completed. No mention was made at that time about any building code violations, non-compliance or safety issues. The only comment regarding permits was a brief contemplation of whether re-stuccoing required a permit, with the conclusion drawn that it did not.

September 24, 2021: M Taylor to Rob Grant: "The site visit was to determine if the building is being used as a single family dwelling or as a public shelter and the general state of the building. As we have discussed for several months now we believe that a building permit is necessary due to the change in use/occupancy to ensure safety requirements of the BC Building Code have been met. I will be preparing a more formal letter to be sent to you next week regarding the continued need for the building permit and lack of occupancy approval for the use of this building."

There followed considerable further correspondence over the issue of enforcing a bylaw that was enacted a year after the fact to include the 'change in use' criteria. All further details are available upon request. To attempt to condense the event timeline:

February 15, 2022, CRD sent a final letter from Senior Manager, Legal Services and Risk Management. The letter presented the position that the CRD still felt a building permit was required, however the following concluding statement was made:

“Given the Society is aware of the risks that may arise due to this change in use and retains responsibility for ensuring reasonable safety of occupants under the Occupiers Liability Act (BC), CRD intends to take no further action unless a complaint is received.”

At this point we considered the matter closed, and this letter provided the terms by which it was closed by the CRD. The CRD stated it would take no further action unless a complaint was received. We took no exception to the terms, and accepted the letter and its terms in good faith.

However, it seemed that further action would, indeed be taken. Our application for inclusion in the sewer was returned to us without process based on previous building permit issues.

January 27, 2023: From Karla Campbell

“During our review of Salt Spring Island Community Services’ request for inclusion into the Ganges Sewer Local Area service and connection to the sewer system, it came to our attention that the property is non-compliant with the occupancy and/or use provisions of the Building Code. In this regard, we will not be advancing this request until an application for a building permit is made and the structure is in compliance with the Building Code.

Please connect with the CRD’s Building Inspection Department at our Fisgard office located at Fisgard in Victoria (250-360-3230) or Salt Spring Island. In the meantime, we will return the \$1,000 deposit until such time Community Services has resolved the outstanding building code issues. “

October 6, 2023: Letter from Ted Robbins to Rob Grant

RE: September 25 and October 3, 2023 Correspondence. The Society is welcome to submit a request for inclusion into the Ganges sewerage service. The request can be submitted through Salt Spring Island Administration staff, who will prepare a report outlining the request and implications for the Ganges Sewer Local Services Commission’s consideration. I will ensure the request advances to the Commission based on an updated request. You will be advised when the report is on the Commission agenda so you can attend the meeting if you wish.

Back to the current staff report - further inaccuracies occur on page 4 in the IMPLICATIONS section where it is stated that *“The expansion of the Service Area to include 105 Kilner Road will allow SSICS to provide a much-needed amenity for the unhoused on Salt Spring”*.

Again, this application is not to support a current or future development but to replace an aged and failing septic system at 105 Kilner Road where we have operated the Emergency Shelter for almost 4 years.

Finally, the LEGAL IMPLICATIONS section states that *“This change normally requires a building permit application under CRD’s Bylaw No. 3741”*.

At the time of occupation, CRD Building By Law No. 3741 *Building Regulation By Law No. 5, 2010*, actually stated:

Section 1.1.3 Application

The provisions of this By Law apply to the:

- 1. design and construction of new buildings or structures: and**
- 2. alteration, reconstruction, demolition, deconstruction, and change in class of occupancy of existing buildings or structures.**

This is actually citing the amending By Law 4403, which was established on March 10, 2021 which amended the section to read as follows:

The provisions of this By Law apply to the:

- 1. design and construction of new buildings or structures: and**
- 2. alteration, reconstruction, demolition, deconstruction, and change in use or class of occupancy of existing buildings or structures.**

Proposed Amending Bylaw No. 4403 attached as appendix. See point 3. P. 1, from "Electoral Areas" Committee Agenda Feb 10, 2021 at

https://www.crd.bc.ca/docs/default-source/crd-document-library/committeedocuments/electoral-areas-committee/20210210/2021-02-10agendapkgeac.pdf?sfvrsn=464d88cc_4

This section goes to state that SSICS is aware of the need for a permit but refuses to apply for one choosing instead to assume all risk associated with the operation of the boarding house / shelter.

