

## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, March 9, 2022

11:00 AM

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

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M. Hicks (Chair), G. Holman (Vice-Chair), D. Howe, 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. [22-172](#) Minutes of the February 9, 2022 Electoral Areas Committee Meeting

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of February 9, 2022 be adopted as circulated.

**Attachments:** [Minutes - February 9, 2022](#)

### 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 for "Addressing the Board" on our website 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](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

#### 6.1. [22-146](#) Community Emergency Preparedness Fund: Union of British Columbia Municipalities Emergency Support Services 2022 Grant Application

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Support Services 2022 grant program and direct staff to provide overall grant management.  
(NWA)

**Attachments:** [Staff Report: Comm Emerg Prepared Fund-UBCM ESS 2022 Grant App](#)  
[Appendix A: UBCM ESS Grant Application](#)

**6.2.**      [22-153](#)      Appointment of Officers

**Recommendation:** 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, Zachary Willson be appointed as an Assistant Bylaw Officer.  
(NWA)

**Attachments:** [Staff Report: Appointment of Officers](#)

**6.3.**      [22-091](#)      2022 Electoral Area Budget Review

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That the 2022 Electoral Area budgets be approved as presented.

**Attachments:** [Staff Report: 2022 Electoral Area Budget Review](#)  
[Appendix A: Juan De Fuca EA Combined](#)  
[Appendix B: Salt Spring Island EA Combined](#)  
[Appendix C: Southern Gulf Islands EA Combined](#)  
[Appendix D: Assessment Data EAs](#)

**6.4.**      [22-151](#)      Amendment to Bylaw No. 3727, to change the Commission name to Salt Spring Island Community Economic Sustainability Commission

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
1. That Bylaw 4482, "Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022" be introduced and read a first, second, and third time.  
2. That Bylaw 4482, "Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022" be adopted.  
(NWA, 2/3 on adoption)

**Attachments:** [Staff Report: Amendment to Bylaw No. 3727](#)  
[Appendix A: Bylaw No. 4482](#)

**6.5.**      [22-147](#)      Previous Minutes of Other CRD Committees and Commissions for Information

**Recommendation:** That the following minutes be received for information:  
a) Lyall Harbour Boot Cove Water Local Service Committee minutes of October 25, 2021  
b) Mayne Island Parks and Recreation Commission minutes of January 13, 2022  
c) Port Renfrew Utility Services Committee minutes of November 27, 2020  
d) Port Renfrew Utility Services Committee minutes of October 25, 2021  
e) Skana Water Service Committee minutes of October 28, 2021  
f) Skana Water Service Committee minutes of February 1, 2022  
g) Sticks Allison Water Local Service Committee minutes of October 26, 2021  
h) Surfside Park Estates Water Service Committee minutes of October 29, 2021  
i) Wilderness Mountain Water Service Commission minutes of October 28, 2021

- Attachments:**
- [Minutes: Lyall Harbour Boot Cove Water Local Svc Ctte-Oct 25, 2021](#)
  - [Minutes: Mayne Island Parks & Rec Commission-Jan 13, 2022](#)
  - [Minutes: Port Renfrew Utility Services Committee-Nov 27, 2020](#)
  - [Minutes: Port Renfrew Utility Services Committee-Oct 25, 2021](#)
  - [Minutes: Skana Water Service Committee-Oct 28, 2021](#)
  - [Minutes: Skana Water Service Committee-Feb 1, 2022](#)
  - [Minutes: Sticks Allison Water Local Service Ctte-Oct 26, 2021](#)
  - [Minutes: Surfside Park Estates Water Svc Ctte-Oct 29, 2021](#)
  - [Minutes: Wilderness Mountain Water Svc Commis-Oct 28, 2021](#)

## 7. Notice(s) of Motion

## 8. New Business

## 9. Adjournment

The next meeting is April 13, 2022.

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

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, February 9, 2022

11:05 AM

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

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#### PRESENT

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

Staff: K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Henderson, Senior Manager, Real Estate; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director D. Howe

The meeting was called to order at 11:18 am

#### 1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. Approval of Agenda

**MOVED by Alternate Director Brent, SECONDED by Director Holman,  
That the agenda for the February 9, 2022 Electoral Areas Committee meeting be  
approved.  
CARRIED**

#### 3. Adoption of Minutes

3.1. [22-061](#) Minutes of the December 8, 2021 Electoral Areas Committee Meeting

**MOVED by Alternate Director Brent, SECONDED by Director Holman,  
That the minutes of the Electoral Areas Committee meeting of December 8, 2021  
be adopted as circulated.  
CARRIED**

#### 4. Chair's Remarks

Chair Hicks announced that the Juan de Fuca Electoral Areas Senior Manager Iain Lawrence has taken on more responsibilities.

#### 5. Presentations/Delegations

There were no presentations or delegations.

#### 6. Committee Business

6.1. [22-021](#) 2022 Electoral Areas Committee Terms of Reference

K. Lorette spoke to Item 6.1.

Discussion ensued on the name of the Salt Spring Island Community Economic Development Commission and the advocacy of the Electoral Area Committee.

**MOVED by Alternate Director Brent, SECONDED by Director Holman,  
That the Electoral Areas Committee receive the 2022 Terms of Reference  
attached as Appendix A.**

**CARRIED**

6.2. [22-090](#) Bylaw No. 4480 - Building Permit Information Reports - Fee Increase

M. Taylor spoke to item 6.2.

Discussion ensued on the following:

- alternatives for securing information
- the difference between an FOI and Building Permit Information Report request
- costs associated with each request alternative

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

- 1) That Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022" be introduced and read a first, second, and third time; and
- 2) That Bylaw No. 4480 be adopted.

**CARRIED**

6.3. [22-084](#) Grant Application for Anderson Cove (East Sooke) Water Service Extension

T. Robbins spoke to item 6.3.

**MOVED by Director Hicks, SECONDED by Alternate Director Brent,  
The Juan de Fuca Water Distribution Commission recommends the Electoral  
Areas Committee recommend to the Capital Regional District Board:**

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

**CARRIED**

**6.4.**     [22-098](#)     Cedars of Tuam Water New Well Grant Application, Loan Authorization and Water Conservation Plan

K. Campbell spoke to item 6.4.

Discussion ensued on water catchments as an alternative to a new well.

**MOVED** by Director Holman, **SECONDED** by Alternate Director Brent,  
The Cedars of Tuam Water Service Commission recommends the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the Board supports an application for grant funding for the SSI: Cedars of Tuam - New Well and Water Treatment Plant Project through the Investing in Canada Infrastructure Program - Green Infrastructure - Environmental Quality Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.

2. That the Board review, accept and endorse the Cedars of Tuam Water Conservation Plan, Revised January 2022.

3. That staff be directed to proceed with preparing the Loan Authorization Bylaw, authorizing the borrowing up to \$600,000 with the amortization term of 30 years.

4. That staff be directed to present the project and funding option to the ratepayers; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.

**CARRIED**

**6.5.**     [22-093](#)     Investing in Canada Infrastructure Program - Green Infrastructure - Environment Quality Grant Application for the Skana Water System Storage Tank Replacement

T. Robbins spoke to item 6.5.

**MOVED** by Alternate Director Brent, **SECONDED** by Director Holman,  
The Skana Water Service Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

That staff be directed to submit an application for an Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality grant for the project's grant-eligible costs for the Skana Water System Storage Tank Replacement.

**CARRIED**

6.6. [22-111](#) Request for Governance Study by the Magic Lake Property Owners' Society, North Pender Island

K. Morley spoke to item 6.6.

Discussion ensued on the following:

- concerns regarding governance
- pre-cursor to incorporation study
- funding sources
- community engagement

**MOVED by Alternate Director Brent, SECONDED by Director Holman,  
That the Electoral Areas Committee recommend to the Capital Regional District Board:**

**That the Board advance the request of the Magic Lake Property Owners' Society to the Ministry of Municipal Affairs to evaluate the local context of the Magic Lake Estates neighborhood on North Pender Island and request the Ministry consider funding a Governance and Services Study to examine governance concerns within the community and provide options and alternatives to address those concerns.**

**CARRIED**

6.7. [22-125](#) Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island

K. Morley spoke to item 6.7

Discussion ensued on the following:

- speculation and vacancy tax
- regulatory approach versus taxation approach
- short term vacation rentals zoning bylaws
- cost of staff and consultation
- similar regions with short term vacation rentals
- temporary use permits
- tax application, exemption, intention
- cost benefit analysis

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

**That the Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island report be received for information.**

**CARRIED**

**Director Plant left the meeting at 12:12 pm.**

**Motion Arising**

**MOVED by Director Holman, SECONDED by Alternate Director Brent,  
That staff to prepare a report on the financial impacts of business licenses, on Salt Spring Island and Southern Gulf Islands, and the costs and benefits of the speculation and vacancy tax as applied to Salt Spring Island.**

**CARRIED**

6.8. [21-908](#)

Previous Minutes of Other CRD Committees and Commissions for Information

**MOVED** by Director Holman, **SECONDED** by Alternate Director Brent,  
That the following minutes be received for information:

- a) Galiano Parks and Recreation Commission minutes November 4, 2021
  - b) Galiano Parks and Recreation Commission minutes of December 2, 2021
  - c) Galiano Parks and Recreation Commission minutes of January 13, 2022
  - d) Magic Lake Estates Water and Sewer Committee minutes of October 26, 2021
  - e) Magic Lake Estates Water and Sewer Committee minutes of December 14, 2021
  - f) Mayne Island Parks and Recreation Commission minutes of November 11, 2021
  - g) Mayne Island Parks and Recreation Commission minutes of December 9, 2021
  - h) Salt Spring Island Community Economic Development Commission minutes of May 17, 2021
  - i) Salt Spring Island Community Economic Development Commission minutes of September 20, 2021
  - j) Salt Spring Island Parks and Recreation Commission minutes of June 29, 2021
  - k) Salt Spring Island Parks and Recreation Commission minutes of September 21, 2021
  - l) Salt Spring Island Parks and Recreation Commission minutes of October 19, 2021
  - m) Salt Spring Island Transportation Commission minutes of June 28, 2021
  - n) Salt Spring Island Transportation Commission minutes of July 26, 2021
  - o) Salt Spring Island Transportation Commission minutes of September 27, 2021
  - p) Salt Spring Island Transportation Commission minutes of October 25, 2021
  - q) Southern Gulf Islands Harbours Commission minutes of November 18, 2021
- CARRIED**

**7. Notice(s) of Motion**

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Alternate Director Brent, **SECONDED** by Director Holman,  
That the February 9, 2022 Electoral Areas Committee meeting be adjourned at  
12:15 pm.  
**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER





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**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, MARCH 09, 2022**

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**SUBJECT     Community Emergency Preparedness Fund:    Union of British Columbia  
Municipalities Emergency Support Services 2022 Grant Application**

**ISSUE SUMMARY**

The Capital Regional District (CRD) is responsible for providing emergency management support to the Electoral Areas (EAs), and includes Emergency Support Service (ESS) delivery to residents displaced by an emergency. The CRD has applied for a grant through the Union of British Columbia Municipalities (UBCM) to increase EA ESS capacity. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

**BACKGROUND**

UBCM provides funding for a range of community based projects, including ESS. A 2022 grant opportunity is available to support local governments as they build capacity to deliver ESS. The Community Emergency Preparedness Fund Emergency Support Services Grant program supports activities to bolster short term supports to residents forced from their homes by fire, flood, or other emergencies. ESS is a provincially administrated program. Under the *Emergency Program Act*, municipalities and regional districts are responsible to provide ESS within their jurisdiction.

The ESS Grant funding would benefit all three CRD EA Emergency Programs by modernizing legacy procedures, improving volunteer recruitment and retention, and augmenting resources for emergency reception centers and group lodging facilities. The total grant request is \$22,502.40 and projects must be completed within one year.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Support Services 2022 grant program and direct staff to provide overall grant management.

*Alternative 2*

That staff be directed to withdraw the grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund Emergency Support Services grant program.

**IMPLICATIONS**

*Financial Implications*

The grant would not impact annual EA Emergency Program budgets, but provides an opportunity for one-time projects that increase ESS capacity.

*Operational Implications*

Under the *Emergency Program Act*, the CRD is obligated to provide ESS to residents. Grants provide opportunity for one-time projects that increase emergency program capacity to support residents impacted by a disaster. This grant will support modernization of EA ESS programs, improve volunteer recognition and retention, and increase capacity to activate reception centers and group lodging facilities during an emergency.

**CONCLUSION**

The CRD is responsible for delivering ESS programs in the EAs. The UBCM ESS grant program is an opportunity to improve existing capacity in the EAs and meet the regional district’s mandate under the *Emergency Program Act*.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board: That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Support Services 2022 grant program and direct staff to provide overall grant management.

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

**ATTACHMENT**

Appendix A: UBCM Emergency Support Services Grant Application

## Community Emergency Preparedness Fund Emergency Support Services 2022 Application Form

Please complete and return the application form by **January 28, 2022**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <i>(for administrative use only)</i>
Local Government or First Nation Applicant: The Capital Regional District	Date of Application: January 28 <sup>th</sup> , 2022
Contact Person*: Paul Wechselberger	Position: Electoral Area Emergency Services Coordinator
Phone: 250 360 3096	E-mail: <a href="mailto:pwechselberger@crd.bc.ca">pwechselberger@crd.bc.ca</a>

\* Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 4 in the Program &amp; Application Guide for eligibility.</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

<b>SECTION 3: Project Information</b>
<p><b>3. Project Information</b></p> <p>A. Project Title: ESS Modernization Project</p> <p>B. Proposed start and end dates. Start: March 1<sup>st</sup> 2022 End: March 1<sup>st</sup> 2023</p>

**4. Project Cost & Grant Request:**

Total proposed project cost: \$22,502.40      Total proposed grant request: \$22,502.40

Have you applied for or received funding for this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

No

**5. Project Summary.** Provide a brief summary of your project in 150 words or less.

This project is designed to update critical elements in the CRD's ESS program in Southern Gulf Islands (SGI), Salt Spring Island (SSI), and the Juan de Fuca (JDF) Electoral Areas (EA). The three categories of this project are:

- Increase registration of local business supplier and billet host families
- Issue volunteers ESS apparel and ESS personnel vehicle identification plates
- Procure ESS reception centre signage kits

These initiatives will improve the region's ability to house evacuees in their home community, improve ESS volunteer identification and public visibility, and increase capacity to effectively activate group lodging in areas with limited alternative accommodation options for evacuees.

**6. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

This project will specifically support level 1, 2, and 3 ESS requirements outlined in the Capital Regional District's Emergency Plan as legislated in the Emergency Program Act.

By registering accommodation suppliers and billet host families in the community, residents can be housed in their communities when evacuated which is advantageous for recovery. This project also meets JDF, SGI, and SSI's need for ESS accommodation if isolated from the capital region by a closure of Highway 14 (JDF) or BC Ferries outage (SGI and SSI). By improving ESS accommodation options residents evacuated can be housed locally even if the electoral areas becomes isolated.

Improved signage will increase accessibility of CRD ESS support to residents in level 2 and 3 ESS activations.

CRD ESS volunteers must be identified and their safety ensured during an activation of a level 1, 2, or 3 event. Procuring relevant and identifiable apparel will ensure their safety and program visibility during an emergency response outlined in the local Emergency Plan.

**SECTION 4: Detailed Project Information**

**7. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the Program & Application Guide for eligibility.

Increase registration of local business suppliers and billet host families

Hire a local ESS technical specialist contractor to support the project. CRD staff do not have capacity to cover the additional workload associated with delivering this project.

1. Document existing supplier agreements in JDF, SGI, and SSI
2. Identify ESS service gaps in all three EAs and determine what types of suppliers are needed. Assess all ESS suppliers for accessibility to evacuees with disabilities, mobility challenges, or transportation barriers.
  - a. Assess accommodation options for hotel/motels and billet host families.
3. Work with the Emergency Program Coordinators from SGI, SSI, and JDF to develop supplier and billet host family registration plan. Determine how to use ERA to improve and modernize how the ESS program is delivered in the CRD Electoral Areas.
4. Update Electoral Emergency Plans with new policy for supplier and billet host family registration, communication, and training
5. Conduct outreach and training to register suppliers and billet host families in all three areas.
6. Consult Pacheedaht First Nation, PEMO, and the District of Sooke on updated supplier list and plans.
7. Suppliers are recognized for their support of the ESS program with a certificate of recognition.

Issue volunteer ESS apparel and ESS personnel vehicle identification plates

Apparel and personnel vehicle identification license plates will ensure ESS responder safety and identification during an emergency with the secondary benefit of promoting awareness of the Emergency program in the community and boosting volunteer pride in the ESS program.

1. Purchase 11 jackets for ESS responders. Jacket features include weatherproofing, ESS volunteer identification, and high visibility for safety.
  - b. Purchase 48 vests for ESS responders to wear when deployed to group lodging centre. Vest features will include ESS volunteer identification and are designed for comfort and warmth in a reception centre.
2. Purchase 25 ESS personnel vehicle identification licence plates

Procure ESS reception centre signage kits

1. Procure four reception centre sign kits to deploy in communities to establish group lodging sites.

**8. Modernization of local ESS programs.** How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration & Assistance (ERA) Tool be implemented?

The ESS teams in the JDF, SGI, and SSI primarily use paper registration and referrals due to limited phone connectivity. This project will identify ways ESS responders can utilize ERA as a tool to improve evacuees access to supplier services. This project will

encourage the use of ERA, which will make registration and referrals during a larger evacuation more efficient for evacuees to be registered.

In the event of a large number of residents being evacuated from JDF, SGI, or SSI ERA will be a more effective tool for registration and referrals and will be compatible with neighbouring receiving ESS reception centers and access suppliers in the Greater Victoria Area who are primarily using ERA.

**9. Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

-Increase registration of local business suppliers and billet host families

This project will improve evacuee access to ESS services in their own community. Business in SSI, SGI, and JDF have limited hours and are spread out geographically; a variety of supplier options must be available to ensure an evacuated family will be able to utilize their ESS supports. Registering billet host families will improve local accommodation options beyond hotels and motels for evacuated families that would otherwise be required to leave their community for accommodation in the Greater Victoria Area.

