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**Minutes of the Regular Meeting of the Salt Spring Island Local Community Commission
Held Thursday, November 23, 2023 at the Salt Spring Island Multi-Space (SIMS)
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

Present: **Commission Members:** Earl Rook (Chair), Gary Holman (Director), Gayle Baker, Ben Corno, Brian Webster
Staff: Ted Robbins, Chief Administrative Officer (Via Teams), Kristen Morley, Kristen Morley, General Manager, Corporate Services (Via Teams) Nelson Chan, Chief Financial Officer (Via Teams), Karla Campbell, Senior Manager, Salt Spring Island Administration, Chris Neilson Senior Manager, Human Resources and Corporate Safety (Via Teams), Don Elliot, Senior Manager, Regional Housing, Dan Ovington, Parks and Recreation Manager, Dean Olafson, Engineering Manager, Salt Spring Island, Lia Xu, Local Services and Corporate Grants Manager, Finance & Technology (Via Teams), Justine Starke Southern Gulf Island Service Delivery Manager (Via Teams), MacKenzie Williamson, Committee Clerk

These minutes follow the order of the agenda although the sequence may have varied.

1. The meeting was called to order at 9:01am.

2. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided a Territorial Acknowledgement.

3. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
That agenda for the November 23, 2023, Session of the Local Community
Commission be approved.

CARRIED

4. ADOPTION OF MINUTES

4.1. Minutes of October 19, 2023 Salt Spring Island Local Community Commission

MOVED by Commissioner Rook, **SECONDED** by Commissioner Webster,
That the minutes of the October 19, 2023 meeting be adopted as amended by
updating the bullet point under item number 6.1. to read "MLA Adam introduced
himself to the commission and expressed interest in future cooperation". Updating the
first motion under item number 7.3 to read "That the Local Community Commission
not support the Grant-in-Aid application from the Green Ground Community Design
Society in the amount of \$5,000 at this time." Updating motion under item number 7.6.
to read "requests a letter to the Province to confirm if a portion of the additional
provincial funding provided to the Salt Spring Island Public Library may be used to
fund new core library staffing." Updating the motion under item number 7.7 to remove
"recommends to the Capital Regional District Board to". Updating the motion under
item number 8.1 to remove "information". Updating the motion under item number 7.1
to remove "Property Identification number".

CARRIED

5. CHAIR, DIRECTOR, AND COMMISSIONER REPORTS

Director Holman:

- Proposed Regional Services at the November 8th Capital Regional District Board meeting.
- Staff Report requested on class action lawsuit.
- Vacation rentals and short-term rentals.
- Drake road encampment alternatives.
- Local Island Trust rental office space.

Commissioner Webster:

- W̱SÁNEĆ Leadership Council and Capital Regional District Community Parks meeting update.

Commissioner Baker:

- Salish Sea Trail working group meeting update.

Commissioner Corno:

- Meeting with Housing Now.
- Meeting with Community Services regarding housing.

6. DELEGATIONS/PRESENTATIONS

MOVED by Commission Baker, **SECONDED** by Commissioner Webster,
That the Salt Spring Local Community Commission add to the agenda Nejmah
Guermoudi re Community Arts Supplies as a delegation.

CARRIED

6.1. PRESENTATIONS/DELEGATIONS

6.1.1. N. Guermoudi, re: Community Arts supplies

- Requested for a extension for storage of supplies past December 1, 2023.

6.1.2. D. Elliott, Senior Manager, Regional Housing, re: Regional Housing Service Orientation

- Provided an overview orientation on the Capital Regional District, Regional Housing Services.

6.1.3. M. Richardson, re: The Case for Geotubes for Salt Spring Island

- Provided information regarding the option for Geotubes to address liquid waste on Salt Spring Island.

6.1.4 J. Fernandes-Hayden and C. Johnson: Collective of Portlock Park Users Re:Salt Spring Island Portlock Park Master Plan

- Spoke regarding meeting between Portlock Park users to discuss Portlock Park Master Plan conceptual designs.

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the report on Portlock Park be moved to the next position on the agenda.

CARRIED

7. COMMISSION BUSINESS

7.1. Salt Spring Island Portlock Park Site Master Plan

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the Local Community Commission suspend the rules of procedure ask questions to Portlock Park users present at the meeting.