This points in this document have established the falsity of these statements.

It is our opinion that these two issues should never have been linked as the staff report clearly supports in the final paragraph of the LEGAL IMPLICATIONS section.

“The lack of a building permit does not render a property ineligible from inclusion in a CRD service area.”

Since the issues have been linked in the staff report, it became necessary to point out these inaccuracies as a matter of record.

It is noteworthy that the initial application made in December 2022 was, in fact, rendered ineligible by staff, which appears to have been an error.

It is our hope that the application for inclusion stand on its own merits and that the commission will disregard the inaccurate narratives portrayed in the staff report and approve this important solution for public health and sanitation at the Salt Spring Emergency Shelter.

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4403**

A BYLAW TO AMEND BYLAW NO. 3741, “BUILDING REGULATION BYLAW No. 5, 2010”

WHEREAS the Capital Regional District wishes to amend Bylaw No. 3471, “Building Regulation Bylaw No. 5, 2010”;

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

1. Building Regulation Bylaw No. 5, 2010 is amended in Paragraph A of the Recitals by deleting the reference to section 694(1) of the *Local Government Act* and substituting a reference to section 298(1) of the *Local Government Act*.
2. Building Regulation Bylaw No. 5, 2010 is amended in section 1.1.1 by deleting the words “not within a city, district, town or village”.
3. Building Regulation Bylaw No. 5, 2010 is amended in section 1.1.3(2) by adding the words “use or” after the words “change in” in the first line.

4. Building Regulation Bylaw No. 5, 2010 is amended in section 1.2.2 by:

- (a) deleting the words “Human habitation is not permitted in an accessory building.” from the definition of “Accessory Building”;
- (b) deleting the words “as the space created by” from the definition of “Excavation”;
- (c) deleting the definitions of “Building Code”, “Health and Safety Aspects of the Work”, and “Structure” and substituting the following definitions in their place:

“Building Code” means the *British Columbia Building Code* as adopted from time to time by the Minister pursuant to Part 2 of the *Building Act*.

“Health and Safety Aspects of the Work” means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9, and 10, Division B, of the *Building Code*, and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.

“Structure” means a construction or portion of construction, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving, and retaining structures less than 1.2 meters in height.

(d) adding the following definitions in alphabetical order:

“Alteration” means a change or extension to any matter or thing or to any occupancy regulated by the Building Code.

“Construct” includes build, erect, install, repair, alter, add, enlarge, move, locate, reconstruct, demolish, remove, excavate or shore.

**CAPITAL REGIONAL DISTRICT (CRD) BYLAW
NO. 3741**

BUILDING REGULATION BYLAW NO. 5, 2010

*A Bylaw to Regulate the Construction, Alteration, Repair or Demolition of
Buildings and Structures in the Electoral Areas of the Capital Regional
District*

For further details, please contact

Robert Lapham
at (250) 360-3285
Planning and Protective Services Department
Capital Regional District
P.O. Box 1000, 625 Fisgard Street
Victoria, BC V8W 2S6

TABLE OF CONTENTS

CAPITAL REGIONAL DISTRICT BYLAW NO. 3741

	Page
Part 1 Scope and Definitions	3
1.1 Scope	3
1.2 Definitions	4
1.3 Purpose of Bylaw	5
Part 2 Permits and Permit Fees	6
2.1 General	6
2.2 Compliance	8
2.3 Applications	8
2.4 Permit Fees and Plan Processing Fees	12
2.5 Conditions of a Permit	13
2.6 Certificate of Occupancy	15
Part 3 Prohibitions and Obligations	16
3.1 General	16
3.2 Building Officials	17
3.3 Responsibility of the Owner	17
3.4 Professional Design and Field Review	18
3.5 Inspections	18
Part 4 Administrative Provisions	19
4.1 Penalties and Enforcement	19
Part 5 General	20
5.1 Schedules	20
5.2 Severability	20
5.3 Repeal of Bylaws	20
5.4 Citation	20