-Issue Volunteer ESS apparel and ESS personnel vehicle identification plates

Issuing ESS volunteers apparel and responder vehicle plates will ensure ESS volunteer safety and identify them as response personnel during an emergency. The secondary benefits of issuing these items will build program awareness in the community and improve the pride volunteers will take in their ESS team. This will indirectly support volunteer retention and recruitment and increase emergency response capacity.

-Procure ESS reception center signage kits

By procuring four reception centre signage for ESS reception centres will be easier to identify for evacuees and the registration and referral process will be improved at the centre during an emergency.

**10. Host Community Capacity.** Describe how the proposed project will increase emergency response capacity as a host community?

By using ERA referrals with SSI, SGI, and JDF ESS suppliers during local level one ESS situations their capacity to provide ESS services as a host community will be improved. Should JDF, SGI, and SSI become a host community for evacuees, local suppliers should be registered with the ESS program to efficiently submit referral paperwork to EMBC for reimbursement.

Improving deployable reception centre signage in the region will also improve the area's ability to set up a level 3 reception centre as a host community.

**11. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies and knowledge sharing with other local governments and/or First Nations (e.g. ESS volunteers/responders, training resources, cots, blankets, etc.).

The resources associated with this project will directly benefit Pacheedaht First Nation whose ESS program is integrated with the JDF ESS program.

**12. Partnerships.** In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together and enhance mutual aid.

Pacheedaht First Nation: The JDF ESS program would work closely with Pacheedaht First Nation business and community members for supplier registration and billet host families.

Peninsula Emergency Measure Organization (PEMO) representing Sidney, North Saanich, Central Saanich: PEMO provides ESS to the Saanich Peninsula and would be the primary host community for evacuees leaving SGI or SSI. PEMO would be consulted to discuss SGI or SSI evacuees' accessing ESS supports in Sidney, Central Saanich, and North Saanich.

The District of Sooke: The District of Sooke would be consulted on this project to discuss JDF evacuees accessing ESS supports in Sooke.

**13. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (e.g. tracking the number of training events and recruitments, external evaluators, etc.)

Increase registration of local business suppliers and billet host families

Will be assessed by:

1. An up to date list of suppliers is created
2. New suppliers and billet host families are registered in areas where ESS service gaps exist.
3. All suppliers have been trained to process paper or ERA referrals for reimbursement Apparel and Licence Plates

1. Apparel and licence plates are procured and distributed.

Procure Reception Centre Kits

1. Kits are procured and distributed and volunteers are trained at an event

**14. Progress to Date.** If you received funding under prior intakes for the Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity through prior projects.

NA

**15. Additional Information.** Please share any other information you think may help support your submission.

NA

## **SECTION 5: Required Attachments**

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:


- Council or Board resolution, Band Council resolution or First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: Council or Board resolution, Band Council resolution or First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

**SECTION 6: Signature** Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Jonathan Reimer

Title: Manager, Electoral Area Fire and Emergency Programs

Signature\*:   
Jonathan Reimer (Jan 28, 2022 15:19 PST)  
A certified electronic or original signature is required.

Date: January 28, 2022

\* Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)







# LGPS-CEPF-2022-ESS-Application-Final

Final Audit Report

2022-01-28

Created:	2022-01-28
By:	Jollette Holland (jholland@crd.bc.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAB2B9RUAgY21ysGUL-b9xJp0Wap1dv0Fc

## "LGPS-CEPF-2022-ESS-Application-Final" History

-  Document created by Jollette Holland (jholland@crd.bc.ca)  
2022-01-28 - 11:16:07 PM GMT
-  Document emailed to Jonathan Reimer (jreimer@crd.bc.ca) for signature  
2022-01-28 - 11:16:57 PM GMT
-  Email viewed by Jonathan Reimer (jreimer@crd.bc.ca)  
2022-01-28 - 11:18:44 PM GMT
-  Document e-signed by Jonathan Reimer (jreimer@crd.bc.ca)  
Signature Date: 2022-01-28 - 11:19:07 PM GMT - Time Source: server
-  Agreement completed.  
2022-01-28 - 11:19:07 PM GMT



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**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, MARCH 09, 2022**

**SUBJECT**     Appointment of Officers

**ISSUE SUMMARY**

This report is to update bylaw enforcement appointments to reflect staff changes in the Capital Regional District Bylaw and Animal Care Services Division.

**BACKGROUND**

Pursuant to 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, the Electoral Areas Committee must from time to time make resolutions for persons in new positions.

**ALTERNATIVES**

*Alternative 1*

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, Zachary Willson be appointed as an Assistant Bylaw Officer.

*Alternative 2*

That the Appointment of Officers report be referred back to staff for further information based on Committee direction.

**IMPLICATIONS**

*Service Delivery Implications*

These appointments ensure consistent bylaw enforcement in the Capital Regional District Bylaw and Animal Care Services Division.

**CONCLUSION**

The bylaw enforcement appointments reflect staff changes in the Capital Regional District Bylaw and Animal Care Services Division.

**RECOMMENDATION**

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, Zachary Willson be appointed as an Assistant Bylaw Officer.

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



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, MARCH 09, 2022

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**SUBJECT**     **2022 Electoral Area Budget Review**

### **ISSUE SUMMARY**

To present the 2022 Electoral Area (EA) budgets where they will be forwarded for final approval to the Capital Regional District Board (Board).

### **BACKGROUND**

The Electoral Areas Committee (EAC) combines the three unincorporated areas within the Capital Regional District: Juan de Fuca (JDF) EA, Salt Spring Island (SSI) EA and Southern Gulf Islands (SGI) EA.

The Capital Regional District (CRD) provides a range of regional, sub-regional, and local services to its residents. Regional services are provided to the entire region; sub-regional services are provided to a sub-group of participating municipalities, First Nations, and EAs; and local services are provided to individual municipalities, EAs, or to groups of residents within a local service area. It is estimated that the CRD currently provides services to over 23,400 Electoral Area residents (2021 population estimate).

Services delivered within the EA's are enabled by the *Local Government Act* and service establishment bylaws, they are guided by the Board strategic plan, and service plans.

### **Budget Approval Process**

Section 374 of the *Local Government Act* requires the CRD develop and approve a five-year Financial Plan by March 31 each year, inclusive of all EA services. Under direction provided by the Board, the EAC is delegated the review and recommendation of all EA service budgets, including local service budgets before financial plan approval.

On October 13, 2021, the EAC recommended approval of the preliminary EA service budgets. On October 27, 2021, the CRD Board approved 2022 Service Plans, the 2022 Staff Establishment Chart and the Provisional 2022-2026 Financial Plan, inclusive of EA service budgets.

Since provisional approval, changes to the plan have been incorporated for year-end results, direction from local commissions and committees or EA Directors, and 2022 assessment values (impacting cost apportionment). All commissions and committees have recommended their respective budgets.

The budgets have now been updated for all known factors and are presented for review and recommendation by the EAC for the scheduled Board meeting on March 16, 2022.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board: That the 2022 Electoral Area budgets be approved as presented.

*Alternative 2*

The Electoral Areas Committee recommends to the Capital Regional District Board: That the 2022 Electoral Area budgets be approved with amendments.

**IMPLICATIONS**

*Financial Implications*

**Tax Requisition**

Changes from provisional approval are the result of year-end adjustments, assessment value impacts, local commission or committee direction, and EA Director input.

Table 1 compares the changes from Provisional to Final requisition for each EA. Details of these changes are included in Appendix A-1 and A-3 (JDF), B-1 and B-3 (SSI) and C-1 and C-3 (SGI).

**Table 1: 2022 Final vs Provisional Requisition**

	2022 Final (2022 Assessment)		2022 Provisional (2021 Assessment)		\$ Change		% Change	
	\$	Cost / Avg HH	\$	Cost / Avg HH	\$	Cost / Avg HH	\$	Cost / Avg HH
<b>JDF</b>	2.6M	\$663	2.5M	\$609	0.1M	\$54.09	2.9%	8.9%
<b>SSI</b>	7.2M	\$1,103	7.1M	\$1,067	0.2M	\$35.44	2.5%	3.3%
<b>SGI</b>	3.6M	\$527	3.4M	\$497	0.2M	\$30.09	5.2%	6.1%

The final requisition change over the prior year is listed in Table 2 below. Requisition summaries by service area for each EA with changes from 2021 are included in Appendix A-2 (JDF), B-2 (SSI) and C-2 (SGI).

**Table 2: 2022 Final vs 2021 Final Requisition**

	2022 Final (2022 Assessment)		2021 Final (2021 Assessment)		\$ Change		% Change	
	\$	Cost / Avg HH	\$	Cost / Avg HH	\$	Cost / Avg HH	\$	Cost / Avg HH
<b>JDF</b>	2.6M	\$663	2.5M	\$599	0.1M	\$64.43	4.7%	10.8%
<b>SSI</b>	7.2M	\$1,103	6.8M	\$1,034	0.4M	\$69.04	5.8%	6.7%
<b>SGI</b>	3.6M	\$527	3.3M	\$481	0.3M	\$45.74	8.7%	9.5%

Tables 1 and 2 include changes in regional, sub-regional, joint EA, individual EA services and Capital Regional Hospital District (CRHD) requisition but excludes local-specified-defined area services.

**Impact of Assessment Values**

Included in the total requisition are regional, sub regional and joint electoral area service budgets which are cost shared between participants based on converted assessments.

Based on data from BC Assessment, the region experienced an average increase in assessment of 21.6% in 2022. JDF, SSI and SGI all experienced higher increases than the average for the region, rising 28.9%, 31.4%, and 35.0% respectively.

When assessments increase greater than average in one area, the % share of costs in that area will also increase. As a result of assessments, all EAs are assuming a larger proportion of service delivery costs. Appendix D contains key assessment data points for each EA and a graph showing the assessment and folio change by participant for the region.

Increases in assessments also impacts the theoretical calculation of an ‘Average Residential Assessed Value’ included in Appendix A-2, B-2, and C-2. The impact is greater if the rate of change in assessed values outpaces the rate of change in folios in an area. All three EAs experienced a higher rate of change in assessed values than folios. This drives the ‘Average Residential Assessed Value’ of a household up and reflects a higher cost to the average household.

Table 3 summarizes the change in cost per average household and separates the change driven by assessments vs driven by changes in budget.

**Table 3: Change in Cost/Avg HH by Cost Driver (2022 Final vs 2021)**

	Change in Assessment		Change in Budget		Total Change 2022 Final vs 2021 Final**	
	Cost / Avg HH	%	Cost / Avg HH	%	Cost / Avg HH	%
<b>JDF</b>	\$49.17	8.2%	\$15.26	2.6%	\$63.43	10.8%
<b>SSI</b>	\$31.97	3.1%	\$37.07	3.6%	\$69.04	6.7%
<b>SGI</b>	\$27.68	5.8%	\$18.06	3.7%	\$45.74	9.5%

\*Cost/Avg HH includes CRD and CRHD services, but excludes local/specified/defined services

(Cost / Avg HH) - The cost per average residential assessment is a theoretical calculation that provides a directional indicator on impacts to a rate payer. The Cost / Avg HH does not reflect factors that vary by home, such as service participation and actual value. This calculation is most directly impacted by changes in apportionment, folios and assessed values. It can be used as an approximation of cost per household if a home is valued at or near the ‘Average Residential Assessed Value’ in App A-2, B-2 and C-2.

**Capital Budget**

The 2022 Capital Plan has been adjusted since provisional approval. All changes have been recommended through local commissions or committees, the EA Director or identified by staff through review with the EA Director.

The Final 2022 Capital Plan Summary overview by service for each EA is included as Appendix A-4 (JDF), B-4 (SSI) and C-4 (SGI).

A summary of all changes since provisional approval by project for each EA is shown in Appendix A-5 (JDF), B-5 (SSI), and C-5 (SGI).

**Financial Plan Bylaw**

The 2022 Financial Plan summary for each EA can be found in the attached appendices A–C. The summaries highlight changes over the prior year and provisional. Changes are driven by year-end results, assessment changes, service delivery impacts, inflation, and new initiatives directed through local commissions and committees or EA directors. The EA Financial Plan summaries will be incorporated for final approval in the consolidated CRD Financial Plan at the special Board meeting on March 16, 2022.

As in prior years, final adjustments are made ahead of billing with the release of BC Assessment final data for the region. This is typically distributed at the end of March. No material changes or impacts are expected.

**CONCLUSION**

The 2022 Electoral Area budgets have been delegated to the Electoral Areas Committee by the CRD Board for review and recommendation. All budgets will be forwarded to the CRD Board for final approval on March 16, 2022.

Overall, the 2022 Electoral Area budgets have been prepared based on the service plans and they provide ongoing CRD services which respond to the varying needs of the three Electoral Area communities.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the 2022 Electoral Area budgets be approved as presented.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

- Appendix A: Juan de Fuca Electoral Area
- Appendix B: Salt Spring Island Electoral Area
- Appendix C: Southern Gulf Islands Electoral Area
- Appendix D: 2022 Assessment Data

Electoral Areas Committee - March 9, 2022  
 2022 Final Electoral Area Budget Review

**Appendix A1: JDF - Change in Requisition from Provisional to Final - Budget Review 2022**

**Change in Requisition (2022 Final vs Provisional) - Juan de Fuca**  
 (Requisition Changes > \$1,000) by Services

Electoral Area Juan de Fuca	2022 Requisition \$		2022 Per Avg HH \$		Requisition Change		Per Avg HH Change		Requisition Change Comments
	Final	Provisional cow	Final	Provisional cow	Final vs Provisional \$	%	Final vs Provisional \$	%	
1.010 Legislative & General Government	185,565	175,499	47.56	42.53	10,066	5.7%	5.03	11.8%	Increase related to change in assessment values
1.280 Regional Parks	272,259	256,714	69.78	62.21	15,544	6.1%	7.57	12.2%	Increase related to change in assessment values
1.309 Climate Action and Adaptation	21,777	7,092	5.58	1.72	14,685	207.1%	3.86	224.8%	Increase due to Climate Action Strategy initiative
1.310 Land Banking & Housing	25,450	23,997	6.52	5.81	1,453	6.1%	0.71	12.2%	Increase related to change in assessment values
1.324 Regional Planning Service	21,030	19,796	5.39	4.80	1,235	6.2%	0.59	12.4%	Increase related to change in assessment values
1.313 Animal Care Services	64,059	65,768	16.42	15.94	(1,708)	-2.6%	0.48	3.0%	Decrease related to change in assessment values
1.318 Building Inspection	102,144	104,606	26.18	25.35	(2,462)	-2.4%	0.83	3.3%	Decrease related to change in assessment values
1.109 Electoral Area Admin Exp-JDF	60,129	54,842	15.41	13.29	5,287	9.6%	2.12	16.0%	Increase due to new cost allocation reflecting organization structure change
1.924 Emergency Comm - Crest - J.D.F.	125,143	123,582	32.07	29.95	1,561	1.3%	2.13	7.1%	Increase due to new radio equipment purchase and deficit carried forward to 2022
CRHD Capital Regional Hospital District	466,206	439,489	119.49	106.50	26,717	6.1%	12.99	12.2%	Increase related to change in assessment values
Other <\$1,000	1,238,923	1,237,540	319.03	301.27	1,382	0.1%	17.76	5.9%	
<b>Total JDF Electoral Area</b>	<b>2,582,685</b>	<b>2,508,925</b>	<b>663.44</b>	<b>609.35</b>	<b>73,759</b>	<b>2.9%</b>	<b>54.09</b>	<b>8.9%</b>	

1.119 Vancouver Island Regional Library	322,102	317,088	94.37	87.19	5,014	1.6%	7.18	8.2%	Increase in payment requested by VIRL
1.121 Sooke Regional Museum	76,305	73,166	22.36	20.12	3,139	4.3%	2.24	11.1%	Increase in payment requested by Sooke Region Museum
1.350 Willis Point Fire Protection	141,221	135,748	601.29	577.37	5,473	4.0%	23.93	4.1%	Increase related to reduction in expected rental revenue
1.358 Port Renfrew Fire Protection	96,608	94,802	250.29	245.33	1,806	1.9%	4.96	2.0%	Increase due to higher operating expenses recommended by the commission
1.360 Shirley Fire Protection	167,500	164,317	507.05	497.65	3,182	1.9%	9.40	1.9%	Increase due to higher operating expenses recommended by the commission
1.40X SEAPARC	751,115	736,347	245.66	224.95	14,768	2.0%	20.71	9.2%	Increase related to change in assessment values
2.650 Port Renfrew Water	64,508	70,008	344.51	373.88	(5,500)	-7.9%	(29.37)	-7.9%	Decrease due to one-time maintenance project funded by Operating Reserve Fund recommended by the commission
2.691 Wilderness Mountain	61,900	69,981	794.51	898.23	(8,081)	-11.5%	(103.72)	-11.5%	Decrease due to reduced transfer to Capital Reserve Fund recommended by the commission
Other <\$1,000	1,289,031	1,290,007			(977)	-0.1%			
<b>Total Local/Specified/Defined Services</b>	<b>2,970,289</b>	<b>2,951,464</b>			<b>18,825</b>	<b>0.6%</b>			