CARRIED

Commissioner Rook suspended the rules of procedure to hear from the public regarding Portlock Park site Master plan at 11:08 am.

- Discussion regarding written submissions regarding Portlock Park Site Master Plan.
- Written submissions were created with the intent to include sports fields for baseball and soccer, pickleball courts and a running track with the same dimension as the track currently at Portlock Park.
- Questions regarding the written submission drawings effect on the existing building, playground and a potential reduction in parking.

Commissioner Rook resumed rules of procedure at 11:12 am.

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the Salt Spring Island Local Community Commission refer the Salt Spring Island Portlock Park Site Master Plan report back to staff for additional consideration.

CARRIED

7.2. 2024 Local Community Commission Budget Review

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
That the Local Community Commission suspend the rules of procedure to allow a discussion on liquid waste with M. Richardson.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That staff report back on the possibility of including geotubes pilot test study be in the options and to delay public consultation until options are clarified.

CARRIED

Commissioner Rook called for a recess at 12:06 pm.

The meeting was reconvened at 12:39 pm.

MOVED by Commissioner Baker, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Community Commission defer until January meeting the amendment of the Park land Service Budget 1.459, to add \$25,441 to the Park Land Service budget 1.459 for auxiliary labour in Salt Spring Island Middle School facility maintenance budget 2024.

CARRIED

7.3. 2024 Local Community Commission Administration Budget

Receive for information. No actions were taken on report.

7.4. Salt Spring Island Hydro-Field Upgrades

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

7.5. Salt Spring Island Library Archives Climate Control System Replacement

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board: To add the Salt Spring Island Library Archives Climate Control System Replacement project in the amount of \$80,000 to the 2024-2028 Five Year Capital Plan.

CARRIED

7.6. Delegation Bylaw and Procurement Policy

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the Commission request the Chair and Vice Chair to consult the Capital Regional District Administration about the compliance of the passed motion on October 19, 2023 "That the Local Community Commission (LCC) request staff to provide the LCC with where possible, seven days advance notice of plans to post, repost, or cancel public procurement relating to any LCC service." with Capital Regional District procurement policies.

CARRIED

7.7. 2024 Schedule of Regular Local Community Commission Meetings

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission (LCC) adopt the following local policy on its meetings, consistent with the Capital Regional District Procedures Bylaw 3828, *Community Charter*, and *Local Government Act*, to provide more detailed guidance for the planning, implementation, and reporting of LCC meetings.

Pursuant to the LCC motion approved 22nd August 2023 that "the LCC hold one regular daytime meeting per month and one evening meeting per month," it shall be the policy of the LCC that those meetings be scheduled on a regular and predictable basis as follows:

- The monthly evening meeting will be scheduled for 5:00PM on the 2nd Thursday of each month.
- The monthly daytime meeting will be scheduled for 9:00AM on the 3rd Thursday of each month.

This meeting calendar will be effective as of the January 2024 LCC meetings. Evening meetings will begin as soon as practicable after resolution of outstanding issues related to venue, support, and funding.

CARRIED

7.8. Housing Meeting Planning

- Proposed a special workshop meeting to help the Local Community Commission's (LCC) clarify the LCC's role with regard to housing.
- Purpose it to understand what everyone else is doing including the Capital Regional District.

Staff will follow up with LCC in convening a workshop of stakeholders in early 2024. When there is clarity on roles, who will be supporting the work and timing.

7.9. Staff Updates

7.9.1. Harbourwalk Steering Committee Meeting Schedule

- Harbourwalk Steering Committee to make recommendation to Local Community Commission to appoint a steering committee chair at their next meeting.

7.9.2. Sandwich Boards at Portlock Park

Verbal update.

8. NOTICE(S) OF MOTION

8.1. Motion with Notice: Local Policy Update (E. Rook)

[On October 19, 2023, Commissioner Rook served the following Notice of Motion, the motion was deferred:

"That the Salt Spring Island Local Community Commission adopt the following local policy on its meetings, consistent with the Capital Regional District Procedures Bylaw 3828, Community Charter, and Local Government Act, to provide more detailed guidance for the planning, implementation, and reporting of Local Community Commission meetings. Pursuant to the LCC motion approved 22nd August 2023 that "the LCC hold one regular daytime meeting per month and one evening meeting per month," it shall be the policy of the LCC that those meetings be scheduled on a regular and predictable basis as follows:

* The monthly evening meeting will be scheduled for 5:00PM on the 2nd Thursday of each month.