Bylaw Schedules

Appendix A	Building Permit Application
Appendix B	Mobile Home Information Sheet
Appendix C	Fireplace-Chimney-Wood Stove-Oil Furnace Application
Appendix D	Plumbing Permit Application (Residential)
Appendix E	Plumbing Permit Application (Commercial)
Appendix F	Demolition - Deconstruction Permit Application
Appendix G	Change of Occupancy Classification
Appendix H	Building Permit
Appendix I	Conditional Certificate of Occupancy
Appendix J	Certificate of Occupancy
Appendix K	Permit Fees Schedule
Appendix L	Construction Values
Appendix M	Construction Values

**CAPITAL REGIONAL
DISTRICT BYLAW NO. 3741**

**A BYLAW TO REPEAL EXISTING BUILDING REGULATIONS AND TO
ADOPT NEW BUILDING REGULATIONS IN AREAS OF THE CAPITAL
REGIONAL DISTRICT NOT WITHIN A CITY, DISTRICT, TOWN OR VILLAGE**

WHEREAS:

- A. Section 298(1) ~~Section 694 (1)~~ of the *Local Government Act* and Section 53 of the *Community Charter* authorizes the Capital Regional District, for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw.
- B. The Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the province.
- C. It is deemed necessary to provide for the administration of the building code.

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

PART 1 SCOPE AND DEFINITIONS

1.1 SCOPE

1.1.1 Electoral Areas

The provisions of this Bylaw shall apply in all parts of Juan de Fuca, Southern Gulf Islands, and Salt Spring Island electoral areas in the Capital Regional District ~~not within a city, district, town or village.~~

1.1.2 Other Legislation

Nothing contained in this Bylaw relieves any person from complying with all other applicable legislation or enactments respecting health, safety and the protection of persons and property.

1.1.3 Application

The provisions of this Bylaw shall apply to the:

- (1) design and construction of new buildings or structures; and
- (2) alteration, reconstruction, demolition, deconstruction and change in use or class of occupancy of existing buildings or structures.



ORDER

Section 31, *Public Health Act*, S.B.C. 2008, Chapter 28 & Section 11 of the *Sewerage System Regulation*, BC Reg. 326/04

To: Salt Spring and Southern Gulf Islands Community Services Society, Inc. #S0011466
Attn: Rob Wiltzen (Operations Manager)
268 Fulford-Ganges Road
Salt Spring Island, BC V8K 2K6

Pursuant to Section 25 of the British Columbia *Public Health Act*, I, Nick Park, Environmental Health Officer, of the Vancouver Island Health Authority, on April 8, 2024, conducted an inspection and dye test of your property located at 105 Kilner Road, Salt Spring Island, and legally described as: Lot B, Section 19, Range 4 East, North Salt Spring Island, Cowichan District, Plan 20705 hereafter referred to as the "Property". The Property is owned by Salt Spring and Southern Gulf Islands Community Services Society, Inc. #S0011466. Rob Wiltzen has been identified and confirmed as the Operations Manager of Salt Spring and Southern Gulf Islands Community Services Society.

As a result of my inspection, I have reasonable and probable grounds to believe, and do believe, that you are in contravention of the *Sewerage System Regulation* (BC Regulation 326/2004) hereafter referred to as the "Regulation". This opinion is based on the following:

Subsequent to the dye test performed on April 8, 2024, green florescent dye that had been placed into a toilet located on the property was observed surfacing onto the property at 105 Kilner Road at the time of the inspection on April 12, 2024. The presence of this dye on the ground confirms the health hazard.

According to Section 3(1) (b) of the Regulation, it is the duty of the owner of every parcel on which a structure is constructed or located to ensure that all domestic sewage originating from the structure does not cause or contribute to a health hazard.

Whereas you have violated that duty, effective upon receipt of this Order, I exercise my authority under Section 31 of the *Public Health Act* and Section 11 of the Regulation and hereby order you to:

1. Cease and desist the discharge of sewage onto the ground immediately.
2. Obtain the services of an Authorized Person (AP) as per Section 7 of the Regulation to complete construction or repair of a sewerage system on the property, which complies with the Regulation on or before May 10, 2024. Submit confirmation in a form acceptable to the Health Officer that construction or repair have been completed, or
3. Connect the structure to a community sewer system, to be completed no later than, May 10, 2024.

It is an offence under Section 99(1) (k) of the *Public Health Act* to fail to comply with an order of a Health Officer, such as this Order.

Section 43 of the *Public Health Act* gives you the right to request the issuing Health Officer to reconsider the Order.