**Appendix A-2: Requisition Summary - Juan de Fuca**

Electoral Area Juan de Fuca	Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Change in Requisition		Change in cost per avg household/Parcel	
	2022		2021		\$	%	\$	%
1.010 Legislative & General Government	185,565	47.56	144,193	34.94	41,371	28.7%	12.62	36.1%
1.101 G.I.S.	2,117	0.54	1,078	0.26	1,039	96.3%	0.28	107.7%
1.224 Community Health - Homeless Sec.	10,721	2.75	9,894	2.40	827	8.4%	0.35	14.6%
1.280 Regional Parks	272,259	69.78	183,606	44.49	88,653	48.3%	25.29	56.8%
1.280A Regional Parks - Land Acquisition	1,409	0.36	66,921	16.22	(65,512)	-97.9%	(15.86)	-97.8%
1.309 Climate Action and Adaptation	21,777	5.58	6,756	1.64	15,020	222.3%	3.94	240.9%
1.310 Land Banking & Housing	25,450	6.52	22,221	5.38	3,229	14.5%	1.14	21.1%
1.324 Regional Planning Service	21,030	5.39	19,408	4.70	1,623	8.4%	0.69	14.6%
1.335 Geo-Spatial Referencing System	2,790	0.72	2,722	0.66	68	2.5%	0.06	8.4%
1.374 Regional Emergency Program Support	2,045	0.52	1,905	0.46	140	7.4%	0.06	13.5%
1.375 Hazardous Material Incident Response	5,010	1.28	4,670	1.13	340	7.3%	0.15	13.5%
1.911 Call Answer	2,360	0.60	1,973	0.48	387	19.6%	0.13	26.5%
1.921 Regional CREST Contribution	22,418	5.75	21,026	5.09	1,393	6.6%	0.65	12.8%
21.ALL Feasibility Study Reserve Fund - ALL	-	-	2,502	0.61	(2,502)	-100.0%	(0.61)	-100.0%
<b>Total Regional</b>	<b>\$574,951</b>	<b>\$147.36</b>	<b>488,873</b>	<b>118.46</b>	<b>86,077</b>	<b>17.6%</b>	<b>\$28.90</b>	<b>24.4%</b>
1.126 Victoria Family Court Committee	237	0.06	229	0.06	8	3.5%	0.01	9.5%
1.128 Greater Victoria Police Victim Services	821	1.70	755	1.53	66	8.7%	0.17	10.8%
1.230 Traffic Safety Commission	1,340	0.34	1,235	0.30	105	8.5%	0.04	14.8%
1.313 Animal Care Services	64,059	16.42	63,544	15.40	516	0.8%	1.02	6.6%
1.330 Regional Growth Strategy	5,545	1.42	5,208	1.26	336	6.5%	0.16	12.6%
1.913 Fire Dispatch	35,092	8.99	43,672	10.58	(8,580)	-19.6%	(1.59)	-15.0%
3.701 Millstream Remediation	4,616	1.18	7,220	1.75	(2,603)	-36.1%	(0.57)	-32.4%
<b>Total Sub-Regional</b>	<b>\$111,710</b>	<b>\$30.12</b>	<b>\$121,862</b>	<b>\$30.88</b>	<b>(\$10,152)</b>	<b>-8.3%</b>	<b>(\$0.76)</b>	<b>-2.5%</b>
1.103 Elections	14,362	3.68	5,614	1.36	8,748	155.8%	2.32	170.6%
1.104 U.B.C.M.	2,639	0.68	1,758	0.43	881	50.1%	0.25	58.8%
1.318 Building Inspection	102,144	26.18	100,777	24.42	1,367	1.4%	1.76	7.2%
1.320 Noise Control	8,939	2.29	8,962	2.17	(23)	-0.3%	0.12	5.5%
1.322 Nuisances & Unsanitary Premises	11,944	3.06	11,912	2.89	33	0.3%	0.17	6.1%
1.372 Electoral Area Emergency Program	33,273	8.53	33,400	8.09	(127)	-0.4%	0.43	5.4%
<b>Total Joint Electoral Area</b>	<b>\$173,301</b>	<b>\$44.42</b>	<b>\$162,422</b>	<b>\$39.36</b>	<b>\$10,879</b>	<b>6.7%</b>	<b>\$5.06</b>	<b>12.9%</b>
1.109 Electoral Area Admin Exp-JDF	60,129	15.41	56,682	13.74	3,447	6.1%	1.68	12.2%
1.317 JDF Building Numbering	12,902	3.31	12,789	3.10	113	0.9%	0.21	6.7%
1.319 Soil Deposit Removal	5,682	1.46	5,621	1.36	61	1.1%	0.09	6.9%
1.325 Electoral Area Services - Planning	697,706	178.83	684,025	165.75	13,681	2.0%	13.07	7.9%
1.340 JDF Livestock Injury Compensation	3,150	0.81	-	-	3,150	100.0%	0.81	100.0%
1.370 Juan de Fuca Emergency Program	88,578	22.70	86,603	20.99	1,975	2.3%	1.72	8.2%
1.377 JDF Search and Rescue	69,952	17.93	68,663	16.64	1,289	1.9%	1.29	7.8%
1.405 JDF EA - Community Parks	193,274	49.54	190,175	46.08	3,099	1.6%	3.45	7.5%
1.924 Emergency Comm - Crest - J.D.F.	125,143	32.07	121,249	29.38	3,894	3.2%	2.69	9.2%
<b>Total JDF Electoral Area</b>	<b>\$1,256,516</b>	<b>\$322.05</b>	<b>\$1,225,807</b>	<b>\$297.04</b>	<b>\$30,709</b>	<b>2.5%</b>	<b>\$25.01</b>	<b>8.4%</b>
<b>Total Capital Regional District</b>	<b>\$2,116,478</b>	<b>\$543.95</b>	<b>\$1,998,965</b>	<b>\$485.74</b>	<b>117,513</b>	<b>5.9%</b>	<b>\$58.21</b>	<b>12.0%</b>
Cost/average residential property			\$485.74		(\$485.74)			
CRHD Capital Regional Hospital District	466,206	119.49	467,460	113.27	(1,253)	-0.3%	6.22	5.5%
<b>Total CRD and CRHD</b>	<b>\$2,582,685</b>	<b>\$663.44</b>	<b>\$2,466,424</b>	<b>\$599.01</b>	<b>\$116,260</b>	<b>4.7%</b>	<b>\$64.43</b>	<b>10.8%</b>

Average residential assessment - 2022/2021

\$852,703

\$625,349

Major Impacts (Changes in \$/Avg HH >+/- \$1.00)

	Change in Requisition		Change in Avg HH	
	\$	%	\$	%
<b>REGIONAL</b>				
Legislative & General Government	41,371	1.7%	12.62	2.1%
Regional Parks	88,653	3.6%	25.29	4.2%
Regional Parks - Land Acquisition	(65,512)	-2.7%	(15.86)	-2.6%
Climate Action and Adaptation	15,020	0.6%	3.94	0.7%
Land Banking & Housing	3,229	0.1%	1.14	0.2%
<b>SUB-REGIONAL</b>				
Fire Dispatch	(8,580)	-0.3%	(1.59)	-0.3%
		0.0%		
<b>JOINT EA</b>				
Elections	8,748	0.4%	2.32	0.4%
Building Inspection	1,367	0.1%	1.76	0.3%
<b>JDF EA</b>				
Electoral Area Admin Exp-JDF	3,447	0.1%	1.68	0.3%
Electoral Area Services - Planning	13,681	0.6%	13.07	2.2%
Juan de Fuca Emergency Program	1,975	0.1%	1.72	0.3%
JDF Search and Rescue	1,289	0.1%	1.29	0.2%
JDF EA - Community Parks	3,099	0.1%	3.45	0.6%
Emergency Comm - Crest - J.D.F.	3,894	0.2%	2.69	0.4%
<b>Capital Regional Hospital District</b>	<b>(1,253)</b>	<b>-0.1%</b>	<b>6.22</b>	<b>1.0%</b>
Other	5,831	0.2%	\$4.68	0.8%
<b>Total</b>	<b>116,260</b>	<b>4.7%</b>	<b>\$64.43</b>	<b>10.8%</b>



Local/Specified/Defined Services		Res Asst/		Res Asst/		Change in Requisition		Change in cost per avg household/Parcel	
		2022	Parcel	2021	Parcel	\$	%	\$	%
1.119	Vancouver Island Regional Library	322,102	94.37	310,394	85.35	11,708	3.8%	9.02	10.6%
1.121	Sooke Regional Museum	76,305	22.36	71,735	19.73	4,571	6.4%	2.63	13.3%
1.133	Langford E.A. - Greater Victoria Public Library	31,491	65.24	30,985	63.00	506	1.6%	2.24	3.6%
1.232	Port Renfrew Street Lighting	3,485	41.68	3,321	39.72	164	4.9%	1.96	4.9%
1.350	Willis Point Fire Protection	141,221	601.29	136,054	578.67	5,166	3.8%	22.62	3.9%
1.353	Otter Point Fire Protection	539,544	494.35	520,055	464.41	19,490	3.7%	29.94	6.4%
1.354	Malahat Fire Protection	65,597	705.53	63,810	673.05	1,787	2.8%	32.48	4.8%
1.355	Durrance Road Fire Protection	3,020	353.17	2,990	349.66	30	1.0%	3.51	1.0%
1.357	East Sooke Fire Protection	479,071	541.87	429,942	491.18	49,129	11.4%	50.69	10.3%
1.358	Port Renfrew Fire Protection	96,608	250.29	92,301	238.86	4,307	4.7%	11.44	4.8%
1.360	Shirley Fire Protection	167,500	507.05	162,040	490.75	5,460	3.4%	16.30	3.3%
1.40X	SEAPARC	751,115	245.66	687,297	209.97	63,818	9.3%	35.69	17.0%
1.408	JDF EA - Community Recreation	69,508	20.36	68,310	18.78	1,198	1.8%	1.58	8.4%
1.523	Port Renfrew Refuse Disposal	33,852	87.51	33,324	86.06	528	1.6%	1.45	1.7%
2.650	Port Renfrew Water	64,508	344.51	60,016	320.52	4,492	7.5%	23.99	7.5%
2.691	Wilderness Mountain	61,900	794.51	59,520	763.96	2,380	4.0%	30.55	4.0%
3.700	Septage Disposal - JDF Service Area	464	0.13	297	0.08	167	56.2%	0.05	65.9%
3.755	Regional Source Control - Port Renfrew Sewer	705	7.82	698	7.62	7	1.0%	0.20	2.7%
3.850	Port Renfrew Sewer	62,294	745.86	59,456	711.88	2,838	4.8%	33.98	4.8%
<b>Total JdF Local/Specified/Defined Requisition</b>		<b>\$2,970,289</b>		<b>\$2,792,545</b>		<b>\$177,745</b>			

Average residential assessment - 2022/2021

\$852,703

\$625,349

Electoral Areas Committee - March 9, 2022  
 2022 Final Electoral Area Budget Review

**Appendix A-3: Change in Requisition (2022 Final vs Provisional) by Cost Driver - Juan de Fuca**  
 (Requisition Change >±1,000)

Cost Driver	Service	Service Name	Requisition \$		Requisition per Avg HH \$		Comments
			% Increase over 2021	\$ Requisition	% Increase over 2021	\$/HH	
<b>Provisional - COW (CRD&amp;CRHD)</b>			<b>1.7%</b>	<b>2,508,925</b>	<b>1.7%</b>	<b>609.35</b>	
<b>Change in Assessment</b>	1.010	Legislative & General Government	0.4%	10,620	0.9%	5.17	
	1.280	Regional Parks	0.6%	15,544	1.3%	7.57	
	1.309	Climate Action and Adaptation	0.0%	1,078	0.1%	0.57	
	1.310	Land Banking & Housing	0.1%	1,453	0.1%	0.71	
	1.313	Animal Care Services	-0.1%	(1,934)	0.1%	0.43	
	1.318	Building Inspection	-0.1%	(2,436)	0.1%	0.84	
	1.324	Regional Planning Service	0.0%	1,201	0.1%	0.59	
	CRHD	Capital Regional Hospital District	1.1%	26,618	6.0%	36.20	
		All JDF EA-wide services	-	-	2.93%	17.57	Change in \$/Avg HH solely due to change in residential assessment
		Others <+/-1,000	0.1%	1,310	-3.4%	(20.47)	
		<i>Subtotal</i>	<b>2.2%</b>	<b>53,453</b>	<b>8.2%</b>	<b>49.17</b>	
<b>Budget Changes</b>	1.109	Electoral Area Admin Exp-JDF	0.2%	5,287	0.2%	1.28	New allocation costs reflecting organization structure change for JDF Admin function
	1.309	Climate Action and Adaptation	0.6%	13,607	0.6%	3.30	Board Directed Initiatives-Climate Action Strategy
	1.924	Emergency Comm - Crest - J.D.F.	0.1%	1,561	0.1%	0.38	Increase due to new radio equipment purchase and deficit carry forward to 2022
		Others <+/-1,000	0.0%	(149)	0.0%	(0.04)	Changes related to 2021 surplus/deficit, GILT and minor budget changes
		<i>Subtotal</i>	<b>0.8%</b>	<b>20,306</b>	<b>0.8%</b>	<b>4.92</b>	
<b>Final - CRD&amp;CRHD</b>			<b>4.7%</b>	<b>2,582,685</b>	<b>10.8%</b>	<b>663.44</b>	
<b>Change - Final over Provisional (COW)</b>			<b>3.0%</b>	<b>73,759</b>	<b>9.0%</b>	<b>54.09</b>	

\*Requisition excludes Local/Specified/Defined services.

**Appendix A-4: Capital Plan Summary Overview by Service- Juan de Fuca  
 2022 Final**

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.109	JDF Admin. Expenditures	2,000					2,000			2,000					2,000
1.318	Building Inspection	20,003	10,125				30,128			30,128					30,128
1.325	Community Planning	45,000			100,000		145,000			45,000	100,000				145,000
1.350	Willis Point Fire	27,030					27,030			12,000		15,030			27,030
1.353	Otter Point Fire	141,000		60,000			201,000			141,000		60,000			201,000
1.357	East Sooke Fire	37,544	150,000	55,000			242,544	11,000		166,044		65,500			242,544
1.358	Port Renfrew Fire	33,000					33,000			33,000					33,000
1.360	Shirley Fire Department	10,000					10,000			10,000					10,000
1.369	Electoral Area Fire Services	72,992					72,992					72,992			72,992
1.370	JDF Emergency Program	11,710					11,710			11,710					11,710
1.405	JDF EA Community Parks & Recreation				215,000	50,000	265,000				265,000				265,000
1.523	Port Renfrew Refuse Disposal				25,000		25,000					25,000			25,000
2.650	Port Renfrew Water	30,000					30,000	20,000				10,000			30,000
2.691	Wilderness Mountain Water Service				65,000		65,000				45,000	20,000			65,000
3.850	Port Renfrew Sewer				75,000		75,000				60,000	15,000			75,000
<b>Total</b>		<b>430,279</b>	<b>160,125</b>	<b>115,000</b>	<b>480,000</b>	<b>50,000</b>	<b>1,235,404</b>	<b>31,000</b>	<b>-</b>	<b>450,882</b>	<b>470,000</b>	<b>283,522</b>	<b>-</b>	<b>-</b>	<b>1,235,404</b>

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**Appendix A-5: Change in Capital Plan (2022 Final vs Provisional) - Juan de Fuca**

Service	Service Name	Project Description	Amount \$			Comments
			Provisional	Final	Change	
1.350	Otter Point Fire	Handicap access	8,000	-	(8,000)	Moved from 2022 to 2023
		Hall Paint	5,000	-	(5,000)	Moved from 2022 to 2023
		Turn Out Gear	40,000	6,000	(34,000)	Reduced planned spending; expanded scope of spending to 4 years (2022-2025)
		Water Tank	41,865	-	(41,865)	Postponed indefinitely/No longer required
		SCBA Replacement	80,000	-	(80,000)	Project completed in 2021
		Paving entrance for hall	-	15,030	15,030	Paving apron in front of fire hall
1.357	East Sooke Fire	East Sooke Community Hall capital projects	-	10,500	10,500	Planned Equipment Replacement in East Sooke Community Hall
1.358	Port Renfrew Fire	Protective Clothing	-	10,000	10,000	Rescue Jackets
		Telecommunications-Pagers	-	10,000	10,000	Pagers
		Telecommunications-Satellite Phone	-	3,000	3,000	Replacement Satellite Phone
2.650	Port Renfrew Water	Hydrant Replacement Program	10,000	30,000	20,000	Carryforward from 2021 to 2022
<b>Total Changes - Juan de Fuca</b>			<b>184,865</b>	<b>84,530</b>	<b>(100,335)</b>	

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 2022 Final Electoral Area Budget Review

**Appendix B1: SSI - Change in Requisition from Provisional to Final - Budget Review 2022**

**Change in Requisition (2022 Final vs Provisional) - Salt Spring Island  
 (Requisition Changes > \$1,000) by Services**

Electoral Area Salt Spring Island	2022 Requisition \$		2022 Per Avg HH \$		Requisition Change		Per Avg HH Change		Requisition Change Comments
	Final	Provisional cow	Final	Provisional cow	Final vs Provisional \$	%	Final vs Provisional \$	%	
1.010 Legislative & General Government	364,128	337,980	54.82	50.44	26,149	7.7%	4.38	8.7%	Increase related to change in assessment values
1.224 Community Health - Homeless Sec.	21,037	19,807	3.17	2.96	1,231	6.2%	0.21	7.1%	Increase related to change in assessment values
1.238A Community Transit (S.S.I.)	194,711	197,332	29.32	29.45	(2,621)	-1.3%	(0.14)	-0.5%	Decrease in municipal obligation payment from BC transit
1.280 Regional Parks	534,246	494,387	80.44	73.79	39,860	8.1%	6.65	9.0%	Increase related to change in assessment values
1.299 Salt Spring Island Arts	121,677	120,120	18.32	17.93	1,557	1.3%	0.39	2.2%	Increase due to 2021 deficit carried forward
1.309 Climate Action and Adaptation	44,334	14,138	6.68	2.11	30,196	213.6%	4.56	216.3%	Increase due to Climate Action Strategy initiative
1.310 Land Banking & Housing	49,939	46,213	7.52	6.90	3,726	8.1%	0.62	9.0%	Increase related to change in assessment values
1.311 Regional Housing Trust Fund	36,078	33,308	5.43	4.97	2,769	8.3%	0.46	9.3%	Increase related to change in assessment values
1.318 Building Inspection	200,435	201,453	30.18	30.07	(1,018)	-0.5%	0.11	0.4%	Decrease related to change in assessment values
1.324 Regional Planning Service	41,267	38,123	6.21	5.69	3,144	8.2%	0.52	9.2%	Increase related to change in assessment values
1.913 Fire Dispatch	74,842	72,138	11.27	10.77	2,704	3.7%	0.50	4.7%	Increase related to change in assessment values
1.921 Regional CREST Contribution	47,812	44,612	7.20	6.66	3,200	7.2%	0.54	8.1%	Increase related to change in assessment values
1.925 Emergency Comm - Crest - S.S.I.	142,827	145,874	21.50	21.77	(3,047)	-2.1%	(0.27)	-1.2%	Decrease in payment adjustment to CREST and surplus carry forward to 2022
CRHD Capital Regional Hospital District	914,824	846,378	137.74	126.32	68,446	8.1%	11.41	9.0%	Increase related to change in assessment values
Other <\$1,000	4,455,940	4,454,822	683.02	677.54	1,119	0.0%	5.48	0.8%	
<b>Total SSI Electoral Area</b>	<b>7,244,099</b>	<b>7,066,685</b>	<b>1,102.80</b>	<b>1,067.37</b>	<b>177,413</b>	<b>2.5%</b>	<b>35.44</b>	<b>3.3%</b>	