* The monthly daytime meeting will be scheduled for 9:00AM on the 3rd Thursday of each month.

This meeting calendar will be effective as of the January 2024 LCC meetings. Meetings prior to that date shall adhere as closely as possible to this schedule as determined by the vote of the LCC.

Pursuant to the LCC motion approved 20th June, requesting "the Chair and Vice Chair to meet with staff to develop agendas and to participate in regular administrative briefings," those meetings will be scheduled by the Chair for the first Monday of the month at 10AM (the following Tuesday in the event of a statutory holiday) so as to allow adequate time to prepare, review, and post the meeting agendas. While the Chair retains the authority to change the date and time of the meeting due to circumstances, it should be used sparingly so as to not unduly limit the time available to all parties for their agenda preparation work.

Pursuant to section 12(1) of Capital Regional District Board Procedures Bylaw 3828, the agenda shall be prepared "under the direction of the Chair". A copy of the final agenda will be provided to the Chair and Vice-Chair by the end of business the Thursday preceding the meeting date for their review and approval. (By Friday if following a statutory Monday holiday). If approval of a final agenda duly provided has not been received by 8:00am on the Monday prior to the meeting, the agenda may be posted without Chair approval. Unless the preceding exception applies, an LCC meeting agenda shall not be publicly posted without prior approval of the Chair or Vice-Chair. The draft minutes of each meeting shall be provided to the LCC Commissioners as soon as they are available but in no case later than one week following the second monthly meeting so that the Commissioners will have the opportunity to make corrections to the draft minutes prior to their release in the subsequent agenda package."].

MOVED by Commissioner Rook, **SECONDED** by Commissioner Baker, Pursuant to the LCC motion approved 20th June, requesting "the Chair and Vice Chair to meet with staff to develop agendas and to participate in regular administrative briefings," those meetings will be scheduled by the Chair for the first Monday of the month at 10AM (the following Tuesday in the event of a statutory holiday) or ten days prior to the scheduled meeting so as to allow adequate time to prepare, review, and post the meeting agendas. While the Chair retains the authority to change the date and time of the meeting due to circumstances, it should be used sparingly so as to not unduly limit the time available to all parties for their agenda preparation work.

Pursuant to section 12(1) of Capital Regional District Board Procedures Bylaw 3828, the agenda shall be prepared "under the direction of the Chair". A copy of the final agenda will be provided to the Chair and Vice-Chair, after the agenda meeting and at least 24 hours prior to public posting, for their review and approval. An LCC meeting agenda will not be publicly posted without prior approval of the Chair or Vice-Chair.

The draft minutes of each meeting shall be provided to the LCC Commissioners as soon as they are available but in no case later than one week following the second monthly meeting so that the Commissioners will have the opportunity to make corrections to the draft minutes prior to their release in the subsequent agenda package. Motion passed by the LCC text will not be modified once carried.

CARRIED

8.2. Motion with Notice: Housing Now (Director Holman)

[On October 19, 2023, Director Holman served the following Notice of Motion: "Move That the Local Community Commission work with Housing Now representatives to develop a Salt Spring Island specific plan under this program, to be funded from the Community Economic Sustainability Service budget."]

MOVED by Director Holman, **SECONDED** by Commissioner Baker, That the motion be amended "That the Local Community Commission work with Housing Now representatives to develop a Salt Spring Island specific plan under this

program, to including the possibility of funding from the Community Economic Sustainability Service budget."

CARRIED

8.3 Notice of Motion: Beach Access (E. Rook)

“Staff is requested to provide an overview to the Commission at its next meeting on the management of beach access sites on Salt Spring Island. The report should include a summary of Capital Regional District managed access sites, known issues with the management of these sites, and any plans for future site expansion, improvements, or development. Also of interest to commissioners are opportunities for public/private partnerships for managing the sites or for funding improvements.”