I request your cooperation with this Order.

Dated at Victoria BC this 18 day of April 2024.



Nick Park, CPHI(C)
Environmental Health Officer

NP/cmc

cc: Joanne Lum, Senior Environmental Health Officer
Rory Beise, Regional Land Use/Drinking Water Consultant



Making a difference...together

**REPORT TO THE GANGES SEWER LOCAL SERVICES COMMISSION
MEETING OF April 29, 2024**

SUBJECT **REQUEST FOR INCLUSION OF PROPERTY IN THE GANGES SEWER
SERVICE AREA - 105 KILNER ROAD**

ISSUE

To consider expanding the boundary of the Ganges Sewer Service Area to include 105 Kilner Road.

BACKGROUND

Salt Spring Island Community Services (SSICS) has recently purchased the property at 105 Kilner Road, south of downtown Ganges, and is developing the property from a single-family residence to a boarding house / homeless shelter. The applicant has informed the Capital Regional District that the present septic system serving the property is inadequate for their needs and wishes to connect to the Ganges sewer system. To do this, the boundary of the Service Area needs to be revised to include 105 Kilner Road, which lies just outside the existing boundary next to 268 Fulford-Ganges Road, which is within the Service Area. It should be noted that SSICS owns both contiguous properties.

As a result of the proposed change in use (to accommodate more than 15 people), the Average Daily Flow (ADF) would be higher than that of a single-family dwelling of comparable size. The total ADF would be approximately 3,740 litres per day. According to CRD Engineering Specifications, a single-family dwelling of medium density would produce approximately 1,526 litres per day (545 litres/capita/day x 2.8 persons per dwelling) or about forty percent of what the intended SSICS use would produce. The new ADF is insignificant compared to the current capacity of the Ganges Wastewater Treatment Plant. None of the sewer conveyance lines in the area are close to a surcharged condition.

SSICS has agreed to pay the requisite capacity purchase charge in accordance with Bylaw No. 3262 in the amount of \$8,938.60.

ALTERNATIVES

Alternative 1

The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 105 Kilner Road;
2. The Applicant agrees to pay for all costs to include the property into the service area, and also pays the capacity purchase charge;
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property;
4. That Bylaw 4601, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024, be introduced and read a first, second and third time.

Alternative 2

That the request to include 105 Kilner Road into the Ganges Local Area Services boundary be denied.

Alternative 3

That this report be referred to staff for additional information.

IMPLICATIONS

Service Delivery Implications:

Alternative 1:

The expansion of the Service Area to include 105 Kilner Road will allow SSICS to provide a much-needed amenity for the unhoused on Salt Spring. Although the ADF will be greater than that from a comparable single-family dwelling, it will not add a significant volume to adversely affect the throughput capacity of the Ganges Wastewater Treatment Plant and none of the sewer conveyance lines in the area are close to a surcharged condition.

The applicant has agreed to pay for all costs related to (1) including the property into the service area, capacity purchase charge for the planned development, and ongoing parcel taxes and user fees for the service; and (2) all engineering, administration, permit fees and construction costs associated with the extension of the sewer and connection to the existing sewer and the property.

A bylaw amending the service area boundaries is required to support the development of an emergency shelter. After the third reading, the Inspector of Municipalities reviews the bylaw for approval and the Salt Spring Island Electoral Area Director for consent. Once the bylaw is adopted the applicant can proceed with the process of design and construction of the service extension and connection.

Alternative 2

Denying the expansion of the boundary of the Service Area to include 105 Kilner Road would prevent SSICS from developing 105 Kilner Road into a needed emergency shelter to serve the needs of the Salt Spring Island community.

Legal Implications

SSICS has changed 105 Kilner Road's use within the same occupancy class from single family residence to boarding house/shelter. This change normally requires a building permit application under CRD's Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010", as such a change in use may require renovation to meet the minimum standards of life safety set out in the BC Building Code. A new permit application could potentially identify a need for sprinklers, fire alarms, fire protection equipment, outward-swinging doors, and other minimum requirements for life safety expected of a shelter or boarding house.

The property owner, SSICS, is aware of the need for a permit but refuses to apply for one, choosing instead to assume all risk associated with the operation of the boarding house/shelter. CRD Building Inspection has put SSICS on notice that the failure to obtain a permit is at SSICS' sole risk, but has reserved the right to take enforcement action in future.