All services <\$1,000	353,868	352,955			913	0.3%		
<b>Total Local/Specified/Defined Services</b>	<b>353,868</b>	<b>352,955</b>			<b>913</b>	<b>0.3%</b>		

**Appendix B-2: Requisition Summary - Salt Spring Island**

Electoral Area	Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Change in Requisition		Change in cost per avg household/Parcel	
	2022	2021	2022	2021	\$	%	\$	%
<b>Salt Spring Island</b>								
1.101 Legislative & General Government	364,128	54.82	277,690	41.45	86,438	31.1%	13.38	32.3%
1.101 G.I.S.	4,154	0.63	2,076	0.31	2,078	100.1%	0.32	101.8%
1.224 Community Health - Homeless Sec.	21,037	3.17	19,053	2.84	1,984	10.4%	0.32	11.4%
1.280 Regional Parks	534,246	80.44	353,593	52.77	180,654	51.1%	27.66	52.4%
1.280A Regional Parks - Land Acquisition	2,766	0.42	128,879	19.24	(126,113)	-97.9%	(18.82)	-97.8%
1.309 Climate Action and Adaptation	44,334	6.68	13,469	2.01	30,865	229.2%	4.66	232.0%
1.310 Land Banking & Housing	49,939	7.52	42,793	6.39	7,146	16.7%	1.13	17.7%
1.324 Regional Planning Service	41,267	6.21	37,376	5.58	3,892	10.4%	0.63	11.4%
1.335 Geo-Spatial Referencing System	5,475	0.82	5,242	0.78	233	4.4%	0.04	5.4%
1.374 Regional Emergency Program Support	4,163	0.63	3,798	0.57	366	9.6%	0.06	10.6%
1.375 Hazardous Material Incident Response	10,199	1.54	9,309	1.39	890	9.6%	0.15	10.5%
1.911 Call Answer	5,033	0.76	4,105	0.61	928	22.6%	0.15	23.7%
1.921 Regional CREST Contribution	47,812	7.20	43,755	6.53	4,058	9.3%	0.67	10.2%
21.ALL Feasibility Study Reserve Fund - ALL	-	-	4,818	0.72	(4,818)	-100.0%	(0.72)	-100.0%
<b>Total Regional</b>	<b>\$1,134,556</b>	<b>\$170.82</b>	<b>\$945,955</b>	<b>\$141.18</b>	<b>\$188,601</b>	<b>19.9%</b>	<b>\$29.63</b>	<b>21.0%</b>
1.230 Traffic Safety Commission	2,630	0.40	2,378	0.35	251	10.6%	0.04	11.5%
1.311 Regional Housing Trust Fund	36,078	5.43	34,896	5.21	1,182	3.4%	0.22	4.3%
1.313 Animal Care Services	125,702	18.93	122,374	18.26	3,328	2.7%	0.66	3.6%
1.913 Fire Dispatch	74,842	11.27	90,881	13.56	(16,039)	-17.6%	(2.30)	-16.9%
<b>Total Sub-Regional</b>	<b>\$239,251</b>	<b>\$36.02</b>	<b>\$250,529</b>	<b>\$37.39</b>	<b>(\$11,278)</b>	<b>-4.5%</b>	<b>(\$1.37)</b>	<b>-3.7%</b>
1.103 Elections	28,182	4.24	10,811	1.61	17,371	160.7%	2.63	163.0%
1.104 U.B.C.M.	5,178	0.78	3,385	0.51	1,793	53.0%	0.27	54.3%
1.318 Building Inspection	200,435	30.18	194,078	28.97	6,357	3.3%	1.21	4.2%
1.320 Noise Control	17,541	2.64	17,259	2.58	282	1.6%	0.07	2.5%
1.322 Nuisances & Unsightly Premises	23,438	3.53	22,940	3.42	498	2.2%	0.11	3.1%
1.372 Electoral Area Emergency Program	65,291	9.83	64,323	9.60	968	1.5%	0.23	2.4%
<b>Total Joint Electoral Area</b>	<b>\$340,064</b>	<b>\$51.20</b>	<b>\$312,796</b>	<b>\$46.69</b>	<b>\$27,268</b>	<b>8.7%</b>	<b>\$4.52</b>	<b>9.7%</b>
1.111 Electoral Area Admin Exp-SSI	517,490	77.91	517,576	77.25	(86)	0.0%	0.66	0.9%
1.116 Grants in Aid - Salt Spring Island	50,056	7.54	50,052	7.47	4	0.0%	0.07	0.9%
1.124 SSI Economic Development Commission	98,237	14.79	77,008	11.49	21,229	27.6%	3.30	28.7%
1.141 Salt Spring Island Public Library	663,620	99.91	661,352	98.71	2,268	0.3%	1.21	1.2%
1.236 Salt Spring Island Fernwood Dock	25,679	4.63	31,283	5.64	(5,604)	-17.9%	(1.01)	-17.9%
1.238A Community Transit (S.S.I.)	194,711	29.32	182,252	27.20	12,459	6.8%	2.11	7.8%
1.238B Community Transportation (S.S.I.)	171,045	25.75	170,232	25.41	813	0.5%	0.35	1.4%
1.299 Salt Spring Island Arts	121,677	18.32	118,512	17.69	3,165	2.7%	0.63	3.6%
1.316 SSI House Numbering	9,586	1.44	9,458	1.41	128	1.4%	0.03	2.2%
1.342 SSI Livestock Injury Compensation	3,150	0.47	-	-	3,150	100.0%	0.47	100.0%
1.371 S.S.I. Emergency Program	127,913	19.26	127,913	19.09	-	0.0%	0.17	0.9%
1.378 SSI Search and Rescue	24,955	3.76	23,336	3.48	1,619	6.9%	0.27	7.9%
1.455 Salt Spring Island Community Parks	458,072	68.97	417,511	62.31	40,561	9.7%	6.65	10.7%
1.458 Salt Spring Island Community Rec	54,582	8.22	53,511	7.99	1,071	2.0%	0.23	2.9%
1.459 Salt Spring Island Park, Land & Rec Prog	1,548,095	233.08	1,468,919	219.24	79,176	5.4%	13.84	6.3%
1.535 Stormwater Quality Management - S.S.I.	27,940	4.21	27,500	4.10	440	1.6%	0.10	2.5%
1.925 Emergency Comm - Crest - S.S.I.	142,827	21.50	141,771	21.16	1,056	0.7%	0.34	1.6%
3.705 S.S.I. Liquid Waste Disposal**	375,768	67.95	356,696	64.50	19,072	5.3%	3.45	5.3%
<b>Total SSI Electoral Area</b>	<b>\$4,615,403</b>	<b>\$707.03</b>	<b>\$4,434,882</b>	<b>\$674.14</b>	<b>\$180,521</b>	<b>4.1%</b>	<b>\$32.89</b>	<b>4.9%</b>
<b>Total Capital Regional District</b>	<b>\$6,329,274</b>	<b>\$965.07</b>	<b>\$5,944,162</b>	<b>\$899.40</b>	<b>\$385,112</b>	<b>6.5%</b>	<b>\$65.67</b>	<b>7.3%</b>
CRHD Capital Regional Hospital District	914,824	137.74	900,244	\$134.36	14,580	1.6%	3.37	2.5%
<b>Total CRD and CRHD</b>	<b>\$7,244,099</b>	<b>\$1,102.80</b>	<b>\$6,844,407</b>	<b>\$1,033.76</b>	<b>\$399,692</b>	<b>5.8%</b>	<b>\$69.04</b>	<b>6.7%</b>

Average residential assessment - 2022/2021

\$982,903

\$741,764

Major Impacts (Changes in \$/Avg HH >+/- \$1.00)

REGIONAL	Change in Requisition		Change in Avg HH	
	\$	%	\$	%
Legislative & General Government	86,438	1.3%	13.38	1.3%
Regional Parks	180,654	2.6%	27.66	2.7%
Regional Parks - Land Acquisition	(126,113)	-1.8%	(18.82)	-1.8%
Climate Action and Adaptation	30,865	0.5%	4.66	0.5%
Land Banking & Housing	7,146	0.1%	1.13	0.1%
<b>SUB-REGIONAL</b>				
Fire Dispatch	(16,039)	-0.2%	(2.30)	-0.2%
<b>JOINT EA</b>				
Elections	17,371	0.3%	2.63	0.3%
Building Inspection	6,357	0.1%	1.21	0.1%
<b>SSI EA</b>				
SSI Economic Development Commission	21,229	0.3%	3.30	0.3%
Salt Spring Island Public Library	2,268	0.0%	1.21	0.1%
Community Transit (S.S.I.)	12,459	0.2%	2.11	0.2%
Salt Spring Island Community Parks	40,561	0.6%	6.65	0.6%
Salt Spring Island Park, Land & Rec Prog	79,176	1.2%	13.84	1.3%
S.S.I. Liquid Waste Disposal**	19,072	0.3%	3.45	0.3%
<b>Capital Regional Hospital District</b>	<b>14,580</b>	<b>0.2%</b>	<b>3.37</b>	<b>0.3%</b>
Other	23,669	0.3%	\$5.54	0.5%
<b>Total</b>	<b>\$399,692</b>	<b>5.8%</b>	<b>\$69.04</b>	<b>6.7%</b>

Salt Spring Island Local/Specified/Defined Services		Cost per Avg.		Cost per Avg.		Change in Requisition		Change in cost per avg	
		2022	Res Asst/ Parcel	2021	Res Asst/ Parcel	\$	%	\$	%
1.234	Salt Spring Island Street Lighting	26,668	4.12	22,527	3.45	4,141	18.4%	0.67	19.5%
2.620	SSI Highland Water System	30,832	127.76	31,119	128.95	(287)	-0.9%	(1.19)	-0.9%
2.621	Highland / Fernwood Water - SSI	75,000	237.06	75,000	237.06	-	0.0%	-	0.0%
2.624	Beddis Water	74,960	575.88	73,470	564.43	1,490	2.0%	11.45	2.0%
2.626	Fulford Water	47,500	490.16	37,500	386.97	10,000	26.7%	103.19	26.7%
2.628	Cedar Lane Water	15,000	426.69	10,024	285.14	4,976	49.6%	141.55	49.6%
2.660	Fernwood Water	14,413	192.02	13,493	179.76	920	6.8%	12.26	6.8%
3.755	Regional Source Control - Maliview Estates / Ganges Sewer	6,588	16.13	6,270	14.75	318	5.1%	1.39	9.4%
3.810	Ganges Sewer	58,147	146.75	57,000	143.86	1,147	2.0%	2.89	2.0%
3.820	Maliview Estates Sewer System	4,760	50.54	4,670	49.54	90	1.9%	1.00	2.0%
<b>Total Local/Specified/Defined Services</b>		<b>353,868</b>		<b>331,073</b>		<b>22,795</b>			

Average residential assessment - 2022/2021

\$982,903

\$741,764

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**Appendix B-3: Change in Requisition (2022 Final vs Provisional) by Cost Driver - Salt Spring Island**

(Requisition Change >±1,000)

Cost Driver	Service	Service Name	Requisition \$		Requisition per Avg HH \$		Comments
			% Increase over 2021	\$ Requisition	% Increase over 2021	\$/HH	
<b>Provisional - COW (CRD&amp;CRHD)</b>			<b>3.2%</b>	<b>7,066,685</b>	<b>3.3%</b>	<b>1,067.37</b>	
<b>Change in Assessment</b>	1.010	Legislative & General Government	0.4%	27,217	0.4%	4.54	
	1.224	Community Health - Homeless Sec.	0.0%	1,570	0.0%	0.26	
	1.280	Regional Parks	0.6%	40,066	0.6%	6.68	
	1.309	Climate Action and Adaptation	0.0%	3,070	0.0%	0.52	
	1.310	Land Banking & Housing	0.1%	3,726	0.1%	0.62	
	1.311	Regional Housing Trust Fund	0.0%	2,769	0.0%	0.46	
	1.313	Animal Care Services	0.0%	(1,390)	0.0%	(0.04)	
	1.324	Regional Planning Service	0.0%	3,079	0.0%	0.51	
	1.913	Fire Dispatch	0.0%	2,210	0.0%	0.43	
	1.921	Regional CREST Contribution	0.0%	3,006	0.0%	0.51	
	CRHD	Capital Regional Hospital District	1.0%	68,254	1.1%	11.38	
		All SSI EA-wide services	-	-	0.53%	5.52	Change in \$/Avg HH solely due to change in residential assessment
		Others <+/-1,000	0.0%	593	0.1%	0.58	
		<b>Subtotal</b>	<b>2.3%</b>	<b>154,170</b>	<b>3.1%</b>	<b>31.97</b>	
<b>Budget Changes</b>	1.010	Legislative & General Government	0.0%	(1,068)	0.0%	(0.16)	Adjustment to PILT revenue
	1.238A	Community Transit (S.S.I.)	0.0%	(2,621)	0.0%	(0.39)	Decrease in municipal obligation payment from BC Transit
	1.299	Salt Spring Island Arts	0.0%	1,557	0.0%	0.23	Increase due to 2021 deficit carry forward
	1.309	Climate Action and Adaptation	0.4%	27,126	0.4%	4.05	Board Directed Initiatives-Climate Action Strategy
	1.925	Emergency Comm - Crest - S.S.I.	0.0%	(3,047)	0.0%	(0.45)	Decrease in payment adjustment to CREST and surplus carry forward to 2022
		Others <+/-1,000	0.0%	1,297	0.0%	0.19	Changes related to 2021 surplus/deficit, GILT and minor budget changes
		<b>Subtotal</b>	<b>0.3%</b>	<b>23,243</b>	<b>0.3%</b>	<b>3.47</b>	
<b>Final - CRD&amp;CRHD</b>			<b>5.8%</b>	<b>7,244,099</b>	<b>6.7%</b>	<b>1,102.80</b>	
<b>Change - Final over Provisional (COW)</b>			<b>2.6%</b>	<b>177,413</b>	<b>3.4%</b>	<b>35.44</b>	

\*Requisition excludes Local/Specified/Defined services.



**Appendix B-4: Capital Plan Summary Overview by Service- Salt Spring Island  
 2022 Final**

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL		
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other			
1.111	SSI Admin. Expenditures	11,080					11,080			11,080						11,080
1.141	SSI Public Library			127,500			127,500				110,000	17,500				127,500
1.236	SSI Small Craft Harbour (Fernwood Dock)				47,500		47,500					47,500				47,500
1.238A	Community Transit (SSI)				40,000		40,000				5,000	35,000				40,000
1.238B	Community Transportation (SSI)				425,000		425,000				260,000	165,000				425,000
1.318	Building Inspection	39,294	19,890				59,184			59,184						59,184
1.455	SSI Community Parks	85,000	130,000		735,000		950,000			55,000	750,000	75,000	70,000			950,000
1.458	SSI Community Recreation	5,000			30,000		35,000			5,000		30,000				35,000
1.459	SSI Park Land & Rec Programs	30,000		1,361,135	450,000	230,002	2,071,137	3,400		30,000	1,542,862	494,875				2,071,137
2.620	Highland Water (SSI)				98,792		98,792	98,792								98,792
2.621	Highland & Fernwood Water (SSI)	40,000			140,000		180,000				140,000	40,000				180,000
2.622	Cedars of Tuam Water (SSI)	5,000			5,000		10,000					10,000				10,000
2.624	Beddis Water (SSI)	30,000					30,000					30,000				30,000
2.626	Fulford Water (SSI)	13,000			160,000		173,000				70,000	103,000				173,000
2.628	Cedar Lane Water (SSI)				75,000		75,000	33,500				41,500				75,000
3.705	SSI Septage / Composting				414,158		414,158				303,462	77,500	33,196			414,158
3.810	Ganges Sewer Utility (SSI)	190,000			487,500		677,500				140,000	537,500				677,500
3.820	Maliview Sewer Utility (SSI)				300,000		300,000		300,000							300,000
<b>Total</b>		<b>448,374</b>	<b>149,890</b>	<b>1,488,635</b>	<b>3,407,950</b>	<b>230,002</b>	<b>5,724,851</b>	<b>135,692</b>	<b>300,000</b>	<b>160,264</b>	<b>3,321,324</b>	<b>1,704,375</b>	<b>103,196</b>			<b>5,724,851</b>

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**Appendix B-5: Change in Capital Plan (2022 Final vs Provisional) - Salt Spring Island**

Service	Service Name	Project Description	Amount \$			Comments
			Provisional	Final	Change	
1.141	SSI Public Library	HVAC Upgrades	95,000	102,500	7,500	Revised budgeted spending in 2022
1.238A	SSI Transit	Art Inspired Bus Shelters	-	40,000	40,000	Advanced from 2023 to 2022
1.238B	Community Transportation	Pathway Detailed Design and Permitting Program	20,000	-	(20,000)	Merchant Mews Pathway project advanced from 2022 to 2021
1.455	SSI Community Parks	Playground upgrades	15,000	-	(15,000)	Moved from 2022 to 2023
		New park maintenance truck	40,000	-	(40,000)	Moved from 2022 to 2023
1.459	SSI Park Land & Rec Programs	New EV Maintenance Truck	40,000	-	(40,000)	Moved from 2022 to 2023
		Pool Changeroom Lockers	40,000	-	(40,000)	Revised budgeted spending in 2022
		Park Maintenance Facility	100,000	70,000	(30,000)	Revised budgeted spending in 2022
		Expand or upgrade Trail Network and parking	9,875	39,875	30,000	Revised budgeted spending in 2022
		Constuction of Multipurpose Room or Portable	-	3,400	3,400	Carryforward from 2021 to 2022
2.621	Highland & Fernwood Water	Power generation equipment - detailed design	24,000	-	(24,000)	Detailed design project advanced from 2022 to 2021
2.626	Fulford Water	WTP, Reservoir, PST Sunnyside Site Security	30,000	-	(30,000)	Security fencing project advanced from 2022 to 2021
		Public Engagement for Future Projects	15,000	-	(15,000)	Moved from 2022 to 2023
		Referendum or Alternative Approval Process	10,000	-	(10,000)	Moved from 2022 to 2023
2.628	Cedar Lane Water	Public Engagement for Mn removal project and others	10,000	5,000	(5,000)	Revised budgeted spending in 2022
		Referendum or Alternative Approval Process	20,000	10,000	(10,000)	Revised budgeted spending in 2022
		WTP Manganese removal construction	-	60,000	60,000	Carryforward from 2021 to 2022 and revised budget spending in 2022
3.705	SSI Septage / Composting	Composting Facility	-	261,658	261,658	Composter and composting infrastructure; addition due to grant award
<b>Total Changes - Salt Spring Island</b>			<b>468,875</b>	<b>592,433</b>	<b>123,558</b>	