Commissioner Rook seeing no objections moved same day consideration on *Item 8.3 Motion with Notice: Beach Access (E. Rook)*

MOVED by Commissioner Rook, **SECONDED** by Commissioner Baker, Staff is requested to provide an overview to the Commission at its next meeting on the management of beach access sites on Salt Spring Island. The report should include a summary of Capital Regional District managed access sites, known issues with the management of these sites, and any plans for future site expansion, improvements, or development. Also of interest to commissioners are opportunities for public/private partnerships for managing the sites or for funding improvements.

CARRIED

8.4 Notice of Motion: Letter of Support for Salt Spring Island Chamber of Commerce Vision Zero Grant (Commissioner Baker)

Commissioner Baker provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“That Chair Earl Rook send a letter from the LCC supporting the Salt Spring Island Chamber of Commerce application for Vision Zero funding of \$20,000 to address accessibility issues on private property identified in the Transportation Commission's Ganges Accessibility and Safety Study (GASP) by the first week of January to meet the mid-January grant application deadline”.

8.5 Notice of Motion: Identifying Road Safety Issues for Advocacy with Ministry of Transportation and Infrastructure and Emcom (Commissioner Baker)

Commissioner Baker provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“That the Local Community Commission discuss at its December 7, 2023 meeting a process for identifying road safety issues for advocacy with Ministry of Transportation and Infrastructure and Emcom.”

8.6 Notice of Motion: Local Community Commission Priority Setting Workshop (Commissioner Baker)

Commissioner Baker provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“That the Local Community Commission (LCC) discuss at its December 7, 2023 meeting priority setting workshop(s) early in 2024 with particular attention to 2024 LCC priorities, timelines, and measurable objectives.”

8.7 Notice of Motion: LCC Services Terminology (Commissioner Webster)

Commissioner Webster provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“That the Chair undertake discussions with Capital Regional District Administration on how best to achieve consistent terminology in identifying all Salt Spring Island LCC Services as “Salt Spring Island LCC Services.”

8.8 Notice of Motion: Local Community Commission review of LCC Bylaws (Commissioner Webster)

Commissioner Webster provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“That the Chair write to Capital Regional District (CRD) Administration to ask that a draft of any proposed bylaw directly relating to LCC-administered services be provided to the LCC for input prior to bringing it to the CRD Board.”

8.9 Director Holman provided the following Notice of Motion for consideration at the January meeting of the Salt Spring Island Local Community Commission meeting: (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Reserve current 2023 balance in the Grant In aid for poverty reduction / homelessness measures.”

8.10 Notice of Motion: 2024 Grant in Aid Requisition (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Grant In aid- Reduce requisition by \$5,000 to be offset by \$5,000 donation.”

8.11 Notice of Motion: Salt Spring Archives Funding (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Grants in Aid – commit \$5,000 GIA in 2024 to the Salt Spring Island archives until more permanent funding arrangement resolved to avoid need to increase 2024 requisition.”

8.12 Notice of Motion: 2024 Transit Service Budget (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Transit – Reduce transfer to capital reserves by \$10,000 to zero, since bus electrification not scheduled by BC Transit for the near future.”

8.13 Notice of Motion: 2024 Fernwod Dock Budget (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Fernwood Dock – reduce requisition and transfer to capital reserves by \$5,000 and fund needed repairs with capital reserve and gas tax.”

8.14 Notice of Motion: 2024 Transportation Budget (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Transportation – Reduce transfer to capital reserves by \$20,000 (i.e., reduce transfer to reserve by \$10,000 compared to 2023) and fund capital projects from capital reserve (2024 balance roughly \$400,000), gas tax, and grants (e.g., Active Transportation, SS Foundation).”

8.15 Notice of Motion: 2024 Liquid Waste Budget (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Liquid Waste – Reduce transfer to capital reserve by \$10,000 and fund dewatering project by borrowing, gas tax.”

8.16 Notice of Motion: 2024 Bylaw Enforcement Funding (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Bylaw Enforcement – Reduce requisition by \$10,000 unless clearly inappropriate regarding concerns raised in recent staff report.”

9. CORRESPONDENCE

None

10. ADJOURNMENT

MOVED by Commissioner Rook,
That the Local Community Commission adjourn the meeting at 3:13 pm.
CARRIED

CHAIR

SENIOR MANAGER