The lack of a building permit does not render a property ineligible from inclusion in a CRD service area. Entrance into a service is a discretionary decision, decided upon by the CRD Board by bylaw.

CONCLUSION

Expanding the Ganges Local Area Service boundary to include 105 Kilner Road will allow SSICS to provide a much-needed emergency shelter on Salt Spring. Although the ADF will be greater than that from a comparable single-family dwelling, it will not add a significant volume to affect the capacity of the Ganges Wastewater Treatment Plant adversely, and none of the sewer conveyance lines in the area are close to a surcharged condition.

RECOMMENDATION

The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 105 Kilner Road;
2. The Applicant agrees to pay for all costs to include the property into the service area, and also pays the capacity purchase charge;
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property;
4. That Bylaw 4601, “Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024, be introduced and read a first, second and third time.

Submitted by:	Dean Olafson, P. Eng., MBA, Manager of Engineering, SSI Electoral Area
Concurrence:	Karla Campbell, MBA, BPA, Senior Manager, SSI Electoral Area Administration
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Appendix A: Salt Spring Island Community Services – Application Cover Letter, December 5th, 2022

Appendix B: Bylaw 4601, “Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024.

Michael Smith
Housing and Facilities Manager
Salt Spring Island Community Services
[REDACTED]
saltspringcommunityservices.ca

December 5, 2022

Please accept this letter as an application to add 105 Kilner Ave to the Ganges Sewer Service Area.

I believe all questions you require are answered as followed.

The number of existing or proposed buildings on the property, and their proposed use (ie, residential, commercial, etc),

1 Residential building

The total number of units and total square footage of all buildings

1916 Square feet on two levels. 3 bedrooms

The equivalent population for the whole property to be served,

Approximately 15-17 clients plus 2 staff during COVID times.

The average daily flow, peak hourly flow, and inflow and infiltration allowance. (for sanitary sewer connection only)

The domestic water peak demand based on total fixture units. (for water service connection only)

We are not asking for a water service connection - that is in place already. the info is, however.

2.5 bathrooms (3 toilets, 2 showers, 2-bathroom sinks)

1 kitchen sink

1 dishwasher connection

1 clothes washer

2 exterior hose bibs

Please let me know if you require any further information.

Michael

Michael Smith
Housing and Facilities Manager
Salt Spring Island Community Services
[REDACTED]
saltspringcommunityservices.ca

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4601

A BYLAW TO AMEND A BYLAW TO AMEND THE GANGES SEWER SYSTEM
ESTABLISHING BYLAW (BYLAW NO. 1923)

WHEREAS:

- A. Under Bylaw No. 1328, "Ganges Sewer Defined Area Bylaw, 1985", the Board established a Defined Area for sewage collection and disposal, and converted it into a service by establishing Bylaw No. 1923, "Ganges Sewer System Establishing Bylaw, 1991";
- B. The Board wishes to amend Bylaw No. 1923 to include Lot B Plan VIP20705 Section 19 Range 4E Cowichan Portion North Salt Spring (also known as 105 Kilner Road) in the Service Area and to adjust language to reflect the current Service Area in a single schedule; and
- C. The Electoral Area Director may provide elector assent in writing pursuant to s.349 of the *Local Government Act*;

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

- 1. Bylaw No. 1923, Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991 is hereby amended:
 - (a) by deleting Schedule "A" and inserting the attached Schedule "A", which includes Lot B Plan VIP20705 Section 19 Range 4E Cowichan Portion North Salt Spring, also known as 105 Kilner Road;
- 2. This bylaw may be cited for all purposes as the "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024".

READ A FIRST TIME THIS	th	day of	2024
READ A SECOND TIME THIS	th	day of	2024
READ A THIRD TIME THIS	th	day of	2024
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	2024
CONSENTED TO BY THE ELECTORAL AREA DIRECTOR OF SALT SPRING ISLAND THIS	th	day of	2024
ADOPTED THIS	th	day of	2024

CHAIR

CORPORATE OFFICER



- Proposed Service Area Expansion
- Ganges Sewerage Service Area



1:13,000

Projection: Universal Transverse Mercator, Zone 10, North, North American Datum 1983.

DISCLAIMER

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