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**Appendix C1: SGI - Change in Requisition from Provisional to Final - Budget Review 2022**

**Change in Requisition (2022 Final vs Provisional) - Southern Gulf Islands  
 (Requisition Changes > \$1,000) by Services**

Electoral Area Southern Gulf Islands	2022 Requisition \$		2022 Per Avg HH \$		Requisition Change		Per Avg HH Change		Requisition Change Comments
	Final	Provisional COW	Final	Provisional COW	Final vs Provisional \$	%	Final vs Provisional \$	%	
1.010 Legislative & General Government	274,664	248,001	39.95	35.74	26,664	10.8%	4.21	11.8%	Increase related to change in assessment values
1.224 Community Health - Homeless Sec.	15,869	14,534	2.31	2.09	1,335	9.2%	0.21	10.2%	Increase related to change in assessment values
1.280 Regional Parks	402,985	362,768	58.61	52.28	40,218	11.1%	6.33	12.1%	Increase related to change in assessment values
1.309 Climate Action and Adaptation	26,908	8,467	3.91	1.22	18,441	217.8%	2.69	220.7%	Increase due to Climate Action Strategy initiative
1.310 Land Banking & Housing	37,669	33,910	5.48	4.89	3,759	11.1%	0.59	12.1%	Increase related to change in assessment values
1.324 Regional Planning Service	31,128	27,974	4.53	4.03	3,155	11.3%	0.50	12.3%	Increase related to change in assessment values
1.297 Arts Grants	24,890	22,380	3.62	3.23	2,511	11.2%	0.39	12.2%	Increase related to change in assessment values
1.311 Regional Housing Trust Fund	21,813	19,876	3.17	2.86	1,937	9.7%	0.31	10.8%	Increase related to change in assessment values
1.313 Animal Care Services	94,818	92,938	13.79	13.39	1,880	2.0%	0.40	3.0%	Increase related to change in assessment values
1.318 Building Inspection	151,189	147,821	21.99	21.30	3,368	2.3%	0.69	3.2%	Increase related to change in assessment values
1.372 Electoral Area Emergency Program	49,249	48,142	7.16	6.94	1,107	2.3%	0.22	3.2%	Increase related to change in assessment values
1.235 SGI Small Craft Harbour Facilities	301,288	296,980	51.41	50.67	4,308	1.5%	0.74	1.5%	Increase in transfer to reserve funds for future capital needs, recommended by the commission
1.923 Emergency Comm - Crest - S.G.I.	177,612	181,397	25.83	26.14	(3,785)	-2.1%	(0.31)	-1.2%	Decrease in payment adjustment to CREST and surplus carried forward to 2022
CRHD Capital Regional Hospital District	690,058	621,050	100.36	89.51	69,008	11.1%	10.86	12.1%	Increase related to change in assessment values
Other <\$1,000	1,270,493	1,266,380	184.78	182.51	4,112	-304.0%	2.27	-317.9%	
<b>Total SGI Electoral Area</b>	<b>3,570,634</b>	<b>3,392,617</b>	<b>526.91</b>	<b>496.82</b>	<b>178,017</b>	<b>5.2%</b>	<b>30.09</b>	<b>6.1%</b>	
1.227 Saturna Island Medical Clinic	31,389	33,168	48.43	50.73	(1,779)	-5.4%	(2.30)	-4.5%	Decrease due to higher Grants in Lieu of Taxes
1.229 Pender Islands Health Care Centre	225,987	-	90.17	-	225,987	N/A	90.17	N/A	New Contribution service establishment starting in 2022
1.352 South Galiano Fire Protection	491,717	493,454	537.73	533.22	(1,737)	-0.4%	4.51	0.8%	Decrease due to slightly lower interest rate on new debt issues
1.356 Pender Fire Protection	1,092,083	1,064,067	439.23	425.27	28,016	2.6%	13.96	3.3%	Increase due to higher reserve funds contribution and payment requested by the Society
1.359 N. Galiano Fire Protection	206,424	210,182	513.85	523.20	(3,758)	-1.8%	(9.36)	-1.8%	Decrease due to higher than projected surplus carried forward to 2022
1.363 Saturna Is. Fire Protection	177,796	169,305	273.04	257.62	8,491	5.0%	15.43	6.0%	Increase in contribution payment requested by the Society
1.468 Saturna Is Community Recreation	9,891	13,458	15.19	20.48	(3,567)	-26.5%	(5.29)	-25.8%	Decrease due to higher than projected surplus carried forward to 2022
1.475 Mayne Is Community Parks	90,403	85,403	53.14	49.85	5,000	5.9%	3.29	6.6%	Increase to support archaeological costs, recommended by the commission
1.485 N & S Pender Community Parks	163,654	158,741	65.30	62.94	4,913	3.1%	2.36	3.7%	Increase to support archaeological costs, recommended by the commission
3.830 Magic Lake Estates Sewer System	586,010	588,368	865.04	868.52	(2,358)	-0.4%	(3.48)	-0.4%	Decrease due to higher Grants in Lieu of Taxes
3.830D Magic Lake Estates Sewer System - 6M Debt	211,616	204,954	329.76	319.38	6,662	3.3%	10.38	3.3%	Increase due to deficit carried forward in higher interest rate on new debt issues
Other <\$1,000	1,276,931	1,277,405			(474)	20.7%			
<b>Total Local/Specified/Defined Services</b>	<b>4,563,900</b>	<b>4,298,504</b>			<b>265,396</b>	<b>6.2%</b>			

**Appendix C-2: Requisition Summary - Southern Gulf Islands**

Electoral Area Southern Gulf Islands	Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Change in Requisition		Change in cost per avg household/Parcel	
	2022	2021	2022	2021	\$	%	\$	%
1.010 Legislative & General Government	274,664	39.95	203,762	29.37	70,902	34.8%	10.58	36.0%
1.101 G.I.S.	3,133	0.46	1,524	0.22	1,610	105.7%	0.24	107.5%
1.224 Community Health - Homeless Sec.	15,869	2.31	13,981	2.01	1,888	13.5%	0.29	14.5%
1.280 Regional Parks	402,985	58.61	259,457	37.39	143,528	55.3%	21.22	56.7%
1.280A Regional Parks - Land Acquisition	2,086	0.30	94,568	13.63	(92,482)	-97.8%	(13.33)	-97.8%
1.309 Climate Action and Adaptation	26,908	3.91	8,066	1.16	18,842	233.6%	2.75	236.7%
1.310 Land Banking & Housing	37,669	5.48	31,400	4.53	6,269	20.0%	0.95	21.1%
1.324 Regional Planning Service	31,128	4.53	27,425	3.95	3,703	13.5%	0.57	14.5%
1.335 Geo-Spatial Referencing System	4,130	0.60	3,847	0.55	283	7.4%	0.05	8.3%
1.374 Regional Emergency Program Support	2,527	0.37	2,274	0.33	253	11.1%	0.04	12.1%
1.375 Hazardous Material Incident Response	6,190	0.90	5,575	0.80	616	11.0%	0.10	12.1%
1.911 Call Answer	2,157	0.31	1,797	0.26	361	20.1%	0.05	21.2%
1.921 Regional CREST Contribution	20,490	2.98	19,149	2.76	1,342	7.0%	0.22	8.0%
21.ALL Feasibility Study Reserve Fund - ALL	-	-	3,535	0.51	(3,535)	-100.0%	(0.51)	-100.0%
<b>Total Regional</b>	<b>\$829,939</b>	<b>\$120.71</b>	<b>\$676,359</b>	<b>\$97.48</b>	<b>\$153,580</b>	<b>22.7%</b>	<b>\$23.23</b>	<b>23.8%</b>
1.230 Traffic Safety Commission	1,984	0.29	1,745	0.25	238	13.7%	0.04	14.7%
1.297 Arts Grants	24,890	3.62	21,945	3.16	2,945	13.4%	0.46	14.5%
1.311 Regional Housing Trust Fund	21,813	3.17	20,824	3.00	990	4.8%	0.17	5.7%
1.313 Animal Care Services	94,818	13.79	89,795	12.94	5,023	5.6%	0.85	6.6%
1.913 Fire Dispatch	32,074	4.66	39,773	5.73	(7,699)	-19.4%	(1.07)	-18.6%
<b>Total Sub-Regional</b>	<b>\$175,579</b>	<b>\$25.54</b>	<b>\$174,082</b>	<b>\$25.09</b>	<b>\$1,497</b>	<b>0.9%</b>	<b>\$0.45</b>	<b>1.8%</b>
1.103 Elections	21,258	3.09	7,933	1.14	13,325	168.0%	1.95	170.4%
1.104 U.B.C.M.	3,906	0.57	2,484	0.36	1,422	57.2%	0.21	58.7%
1.318 Building Inspection	151,189	21.99	142,409	20.52	8,780	6.2%	1.47	7.1%
1.320 Noise Control	13,231	1.92	12,664	1.83	567	4.5%	0.10	5.4%
1.322 Nuisances & Unightly Premises	17,680	2.57	16,833	2.43	847	5.0%	0.15	6.0%
1.372 Electoral Area Emergency Program	49,249	7.16	47,199	6.80	2,051	4.3%	0.36	5.3%
<b>Total Joint Electoral Area</b>	<b>\$256,513</b>	<b>\$37.31</b>	<b>\$229,522</b>	<b>\$33.08</b>	<b>\$26,991</b>	<b>11.8%</b>	<b>\$4.23</b>	<b>12.8%</b>
1.110 Electoral Area Admin Exp-SGI	388,379	56.49	341,564	49.23	46,815	13.7%	7.26	14.7%
1.117 Grants in Aid - Southern Gulf Islands	104,585	15.21	102,981	14.84	1,604	1.6%	0.37	2.5%
1.125 SGI Economic Development Commission	119,047	17.31	116,984	16.86	2,063	1.8%	0.45	2.7%
1.138 Southern Gulf Islands - Public Library	229,073	33.32	224,053	32.29	5,020	2.2%	1.03	3.2%
1.235 SGI Small Craft Harbour Facilities**	301,288	51.41	291,104	49.67	10,184	3.5%	1.74	3.5%
1.314 SGI House Numbering	9,335	1.36	9,203	1.33	132	1.4%	0.03	2.4%
1.341 SGI Livestock Injury Compensation	3,150	0.46	-	-	3,150	100.0%	0.46	100.0%
1.373 Southern Gulf Islands. Emergency Program	247,378	35.98	242,608	34.96	4,770	2.0%	1.01	2.9%
1.533 Stormwater Quality Management - Southern Gulf Is.	38,699	5.63	37,875	5.46	824	2.2%	0.17	3.1%
1.923 Emergency Comm - Crest - S.G.I.	177,612	25.83	178,188	25.68	(576)	-0.3%	0.15	0.6%
<b>Total SGI Electoral Area</b>	<b>\$1,618,546</b>	<b>\$242.99</b>	<b>\$1,544,560</b>	<b>\$230.32</b>	<b>\$73,986</b>	<b>4.8%</b>	<b>\$12.67</b>	<b>5.5%</b>
<b>Total Capital Regional District</b>	<b>\$2,880,576</b>	<b>\$426.54</b>	<b>\$2,624,522</b>	<b>\$385.97</b>	<b>\$256,054</b>	<b>9.8%</b>	<b>\$40.58</b>	<b>10.5%</b>
CRHD Capital Regional Hospital District	690,058	100.36	660,575	95.20	29,482	4.5%	5.16	5.4%
<b>Total CRD and CRHD</b>	<b>\$3,570,634</b>	<b>\$526.91</b>	<b>\$3,285,097</b>	<b>\$481.17</b>	<b>\$285,537</b>	<b>8.7%</b>	<b>\$45.74</b>	<b>9.5%</b>

Average residential assessment - 2022/2021

\$716,207

\$525,581

**Major Impacts (Changes in \$/Avg HH >+/- \$1.00)**

REGIONAL	Change in Requisition		Change in Avg HH	
	\$	%	\$	%
Legislative & General Government	70,902	2.2%	10.58	2.2%
Regional Parks	143,528	4.4%	21.22	4.4%
Regional Parks - Land Acquisition	(92,482)	-2.8%	(13.33)	-2.8%
Climate Action and Adaptation	18,842	0.6%	2.75	0.6%
<b>SUB-REGIONAL</b>				
Fire Dispatch	(7,699)	-0.2%	(1.07)	-0.2%
<b>JOINT EA</b>				
Elections	13,325	0.4%	1.95	0.4%
Building Inspection	8,780	0.3%	1.47	0.3%
<b>SGI EA</b>				
Electoral Area Admin Exp-SGI	46,815	1.4%	7.26	1.5%
Southern Gulf Islands - Public Library	5,020	0.2%	1.03	0.2%
SGI Small Craft Harbour Facilities**	10,184	0.3%	1.74	0.4%
Southern Gulf Islands. Emergency Program	4,770	0.1%	1.01	0.2%
<b>Capital Regional Hospital District</b>	29,482	0.9%	5.16	1.1%
Other	34,068	1.0%	\$5.97	1.2%
<b>Total</b>	<b>285,537</b>	<b>8.7%</b>	<b>45.74</b>	<b>9.5%</b>

Southern Gulf Islands Local/Specified/Defined Services		Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Change in Requisition		Change in cost per avg household/Parcel	
		2022	2021	2022	2021	\$	%	\$	%
1.137	Galiano Island Community Use Building	62,929	41.52	61,715	40.33	1,214	2.0%	1.19	2.9%
1.170	Gossip Island Electric Power Supply	56,585	1,063.50	56,848	1,068.44	(263)	-0.5%	(4.94)	-0.5%
1.227	Saturna Island Medical Clinic	31,389	48.43	32,180	49.22	(791)	-2.5%	(0.79)	-1.6%
1.228	Galiano Health Service	135,596	89.46	129,029	84.32	6,567	5.1%	5.14	6.1%
1.229	Pender Islands Health Care Centre	225,987	90.17	-	-	225,987	100.0%	90.17	100.0%
1.352	South Galiano Fire Protection	491,717	537.73	443,298	479.02	48,418	10.9%	58.71	12.3%
1.356	Pender Fire Protection	1,092,083	439.23	1,035,943	414.03	56,140	5.4%	25.20	6.1%
1.359	N. Galiano Fire Protection	206,424	513.85	206,197	513.28	227	0.1%	0.56	0.1%
1.363	Saturna Is. Fire Protection	177,796	273.04	157,672	239.92	20,124	12.8%	33.13	13.8%
1.465	Saturna Is Community Parks	23,323	35.82	22,866	34.79	457	2.0%	1.02	2.9%
1.468	Saturna Is Community Recreation	9,891	15.19	12,971	19.74	(3,080)	-23.7%	(4.55)	-23.0%
1.475	Mayne Is Community Parks	90,403	53.14	83,215	48.57	7,188	8.6%	4.57	9.4%
1.478	Mayne Is Community Rec	34,890	20.51	34,209	19.97	681	2.0%	0.54	2.7%
1.485	N & S Pender Community Parks	163,654	65.30	155,349	61.60	8,305	5.3%	3.70	6.0%
1.488	N & S Pender Community Rec	65,283	26.05	64,157	25.44	1,126	1.8%	0.61	2.4%
1.495	Galiano Parks	94,724	72.31	92,073	69.41	2,651	2.9%	2.90	4.2%
1.498	Galiano Community Recreation	37,427	28.57	36,705	27.67	722	2.0%	0.90	3.3%
2.630	Magic Lakes Estate Water System	579,148	506.69	568,517	497.39	10,631	1.9%	9.30	1.9%
2.640	Lyall Harbour/Boot Cove Water	131,060	792.76	127,738	772.67	3,322	2.6%	20.09	2.6%
2.642	Skana Water	24,000	346.03	22,885	329.95	1,115	4.9%	16.08	4.9%
2.665	Sticks Allison Water	5,000	138.49	5,000	138.49	-	0.0%	-	0.0%
2.667	Surfside Park Estates Water	23,100	231.55	22,000	220.52	1,100	5.0%	11.03	5.0%
3.755	Regional Source Control - Magic Lake Estates	3,866	5.44	3,631	5.09	234	6.5%	0.35	6.8%
3.830	Magic Lake Estates Sewer System	586,010	865.04	576,831	851.49	9,179	1.6%	13.55	1.6%
3.830D	Magic Lake Estates Sewer Debt	211,616	329.76	79,210	123.43	132,406	167.2%	206.33	167.2%
<b>Total Local/Specified/Defined Services</b>		<b>\$4,563,900</b>		<b>\$4,030,239</b>		<b>\$533,661</b>			

Average residential assessment - 2022/2021

\$716,207

\$525,581

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**Appendix C-3: Change in Requisition (2022 Final vs Provisional) by Cost Driver - Southern Gulf Islands**  
 (Requisition Change >±1,000)

Cost Driver	Service	Service Name	Requisition \$		Requisition per Avg HH \$		Comments
			% Increase over 2021	\$ Requisition	% Increase over 2021	\$/HH	
<b>Provisional - COW (CRD&amp;CRHD)</b>			<b>3.3%</b>	<b>3,392,617</b>	<b>3.3%</b>	<b>496.82</b>	
<b>Change in Assessment</b>	1.010	Legislative & General Government	0.8%	27,448	0.9%	4.32	Change in \$/Avg HH solely due to change in residential assessment
	1.224	Community Health - Homeless Sec.	0.0%	1,584	0.1%	0.25	
	1.280	Regional Parks	1.2%	40,218	1.3%	6.33	
	1.297	Arts Grants	0.1%	2,511	0.1%	0.39	
	1.309	Climate Action and Adaptation	0.1%	2,196	0.1%	0.35	
	1.310	Land Banking & Housing	0.1%	3,759	0.1%	0.59	
	1.311	Regional Housing Trust Fund	0.1%	1,937	0.1%	0.31	
	1.313	Animal Care Services	0.0%	1,561	0.1%	0.35	
	1.318	Building Inspection	0.1%	3,405	0.1%	0.69	
	1.324	Regional Planning Service	0.1%	3,107	0.1%	0.49	
	1.372	Electoral Area Emergency Program	0.0%	1,109	0.0%	0.22	
		Capital Regional Hospital District	2.1%	68,867	2.3%	10.84	
		All SGI EA-wide services	-	-	0.36%	1.74	
		Others <+/-1,000	0.1%	4,376	0.2%	0.80	
		<b>Subtotal</b>	<b>4.9%</b>	<b>162,076</b>	<b>5.8%</b>	<b>27.68</b>	
<b>Budget Changes</b>	1.235	SGI Small Craft Harbour Facilities	0.1%	4,308	0.2%	0.74	Increase in Capital Reserve Fund contribution recommended by the commission
	1.309	Climate Action and Adaptation	0.5%	16,245	0.5%	2.34	Board Directed Initiatives-Climate Action Strategy
	1.923	Emergency Comm - Crest - S.G.I.	-0.1%	(3,785)	-0.1%	(0.55)	Decrease in payment adjustment to CREST and surplus carried forward to 2022
		Others <+/-1,000	0.0%	(827)	0.0%	(0.14)	Changes related to 2021 surplus/deficit, GLT and minor budget changes
	<b>Subtotal</b>	<b>0.5%</b>	<b>15,941</b>	<b>0.5%</b>	<b>2.39</b>		
<b>Final - CRD&amp;CRHD</b>			<b>8.7%</b>	<b>3,570,634</b>	<b>9.5%</b>	<b>526.91</b>	
<b>Change - Final over Provisional (COW)</b>			<b>5.4%</b>	<b>178,017</b>	<b>6.2%</b>	<b>30.09</b>	

\*Requisition excludes Local/Specified/Defined services.

**Appendix C-4: Capital Plan Summary Overview by Service- Southern Gulf Islands  
 2022 Final**

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.110	SGI Admin. Expenditures	1,500					1,500			1,500					1,500
1.137	Galiano Island Community Use Building			20,000			20,000						20,000		20,000
1.235	SGI Small Craft Harbour Facilities				1,625,000		1,625,000	30,000	1,180,000			195,800	219,200		1,625,000
1.318	Building Inspection	29,604	14,985				44,589			44,589					44,589
1.352	South Galiano Fire	13,500		162,000			175,500		162,000	13,500					175,500
1.356	Pender Island Fire	10,000	400,000	115,000			525,000			410,000		115,000			525,000
1.369	Electoral Area Fire Services	83,308					83,308					83,308			83,308
1.373	SGI Emergency Program	47,000					47,000					47,000			47,000
1.465	Saturna Island Community Parks				40,000		40,000					40,000			40,000
1.475	Mayne Island Community Parks	7,000		14,000	3,000		24,000					24,000			24,000
1.485	Pender Island Community Parks				225,990		225,990					225,990			225,990
1.495	Galiano Community Parks				63,000		63,000	8,000			6,500	48,500			63,000
2.630	Magic Lake Estates Water (Pender)	205,000			290,000		495,000				2,500	292,500	200,000		495,000
2.640	Lyll Harbour Boot Cove Water (Saturna)	8,000			390,000		398,000				390,000	8,000			398,000
2.642	Skana Water (Mayne)	75,000			45,000		120,000		75,000			45,000			120,000
2.665	Sticks Allison Water (Galiano)				5,000		5,000					5,000			5,000
2.667	Surfside Park Estates (Mayne)	25,000					25,000					25,000			25,000
3.830	Magic Lake Sewer Utility (Pender)	5,000			4,100,000		4,105,000		1,900,100		2,202,400	2,500			4,105,000
<b>Total</b>		<b>509,912</b>	<b>414,985</b>	<b>311,000</b>	<b>6,786,990</b>	<b>-</b>	<b>8,022,887</b>	<b>38,000</b>	<b>3,317,100</b>	<b>469,589</b>	<b>2,601,400</b>	<b>1,177,598</b>	<b>419,200</b>		<b>8,022,887</b>

Electoral Areas Committee - March 9, 2022  
 2022 Final Electoral Area Budget Review

**Appendix C-5: Change in Capital Plan (2022 Final vs Provisional) - Southern Gulf Islands**

Service	Service Name	Project Description	Amount \$			Comments
			Provisional	Final	Change	
1.235	SGI Small Craft Harbour Facilities	Anson Road	-	116,000	116,000	Carryforward from 2021 to 2022
		Spanish Hills	30,000	120,000	90,000	Revised budgeted spending in 2022
		Swartz Bay Improvements & Dock Replacement	80,000	100,000	20,000	Revised budgeted spending in 2022
		Anson Road Remediation	-	275,000	275,000	Anson Road Remediation
1.352	South Galiano Fire	South Galiano Fire Hall-Post disaster fire hall	200,000	162,000	(38,000)	Revised budgeted spending in 2022
1.356	Pender Island Fire	Replace (E27 Unit 746) Rated Mini-Pumper 1500 IGPM	300,000	400,000	100,000	Revised budgeted spending in 2022
		Fire hoses	7,500	5,000	(2,500)	Revised budgeted spending in 2022
		SCBA cylinder replacement	14,000	-	(14,000)	Moved from 2022 to 2026
1.465	Saturna Island Community Parks	Park Upgrades-Saturna's 70 acre	13,000	2,000	(11,000)	Revised budget spending in 2022
		Park Upgrades-Thomson Park	5,000	35,000	30,000	Project scope expanded
		Park Upgrades-Lyall Creek Park	5,000	3,000	(2,000)	Revised budget spending in 2022
1.475	Mayne Island Community Parks	Emma and Felix Jack Park	15,000	-	(15,000)	No longer required
		Fitness Circuit	-	10,000	10,000	Complete fitness circuit at Dinner Bay
		Recycling Centre	-	2,000	2,000	Build recycling centre at Dinner Bay
1.485	Pender Island Community Parks	Park upgrades	10,000	-	(10,000)	Generic budget was absorbed by more detailed project planning
		Shingle Bay Improvements Phase 1	-	42,660	42,660	Resurface Shingle Bay for improved drainage and restore creek
		Shingle Bay Outhouse Repair	-	9,480	9,480	Repair or replace the outhouse
		Dog Park	-	27,500	27,500	Clearing, leveling, fencing, and dog waste station
		Magic Lake MOTI end MOU for dock	-	4,700	4,700	Establish all necessary agreements and licences for future dock installation
		Danny Martin Park Refurbishment	-	19,000	19,000	Replace aged roofs, rotting beams, and repaint structures
		Roller Rink/ Pickle Ball Court Refurbishment	-	18,950	18,950	Resurface and repair structures
		Alice Church Trail	-	25,000	25,000	Consultation and building of a primitive trail
		Soccer Field resurfacing	-	23,700	23,700	Resurface and install irrigation for soccer field
		Thieves Bay Improvements	-	45,000	45,000	Improve outhouses, picnic table shelter and walking trails, memorial garden
-	-	10,000	10,000	Improve visibility of tee boxes		
1.495	Galiano Community Parks	Asset Management-Inventory Study/Replacement Program	2,000	3,000	1,000	Carryforward from 2021 to 2022
		Zuker-Georgeson Shore Access Restoration	15,500	14,000	(1,500)	Revised budget spending in 2022
		Construct two handicap beach accesses	5,000	-	(5,000)	Moved from 2022 to 2023
		Complete DL 79 Park Project - Vault Toilet Enclosure	-	12,500	12,500	Carryforward from 2021 to 2022 and revised budget spending in 2022
		Install New Vault Toilet - Activity Centre	12,000	22,000	10,000	Revised budget spending in 2022
		Shaw Landing Access Improvement for Mobility Impaired	-	4,500	4,500	Increase in project budget spending in 2022
		Upgrade to Matthews Beach Access	-	5,000	5,000	Advanced from 2023 to 2022 with revised budget
<b>Total Changes - Southern Gulf Islands</b>			<b>714,000</b>	<b>1,516,990</b>	<b>802,990</b>	



## Electoral Areas Committee - March 9, 2022

### 2022 Final Electoral Area Budget Review

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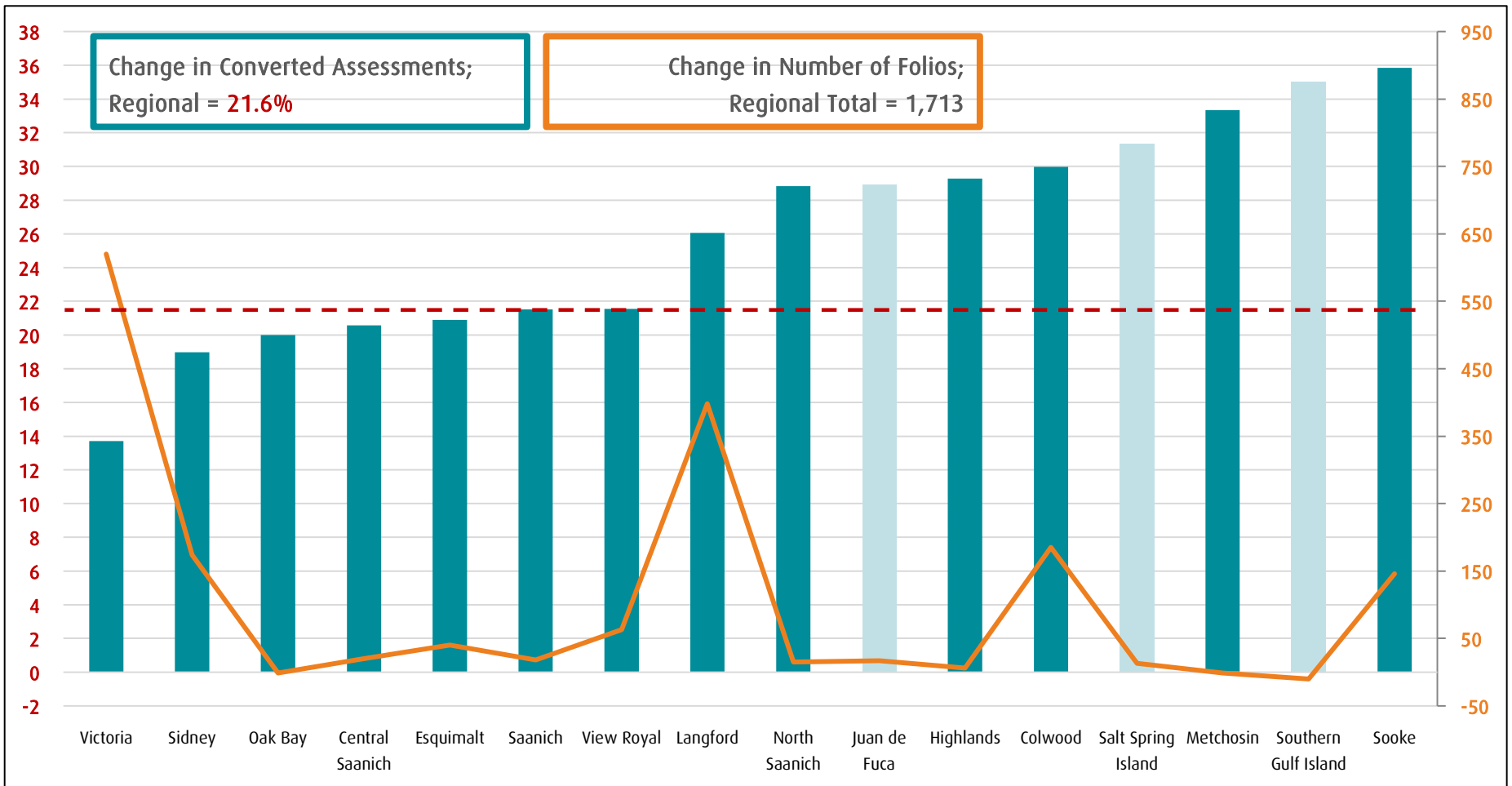
#### Appendix D: Assessment Data - Electoral Area

Juan de Fuca	2022	2021	Change	% Change
Total Converted Assessment	332,691,539	258,067,513	74,624,026	28.9% *
Actual Residential Assessment	2,729,502,398	1,991,110,275	738,392,123	37.1%
Residential Folios	3,201	3,184	17	0.5%
Average Residential Assessment	852,703	625,349	227,354	36.4%

Salt Spring Island	2022	2021	Change	% Change
Total Converted Assessment	652,831,481	496,992,287	155,839,194	31.4% *
Actual Residential Assessment	6,007,505,434	4,524,019,146	1,483,486,288	32.8%
Residential Folios	6,112	6,099	13	0.2%
Average Residential Assessment	982,903	741,764	241,139	32.5%

Southern Gulf Island	2022	2021	Change	% Change
Total Converted Assessment	492,434,962	364,679,725	127,755,237	35.0% *
Actual Residential Assessment	4,706,193,509	3,458,849,244	1,247,344,265	36.1%
Residential Folios	6,571	6,581	(10)	-0.2%
Average Residential Assessment	716,207	525,581	190,625	36.3%

\*Regional average increase is 21.6% in 2022 over 2021





Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, MARCH 09, 2022**

---

**SUBJECT**     **Amendment to Bylaw No. 3727, to change the Commission name to Salt Spring Island Community Economic Sustainability Commission**

**ISSUE SUMMARY**

To change the name of the Salt Spring Island Community Economic Development Commission (CEDC) to better reflect the intent of the commission.

**BACKGROUND**

At the CEDC meeting on February 14, 2022, the CEDC members considered proposed changes to the establishing bylaw focusing on the Commission's name to the Salt Spring Island Community Economic Sustainability Commission.

**ALTERNATIVES**

*Alternative 1*

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

1. That Bylaw 4482, "Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022" be introduced and read a first, second, and third time.
2. That Bylaw 4482, "Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022" be adopted.

*Alternative 2*

That Bylaw No. 3727, Salt Spring Island Community Economic Development Commission Bylaw, 2010, remain as adopted.

**IMPLICATIONS**

This is an administrative bylaw and therefore does not require public consultation. The Salt Spring Island CEDC support the bylaw amendment to change the name of the commission.

**CONCLUSION**

The CEDC wishes to change the commission name to the Salt Spring Island Community Economic Sustainability Commission to better reflect the intent of the commission.

**RECOMMENDATION**

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

1. That Bylaw 4482, “Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022” be introduced and read a first, second, and third time.
2. That Bylaw 4482, “Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022” be adopted.

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

**ATTACHMENT(S)**

Appendix A: Bylaw No. 4482

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4482

\*\*\*\*\*

A BYLAW TO AMEND BYLAW 3272 "SALT SPRING ISLAND COMMUNITY ECONOMIC  
DEVELOPMENT COMMISSION"

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 3272, "Salt Spring Island Community Economic Development Commission Bylaw No. 1, 2010", the Regional Board established a community economic development commission for the electoral area of Salt Spring Island; and
- B. The Regional Board wishes to amend the bylaw to change the name of the commission.

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

- 1. Bylaw No. 3272 being the "Salt Spring Island Community Economic Development Commission Bylaw, 2010" is amended by replacing section 13, Citation with the following:
  - (a) The Commission shall be called the "Salt Spring Island Community Economic Sustainability Commission".
  - (b) This Bylaw may be cited for all purposes as the "Salt Spring Island Community Economic Sustainability Commission Bylaw No. 1, 2010".
- 2. This bylaw may be cited for all purposes as "Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022.

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER



Making a difference...together

**MINUTES OF A MEETING OF THE Lyall Harbour Boot Cove Water Local Service Committee, held Monday, October 25, 2021 at 9:30 a.m., Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT: Committee Members:** J. Crerar (Chair); J. Money; P. Brent (EP); M. Fry (EP - 9:46am); I. Rowe (EP); J. Sabre-Makofka (EP - 10:26 am)  
**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (recorder); M. Risvold, Committee and Administrative Clerk  
**REGRETS:** D. Howe, Southern Gulf Islands Electoral Area Director

EP = Electronic Participation

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

**1. ELECTION OF CHAIR**

I. Jesney called for nominations for the position of Chair of the Lyall Harbour Boot Cove Water Local Service Committee for a one year term.

I. Rowe nominated Jeanne Crerar, Jeanne Crerar accepted the nomination.

I. Jesney called for nominations a second time.

I. Jesney called for nominations a third and final time.

Hearing no further nominations, I. Jesney declared Jeanne Crerar Chair of the Lyall Harbour Boot Cove Water Local Service Committee for a one year term by acclamation.

**2. APPROVAL OF AGENDA**

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

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by P. Brent, **SECONDED** by J. Money,  
That the minutes of the following meetings be adopted:

- November 23, 2020 Annual General Meeting
- November 23, 2020 Budget Agenda

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair discussed the several boil water advisories this year. Staff advised that they are doing everything possible to operate the system to be best of its ability and to keep community members informed.

The Chair further stated that in 2020 there was some remediation of the infiltrator and staff provided a thorough verbal report addressing questions. The Chair extended the Committee's thanks to Director Howe for issuing a Community Works Fund grant and for making the water system a priority.

**5. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**6. COMMITTEE BUSINESS**

**6.1. Lyll Harbour Boot Cove Water Service 2022 Operating and Capital Budget**

I. Jesney and M. McCrank introduced the report and provided an overview of the key budget factors influencing the 2022 Operating and Capital Budget.

Discussion ensued and staff responded to questions from the Committee regarding:

- The lake turning over. Staff advised that the lake turns over when the temperature and density of the stratified lake changes, causing the cold water and nutrients to rise from the bottom. When nutrients are hit by sunlight, it generates algae blooms.
- Possible public referendum in 2023. Staff recommend an Alternate Approval Process (AAP) as it is less costly than a referendum.
- Staff confirmed that \$390,000 in Community Works Fund grant money was recently received.

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

That the Lyll Harbour Boot Cove Water Local Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and recommend that the actual 2021 deficit be balanced on a reduced transfer to the Capital Reserve Fund and revenue from the Operating Reserve Fund; and,
2. Recommends that the Electoral Areas Committee recommends that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Lyll Harbour/Boot Cove Water Service as presented.

**CARRIED**

**7. NEW BUSINESS**

Staff responded to questions and comments from the Committee regarding:

- Short notice for the meeting and materials provided. Staff advised that they strive to provide the Committee with meeting materials a week prior to the meeting date, however staff are often unable to do so due to lack of resources and the large number of services provided to local service areas.
- Steps being taken to resolve the ongoing boil water advisories. Staff advised that there was a direct correlation with the installation of the turbidity analyzer to the boil water advisories issued, noting that the water is being analyzed for turbidity continuously.
- Water discolouration. Staff advised that this could be related to minerals in the water and that filtration would not remove colour.
- Possibility of utilizing the ozone plant. Staff advised that it couldn't be used as it is, it would have to be upgraded which is part of the Capital Plan.

- Analysis being conducted by University of Victoria (UVIC) professor. Staff advised that the CRD is working with UVIC to assess the correlation between the colour and turbidity of the water.

**8. ADJOURNMENT**

**MOVED** by P. Brent, **SECONDED** by J. Money,  
That the October 25, 2021 meeting be adjourned at 10:58 am.

**CARRIED**

---

**CHAIR**

---

**SECRETARY**





## 6. Reports

### 6.1. Treasurer's Report

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Treasurer's report for the period December 1 to December 31, 2021 be accepted as presented.

**CARRIED**

### 6.2. Administration

#### 6.2.1. Follow up Action Report (not covered elsewhere)

- a) Commissioners Facebook photo  
Commissioner Schneider will take photo.
- b) Online Repository for Documents  
Discussed centralized electronic document storage as well as a generic phone number and email for MIPRC. This issue could be discussed with CRD.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Schneider, that an Information and Technology Committee be formed and look into email access, phone access and general document handling.

**CARRIED**

Commissioners Kilpatrick, Banelis and Schneider will be committee members.

- c) Outstanding Issues
  - Commissioner Banelis indicated that he will search out occupational health and safety information; discuss with Lance Shook the memorial plaque notice board for Miners Bay Park; and, investigate and locate Dinner Bay septic system .
  - The Sanitation Committee will discuss the garbage and recycling system for Dinner Bay Park.
  - Commissioners Banelis and Kilpatrick will investigate repairs necessary for the use of the water tank behind the Dinner Bay washrooms.
  - It was reported that CRD are handling the well licenses issue.

#### 6.2.2. Update Supplement to the Commissioner's Handbook

- a) Commissioner responsibilities:
  - Commissioner Askin: Trail Network Development Committee Chair, trail construction and maintenance, and liaison with CRD and the Ministry of Transportation.

**Mayne Island Parks and Recreation Commission**  
**Minutes for January 13, 2022**

- Commissioner Euper – Commercial/Non-Commercial Activities Committee, Sanitation Committee, Recreational Funding Committee, Land Acquisition Committee, t-shirt distribution, and business and risk issues.
- Commissioner Bell - Commission Chair and Treasurer, Cotton Park and its volunteers and trails.
- Commissioner Wright – Miners Bay Park, Fallow Deer Committee and Trail Development Committee.
- Commissioner Banelis - Anson Road site, Dinner Bay Park and pocket parks.
- Commissioner Schneider – Park bookings, marketing, Recreational Funding Committee, Information Technology Committee and Village Bay Park.
- Commissioner Kilpatrick – Vice -Chair, Information Technology Committee Chair, Japanese Garden, Commercial/Non-Commercial Activities Committee and irrigation assistance.

b) Calendar of Events

Commissioner Euper will do the update and add fire extinguishers for yearly check.

6.2.3. Washroom floor repainting

Discussed an offer of free labour for all four washrooms with MIPRC purchase of the paint required. Commissioners Wright and Banelis will coordinate.

6.2.4. Transportation Advisory Committee

An overview was provided of the CRD Transportation Advisory Committee and the activities towards the Integrated Transportation System project. It was reported that a referendum is expected in October.

6.2.5. Land Altering Activities

Commissioners were advised that plans for digging or land disturbance should first be discussed with Commissioner Bell.

6.2.6. Trail and parking lot tree assessments

- MIPRC was reminded that assessments should be made yearly for dangerous trees near trails or parking lots.
- Advice had been received from the arborist to perform assessments in the spring.
- Commissioners Askin and Banelis will coordinate assessments with the contracted arborists.
- With regards to a discussion of a two-day course for dangerous tree identification, Commissioner Bell will write to Ross Cameron to obtain liability information and copy Commissioner Banelis.

6.2.7. Recreational/park activity suggestions

- Volleyball net will stay up through the spring, summer and early fall.
- Community input will be sought to provide Sunday afternoon group activities utilizing current equipment.
- A monthly group photo walk is being considered.
- Activities will be advertised on Facebook pages and posters.

**Mayne Island Parks and Recreation Commission**  
**Minutes for January 13, 2022**

- Commissioner Bell will investigate any liability concerns associated with hosting group activities.

6.2.8. Commissioner Retreat  
It was agreed to hold the event in June.

6.3. Committees

6.3.1. Land Acquisition  
Commission members agreed to meet at 2:00 pm on the date of the next scheduled MIPRC meeting to discuss prioritization of various land categories.

6.4. Parks

6.4.1. Miners Bay

- Draining the water system for prolonged freeze was discussed with Lance Shook.
- UV light replacement will be discussed with Lance Shook.
- Window replacement is still to be received.
- Commissioner Bell will enquire with CRD whether tractor mower maintenance can be done by commissioners.
- Adachi Pavilion key was not working.

6.4.2. Dinner Bay

It was reported that:

- There is an increase in garbage in the park;
- The frozen pump is operational; and
- The men's bathroom is closed and the women's is open for unisex use.

a) Formation of Fitness Track Committee

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin, that a Fitness Track Committee be formed and plan the fitness track at Dinner Bay Park.

**CARRIED**

Members are Commissioners Kilpatrick (Chair), Banelis and Schneider.

b) Lions building licence

Commissioner Bell is waiting to hear about insurance.

c) Adachi oven

This is on Commissioner Banelis' list.

6.4.3. Japanese Memorial Garden

- A special commemoration will occur for the 20<sup>th</sup> anniversary.
- The garden volunteers would like to do some events this year.

**Mayne Island Parks and Recreation Commission**  
**Minutes for January 13, 2022**

- The Quilt show may be on Saturday, July 23<sup>rd</sup>.
- A show of art specific to the Japanese Garden may be scheduled for Sunday, July 24<sup>th</sup>.
- Bridges will be resurfaced starting in June.
- All gas powered equipment will be replaced with electric equipment.
- Holiday donations were \$2911 with total of \$3679 for month of December.

6.4.4. Cotton Park

A fallen tree was removed from the parking lot.

6.4.5. Emma and Felix Jack Park

Request for zoning change by a resident was discussed.

It was **MOVED** and **SECONDED**,

that the letter presented January 13, 2022 will be sent via email this coming week to the Local Trust Committee in relation to a rezoning request for Emma and Felix Jack Park.

**CARRIED**

It was agreed that as many commissioners as possible will attend an informal meeting with Johnny Aitken to discuss and gather information on the zoning change request.

6.4.6. Anson Road/Pocket parks

a) Advice re: removing embedded signs

- The signs have been trimmed back and are now less noticeable.
- It was reported that Rob Underhill had advised that leaving the signs as is won't affect tree health.

b) Remediation work at Anson Road

No site work has been completed.

c) Charter Road and Club Crescent assessments

- The quote for tree removal will be decided at the next meeting.
- Creating awareness and engaging the public in the naming of three pocket parks was discussed. It was suggested they be referred to as neighbourhood parks.

6.4.7. Beechwood Drive

Commissioner Kilpatrick commented that his understanding is that this park is not of interest to the pickleball group.

6.4.8. Trail Network Development – Report received for information.

a) Conconi Reef - slope failure/agreements with Mount Parke Improvement District and BC Hydro/ trail closure

- It was reported that a tri-party agreement would be necessary for the proposed trail on the panhandle going from Navy Channel Road to Marine Drive.

**Mayne Island Parks and Recreation Commission  
Minutes for January 13, 2022**

- The trail closure still stands until there is a geotechnical assessment of the Viewpoint Trail.
- b) Refined estimate for access road repair at Henderson Park and Motion  
This item was tabled for the next meeting.

**7. Correspondence/Meetings**

- 7.1. Email correspondence with CRD regarding extending contract with Lauren Edwards, recording secretary for one year.
- 7.2. Email correspondence with CRD regarding reporting on upcoming Land Altering Works.
- 7.3. Email correspondence with Islands Trust and telephone conference on January 7, 2022 regarding LUB/OCP minor amendments project.
- 7.4. Email correspondence and update on CRD integrated transportation function.
- 7.5. Email correspondence with CRD and VIHA concerning MIPRC public meeting eligibility and requirements for January 13, 2022.
- 7.6. Draft submission from CRD for DFO review of boat ramp tenure renewal and request for comments. Email correspondence with AMIB regarding maintenance activities.

**8. New Business - None**

**9. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting. - None**

**10. Rise and Report (If any) - None**

**11. Meeting Adjournment**

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Askin,  
That the Mayne Island Parks and Recreation Commission meeting be adjourned.  
**CARRIED**

The meeting adjourned at 5:18 pm

Original signed by

February 10, 2022

\_\_\_\_\_  
**Debra Bell, Chair**

\_\_\_\_\_  
**DATE**

Original signed by

\_\_\_\_\_  
**Lauren Edwards, Recorder**

## **Trail Network Development Committee Report**

Hi all,

This is my abbreviated report for January, 2022:

The work plan for 2022:

- (1) Complete the split rail fence on the Flag Hill Trail.
- (2) Review all the material on a proposed trail link between the Viewpoint Trail in PPCP and Lot #7 in Mt. Parke Park with a view towards completion.
- (3) Continue to explore the feasibility of extending the viewpoint trail in Conconi Reef Park to make it a loop & continue to look at working with the MPID to have a trail on the panhandle from Navy Channel Road to Marine Drive.

Best wishes, Peter TNDC



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**MINUTES OF A SPECIAL MEETING OF THE PORT RENFREW UTILITY SERVICES COMMITTEE Held Friday, November 27, 2020 in the Main Conference Meeting Room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members By WebEx:** Director M. Hicks, K. Ablack, M. Tremblay, C. Welham, J. Wells

**Staff:** T. Robbins, General Manager; S. Orr (recorder)

**REGRETS:** D. Quigley

The meeting was called to order at 2:04 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by K. Ablack, **SECONDED** by M. Tremblay,  
That the agenda be approved.

**CARRIED**

**2. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**3. SPECIAL MEETING BUSINESS**

**3.1 PRUSC 2020-02 PORT RENFREW WATER – PROPOSED 2020 CAPITAL PLAN AMENDMENT**

T. Robbins stated that the Port Renfrew Utility Service requires a truck mounted snow plow and truck to maintain access to water and wastewater facilities in the event of a snow fall. He stated the cost would be \$25,000 with funds coming from the 2020 Water Capital Reserve Fund. He stated the 2021 Operating and Capital Budget would require an amendment to reflect the change to the 2020 Capital Reserve Fund. He stated that the Electoral Area Director has offered to contribute \$25,000 from the Community Works Fund for the Hydrant Replacement Program to replenish the Capital Reserve Fund.

**MOVED** by M. Hicks, **SECONDED** by K. Ablack,  
That the Port Renfrew Utility Services Committee recommends to the Capital Regional District Board that:

1. The 2020 Port Renfrew Capital Plan be amended to allocate \$25,000 from the Water Capital Reserve Fund towards the purchase of a truck mounted snow plow and truck; and,
2. The 2021 Port Renfrew Water Capital Reserve Fund schedule be updated to reflect the \$25,000 reserve fund allocation amendment in 2020; and,
3. The 2021-2025 Port Renfrew Water Capital Plan Project 20-01 Hydrant Replacement Program be amended as follows:
  - A. 2021 Project budget will be \$25,000, rather than \$10,000, and funding source will be grant, through the Community Works Fund, rather than the Capital Reserve Fund; and,
  - B. Amend the 2021 Port Renfrew Water Capital Reserve Schedule accordingly.

**CARRIED**



4. **ADJOURNMENT**

**MOVED** by K. Ablack, **SECONDED** by K. Ablack,  
That the meeting be adjourned at 2:12 pm.

**CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary



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**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Monday, October 25, 2021 at 9:30 a.m., in the Goldstream Conference room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members:** Director M. Hicks (Chair); D. Quigley; C. Welham  
**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; T. Watkins, Manager, Solid Waste Operations (EP) (3 pm); L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (recorder); M. Risvold, Committee and Administrative Clerk  
**REGRETS:** M. Tremblay

EP = Electronic Participation

The meeting was called to order at 1:31 pm.

The Chair provided the Territorial Acknowledgement.

### 1. APPROVAL OF AGENDA

Correspondence was added to the agenda as Item 6.1 under New Business.

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the agenda be approved as amended.

**CARRIED**

### 2. ADOPTION OF MINUTES

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the minutes of the following meetings be adopted:

- November 19, 2020 Annual General Meeting
- November 19, 2020 Budget Meeting
- June 29, 2021 Special Meeting

**CARRIED**

### 3. CHAIR'S REMARKS

The Chair inquired about the number of members on the Committee. Staff clarified that there were four members plus the Electoral Area (EA) Director previously. When the Snuggery Cove service was finished, that membership was removed from the Commission and the membership went down to three plus the EA Director. Further discussion around member nominations and Annual General Meetings ensued.

### 4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

### 5. COMMITTEE BUSINESS

#### 5.1. Port Renfrew Utility Services 2022 Operating and Capital Budget

I. Jesney and M. McCrank introduced the report and provided an overview of the key budget factors influencing the 2022 Operating and Capital Budget.

Discussion ensued and staff responded to questions from the Committee regarding:

- Refuse Disposal Local Service - The possibility to have both the Equipment Reserve Fund and Capital Reserve Fund merged together. Staff advised that the Capital Reserve Fund was established through bylaw. Staff will follow up and advise whether this can be done.

**MOVED** by M. Hicks **SECONDED** by D. Quigley,  
That staff be directed to apply for the community works funds in the amount of \$60,000 for the purchase of a new generator for the Wastewater Treatment Plant under project 20-21.

**CARRIED**

- Staff to initiate discussion with Pacheedaht First Nation about potential water service.
- Staff to consider the additional water service area expansion request upon completion of current expansion request.

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the Port Renfrew Utility Services Committee:

1. Approve the 2022 Operating and Capital Budget for the:
  - (a) Street Lighting System Local Service as presented and recommend that the 2021 actual surplus or deficit be carried forward to the 2022 operating budget;
  - (b) Refuse Disposal Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Equipment Replacement Fund;
  - (c) Water Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund;
  - (d) Sewer Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund;
2. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

**CARRIED**

## **6. NEW BUSINESS**

The Commission discussed future planning of water and wastewater services in Port Renfrew.

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That staff be directed to initiate a discussion with Pacheedaht First Nation about potential water service from their system.

**CARRIED**

**6.1. Correspondence**

The Commission discussed a request from Mr. Ablack regarding water service area expansion. The Commission noted that Mr. Ablack has an expansion request underway currently and that they are awaiting receipt of a covenant.

**MOVED** by M. Hicks **SECONDED** by D. Quigley,  
That staff be directed to consider the additional water service area expansion request from K. Ablack upon completion of the current expansion request.

**CARRIED**

**7. ADJOURNMENT**

**MOVED** by M. Hicks, **SECONDED** by D. Quigley,  
That the October 25, 2021 meeting be adjourned at 3:39 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE SKANA WATER SERVICE COMMITTEE, held Thursday, October 28, 2021 at 9:30 am, Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** B. Hill (EP); R. Johnston; W. Korol  
**Staff:** M. McCrank, Senior Manager, Infrastructure Wastewater Engineering; L. Xu, Senior Financial Advisor, Financial Services; D. Puskas, Manager, Capital Projects; T. Duthie, Manager, Administration Services; D. Dionne, Administrative Coordinator (Recorder)

**REGRETS:** D. Howe, Southern Gulf Islands Electoral Area Director

EP = Electronic Participation

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

**1. ELECTION OF CHAIR**

M. McCrank called for nominations for the position of Chair of the Skana Water Services Committee for a one year term.

R. Johnston nominated W. Korol. W. Korol accepted the nomination.

M. McCrank called for nominations a second time.

M. McCrank called for nominations a third and final time.

Hearing no further nominations, M. McCrank declared W. Korol Chair of the Skana Water Services Committee for a one year term by acclamation.

**2. APPROVAL OF AGENDA**

The Agenda was reordered so that Item 6.1 became Item 6.6.

**MOVED** by B. Hill, **SECONDED** by R. Johnston,  
That the agenda be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by B. Hill, **SECONDED** by R. Johnston,  
That the following minutes be adopted:

- November 30, 2020 Annual General Meeting
- November 30, 2020 Budget Meeting
- June 11, 2021 Special Meeting

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair remarked that:

- Committee members met on Mayne Island and agreed on a vision for the water system to be safe, reliable and cost effective.

Staff responded to a question regarding Committee membership noting that there is one vacancy. Staff advised that the nomination process closes on October 29, 2021 and the results of the nominations will be announced to the Committee at that time. The nominee information would then be forwarded to the Southern Gulf Islands Electoral Area Director for submission to the Capital Regional District (CRD) Board for approval.

## **5. PRESENTATIONS/DELEGATIONS**

### **5.1. Delegation: R. Percival, Capital Projects**

The delegation withdrew his request to address the Committee.

## **6. COMMITTEE BUSINESS**

### **6.1. Communication (Committee Request)**

The Committee thanked staff for providing updates and for providing the opportunity for the public to listen in to the meeting. The Committee made the following requests:

1. A quarterly 'mini' report to inform water users about what is happening in the service be provided.

Staff will review its capacity to provide more frequent project/service updates.

2. That any correspondence to or from the Committee be addressed to/through all its members and not just through the Chair, to ensure no miscommunication.

Staff agreed that communication to the Committee will include all Committee members.

3. Use of an all water users email group for regular updates to the whole community.

Any information provided by the CRD to the Committee is public information and the Committee can relate that information to its community members accordingly. Staff will continue to report out when there are abnormal conditions.

4. That Boil Water Advisory notifications be sent to the community electronically, including reminders when coming up to high usage weekends and the summertime.

Boil Water Advisory notifications are posted to the public website and communicated out via the CRD's Public Alert Notification System (PANS). Updates are provided via email. Community members can subscribe to PANS to receive the notifications. Water conservation messaging is conveyed through Public Service Announcement, website notices, social media, and sandwich boards in the community.

5. Request for average usage published on water bills.

Staff conduct excess usage data collection through meter readings and highlight abnormal amounts to homeowners. Staff ensure water conservation notices are sent to notify the community accordingly. Staff will verify what level of detail is presented on the water bills, it is unlikely that that information can be displayed on the water bills.

Discussion ensued regarding community notification when work is completed on the system and the results.

Staff advised that public notice is given with non-cyclical maintenance, where there may be an impact to the community, i.e. low water pressure or other impacts that may be a result of the work. In the case of regular maintenance, a notification is sent to the community about the work to be conducted and that there would be no impact to the community. There is no notification that the work has been completed – unless there is something that came out of the work that is a concern.

### **6.3. Update on Service Connection (Committee Request)**

Staff advised that the relocating of the service connection line on Bayview Drive to the main on the street is included as a capital project for 2022, project number 17-04.

### **6.4. Summer 2021 Boil Water Advisory (Committee Request)**

The Committee asked for details regarding the Boil Water Advisory (BWA) over the summer, what was done to correct/mitigate it, how it was resolved and if there were any lessons learned for the system going forward.

Staff outlined the event that began when Well 13 was not keeping up with demand and the aquifer levels dropped. Well 8 was initiated to allow Well 13 to recharge. The BWA was issued due to elevated turbidity from Well 8. Well 8 is not automated, there is no switch to trigger the pump to stop it needs to be turned on and off manually. There is no online turbidity analyzer on Well 8 as turbidity is not typically associated with groundwater. Staff utilized a handheld turbidity analyzer to test the water on a weekly basis. With no precipitation, the groundwater took a long time to recharge. 72,000 litres of water was trucked in to allow Well 13 to remain offline and recharge. Once Well 13 showed signs of stable and reliable operation, staff conducted two courses of sampling to be certain the water quality was suitable. The BWA was then rescinded.

Discussion ensued regarding risk of aged water and chlorine testing. Staff advised that the water is tested weekly for chlorine levels. The drinking water quality reports are posted monthly and can be viewed on the CRD website here:

<https://www.crd.bc.ca/about/data/drinking-water-quality-reports>.

Discussion ensued regarding:

- An aquifer study being conducted on the Gulf Islands by Islands Trust
- Filtration
- Well inspections
- The turbidity related to a fine particles in the groundwater
- The procedures for the emergency phone line to CRD
- Frequency of dipping wells to measure water levels

#### **6.5. CRD Plans for Moving Forward (Committee Request)**

- Demand/supply projections
- Appropriateness of current system wells, tanks, treatment and controls to meet future demand
- Avoiding future Boil Water Advisories

Staff advised that, should the community approve a loan authorization, there are plans to upgrade the major components of the infrastructure, including upgrading the well to be automated and upgrading the tanks. This was the first year there was that level of strain on the system to require a BWA. Skana Water Service has potentially 72 connections that could tie into the system which is already struggling to keep up with the 48 current connections.

CRD will work with Islands Trust regarding the future of the aquifer and the water service. The primary goal would be to have a sustainable raw water source. If filtration is required, that would have to be looked at and debt taken on to achieve that level of treatment. In the near-term the service will need to continue with water conservation to minimize the need to draw heavily on the aquifer. If turbidity challenges continue due to low water levels it may become an issue to be discussed with Island Health.

In a meeting with the Mayne Island Integrated Water Systems Society, staff were advised that many of the water systems on Mayne Island are struggling to provide adequate quality and quantity of water.

Drilling a new well or putting in additional treatment are options. Neither of these have been contemplated in this 5 year Capital Plan. Wells 13 and 8 have kept up with demand until this year. Following the challenges faced by the system in summer 2021, staff will be reviewing the 5 year capital plan to ensure water quantity and quality are addressed.

Staff to provide data on the pumping rate of Wells 13 and 8.

#### **6.6. Expenses incurred for leaks / trucked**

Staff advised that:

- The cost of trucking in water this summer was \$8,000 which included delivery and operational support for offloading.
- There was significant work completed on leak detection through the year, including the Aya Reach water service line leak.



- The SCADA control investigation and repairs, was unrelated to the BWA, but was required as the SCADA system had dropped off.

#### 6.7. Skana Water Service 2022 Operating and Capital Budget

M. McCrank spoke to the item.

Staff advised that the BWA was an overriding factor of the cash flow shortage, due to staff response and emergency support, flushing, sampling and trucking of water.

Staff reviewed the Operating Reserve Fund (ORF) and Capital Reserve Fund (CRF) and the process and guidelines for replenishing the funds to allow for dealing with unplanned emergencies. Staff outlined Reserve Fund best practices and noted that this year the service had enough money in the ORF to buffer the deficit emergency work and now the fund will need to be built back up.

Staff will review Well 8 operating risk and the potential need for an automatic turbidity analyzer and in the interim staff will increase the level of sampling with the handheld turbidity analyzer when that well is in operation.

Staff advised that in 2018 a Well Vulnerability Assessment was conducted that highlighted wells that needed decommissioning.

**MOVED** by B. Hill, **SECONDED** by R. Johnston,  
That the Skana Water Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund and the recovery from the Operating Reserve Fund; and,
2. Recommends that Electoral Areas Committee recommend to the CRD Board that the 2022 Operating and Capital Budget and the five-year Financial Plan for the Skana Water Service be approved as presented.

**CARRIED**

#### 7. NEW BUSINESS

There was no new business

#### 8. ADJOURNMENT

**MOVED** by R. Johnston, **SECONDED** by B. Hill,  
That the October 28, 2021 meeting be adjourned at 12:53 pm.

**CARRIED**

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CHAIR

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SECRETARY



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**MINUTES OF A MEETING OF THE Skana Water Service Committee, held Tuesday, February 1, 2022 at 9:30 am., Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** M. Bentley (EP); P. Brent; B. Hill (EP); R. Johnston (EP); W. Korol (EP)

**Staff:** M. McCrank, Senior Manager, Wastewater Infrastructure Operations (EP); D. Puskas, Manager, Capital Projects; M. Risvold, Committee and Administrative Clerk (Recorder)

**REGRETS:** D. Howe, Electoral Area Director

EP = Electronic Participation

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

**1. APPROVAL OF AGENDA**

On motion the agenda was approved as circulated.

**CARRIED**

**2. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**3. SPECIAL MEETING BUSINESS**

**3.1. Investing in Canada Infrastructure Program – Green Infrastructure - Environment Quality Grant Application for the Skana Water System Storage Tank Replacement**

D. Puskas spoke to the item.

Staff provided a project overview, speaking to the scope of the estimate for this project. Efforts are being made to ensure the tank size fits the site to provide sufficient storage, and maintain water quality. There is insufficient site space to house the new storage tank and the old tank on site at the same time, and there are no available Capital Regional District (CRD) owned sites within the service area that could house two tanks together. The controls and instrumentation included in the estimate is a new Programmable Logic Controller (PLC) for tank level control, as the current PLC is likely near end of life. Staff are seeking to address concerns of the Committee with respect to water treatment systems surveillance, while balancing the operating and capital cost.

Staff reviewed the grant application for the environmental quality portion for infrastructure improvements, advising the storage tank portion is in the event of tank failure, or a seismic event. Staff indicated it can take up to two years after submission to award the grant.

Discussion ensued regarding adding instrumentation to assist with water balance calculations and detecting water distribution system leaks. In addition, there was discussion regarding a remotely controllable actuated valve that could be closed to maintain water in the storage tank in the event of a major water distribution system leak/break. Staff will explore options during the design phase of the project.

Staff will provide a high level copy of the estimate to the Committee. Any additional costs outside of the grant application would be borne by the service. A contingency has been added to the cost estimate. Currently, the contingency is an eligible cost, and is 30% of the construction design. The class of estimate is a class C, indicating 30% accuracy. If the grant application is unsuccessful, the Committee will continue with the current five year plan.

**MOVED** by B. Hill, **SECONDED** by M. Bentley,  
The Skana Water Service Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

That staff be directed to submit an application for an Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality grant for the project's grant-eligible costs for the Skana Water System Storage Tank Replacement.

**CARRIED**

#### **4. ADJOURNMENT**

**MOVED** by B. Hill, **SECONDED** by R. Johnston,  
That the February 1, 2022 meeting be adjourned at 10:17 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE Sticks Allison Water Local Service Committee, held Tuesday, October 26, 2021 at 1:30 p.m., in the Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members:** B. Russell (Chair); C. Menyhart; J. Fenby; G. Menyhart (EP); P. Brent (EP); Doug Knight (guest with G. Menyhart - EP)  
**Staff:** M. McCrank, Senior Manager, Wastewater Infrastructure Operations; D. Puskas, Manager, Capital Projects; L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (recorder); M. Risvold, Committee and Administrative Clerk  
**REGRETS:** D. Howe, Southern Gulf Islands Electoral Area Director

Also In Attendance: Doug Knight

EP = Electronic Participation

The meeting was called to order at 1:32 pm.

**1. ELECTION OF CHAIR**

M. McCrank called for nominations for the position of Chair of the Sticks Allison Water Local Service Committee for a one year term.

C. Menyhart nominated Brian Russell. Brian Russell accepted the nomination.

M. McCrank called for nominations a second time.

M. McCrank called for nominations a third and final time.

Hearing no further nominations, M. McCrank declared Brian Russell Chair of the Sticks Allison Water Local Service Committee for a one year term by acclamation.

**2. APPROVAL OF AGENDA**

**MOVED** by P. Brent, **SECONDED** by C. Menyhart,  
That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by P. Brent, **SECONDED** by C. Menyhart,  
That the minutes of the following meetings be adopted:

- November 24, 2020 Annual General Meeting
- November 24, 2020 Budget Meeting

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair made the following remarks, discussion ensued and staff responded to the questions:

- Requested progress updates on the leaks from last winter at Galiano Way and Sticks Allison West. Staff advised the leak at Sticks Allison Road was a main point for the rate increase of 22%.
- Requested more communication from the Capital Regional District (CRD). Staff advised the communication between staff and the Committee is consistent throughout all services, further communication is made when there are any abnormalities.

- Rate increase going forward, and budget for aquifer study. Staff will review a previous report and contact Islands Trust for background information in relation to a study being conducted on the Gulf Islands to assess whether the aquifer impact study is feasible going forward.
- Capital Reserve Fund, the reason for and life expectancy. Staff advised that it is up to the Committee on how they would like to handle debt. Elector approval by referendum is required to borrow money. Building up the Capital Reserve to pay for referendum, or using the alternative approval process (AAP).
- Concern around coliforms and manganese found in the report. Staff advised there were no coliforms or E.coli detected in the treated water, coliforms in the raw water could be due to heavy rains. Well and well pump inspection is scheduled for 2022. Current levels of iron and manganese are within aesthetic and Health Canada ranges, a flushing routine is completed in extreme times. Staff will review the state of the well and determine whether a seal needs to be put in around it.
- Confidentiality notice in email correspondence. Staff advised the standard confidentiality notice on the bottom of emails from staff is regarding the unlikely event the email is received by the unintended recipient.
- Annual General Meetings (AGM). Staff advised the need for AGM's going forward is currently under review. When CRD took over from the Improvement District, AGM's continued. The annual report will continue to be produced and will include the financial report from previous year.
- Requested confirmation as to whether there is an easement on properties to access wells. Staff will follow up with CRD Real Estate to obtain further information regarding easements across properties. Follow-up information will be provided back to the Committee.
- Excess consumption fees. Staff advised if the Committee recommends changing the fee structure on the variable consumption side, it can be done. It will not generate more revenue for the sale of water, but may help with conservation.

## **5. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

## **6. COMMITTEE BUSINESS**

### **6.1. Sticks Allison Water Local Service 2022 Operating and Capital Budget**

M. McCrank and D. Puskas introduced the report and provided an overview of the key budget factors influencing the 2022 Operating and Capital Budget.

M. McCrank informed the Committee on the storage tank Level Indicator Transmitter (LIT). The tank has overflowed in the past for multiple days without staff knowing as there was no alarm. The level indicator is to address the concern and stop the overflow of water. Director Howe provided approval for Community Works Funds (CWF) in the amount of \$3,500 for the level indicator. The back-up generator is a five kilowatt portable generator that runs on gasoline, CRD electrician is working with BC Hydro to install the connection. The generator will be housed in a shed outside of the water treatment plant. CRD staff will be maintaining it, ensuring it stays running when needed. Due to recent weather patterns and events deriving from the weather, it was deemed high priority. Director Howe committed to \$12,000 CWF for this project.

Discussion ensued and staff responded to questions from the Committee regarding:

- The fees structure. Staff advised this service is entirely funded by the homes within Sticks Allison, and when you are within the water service you are able to hook up to the water service however unable to install a well.
- One operator responsible for operating the generator.
- Parcel tax and user charge increase. Staff advised a main reason for this is due to carrying over an \$11,000 deficit from 2021.
- The committee discussed postponing the Aquifer Impact Study (22-02), budgeted for \$5,000, indefinitely, pending the Islands Trust Aquifer Study results.

**MOVED** by G. Menyhart, **SECONDED** by J. Fenby,  
That the Sticks Allison Water Local Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and recommend that the 2021 actual surplus or deficit be carried forward to 2022 budget; and,
2. Amend Excess Consumption Fee for metered water use per service connection in excess of 110 (from 136) cubic meters per three months: \$5.00 (from \$2.20) per cubic meter effective as of January 1, 2022.
3. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Sticks Allison Water Service as presented and approve amending the water consumption fee.

**CARRIED**

**7. NEW BUSINESS**

M. McCrank informed the Committee of the expiring member terms on the Sticks Allison Water Local Service Committee for October 31, 2021.

**8. ADJOURNMENT**

**MOVED** by J. Fenby, **SECONDED** by C. Menyhart,  
That the October 26, 2021 meeting be adjourned at 3:00 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Friday, October 29, 2021 at 9:30 a.m., in the Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT: Committee Members:** L. Vallee (Chair); W. Mulvin (EP); R. Noyes (EP)

**Staff:** M. McCrank, Senior Manager, Wastewater Infrastructure Operations; D. Puskas, Manager, Capital Projects; L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (recorder); M. Risvold, Committee and Administrative Clerk (in training)

**REGRETS:** D. Howe, Southern Gulf Islands Electoral Area Director

EP = Electronic Participation

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

**1. ELECTION OF CHAIR**

M. McCrank called for nominations for the position of Chair of the Surfside Park Estates Water Service Committee for a one year term.

W. Mulvin nominated Louis Vallee. Louis Vallee accepted the nomination.

M. McCrank called for nominations a second time.

M. McCrank called for nominations a third and final time.

Hearing no further nominations, M. McCrank declared Louis Vallee Chair of the Surfside Park Estates Water Service Committee for a one year term by acclamation.

**2. APPROVAL OF AGENDA**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the minutes of the November 30, 2020 Annual General Meeting be adopted.

**CARRIED**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,

That the minutes of the November 30, 2020 Budget Meeting be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair thanked the Committee for the nomination of Chair and for attending the meeting today.

## 5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

## 6. COMMITTEE BUSINESS

### 6.1. Surfside Park Estates Water Service 2022 Operating and Capital Budget

M. McCrank and D. Puskas introduced the Operating and Capital Budget report and provided an overview of the key budget factors influencing the 2022 Operating and Capital Budget.

Staff responded to questions from the Committee regarding:

- Leak detection project. Staff advised the leak detection capital project has reduced non-revenue water from 60% to approximately 40%. The pump is running more frequently than anticipated, and detecting leaks remains a challenge as a main line crosses through a valley. Staff are requesting the public to notify Capital Regional District (CRD) staff if a leak is detected.
- Water production and media replacement. Staff advised when ground water ages, increased metals can appear. There is the possibility of raw water quality changing.
- Operating costs over budget. Staff advised that the supplies increase is in relation to the arsenic media replacement and disposal. There are five change outs anticipated for 2022 based on past years' experience.
- Parcel tax, and properties within the red zone. Staff advised that the parcel tax pays the debt and also the reserve transfer. Homeowners in the water service area have the ability to connect to the services at any time following the application process. Staff will review the properties located within the red zone to ensure the referral and application process aligns with CRD Building Inspection processes.
- Replacing the waterlines and building a new pump station. Staff advised that the 2021 five year capital plan included a project to review the system, including the tank location and accessibility. The review is set to take place in 2022.

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the Surfside Park Estates Water Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and recommends the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund; and
2. Recommends that the Electoral Area Services Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

**CARRIED**

## 7. NEW BUSINESS

There was no new business.



**8. ADJOURNMENT**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the October 29, 2021 meeting be adjourned at 10:16 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**



Making a difference...together

**MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION, held Thursday, October 28, 2021 at 1:30 pm, Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** M. Hicks (Electoral Area Director) (Chair); L. Cutler; M. Lechowicz; D. Pepino (EP)

**Staff:** T. Robbins, General Manager; S. Irg, Senior Manager, Water Infrastructure Operations; D. Puskas, Manager, Capital Projects; C. Moch, Manager, Water Quality and Demand Management; L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (Recorder)

EP = Electronic Participation

The meeting was called to order at 1:31 pm.

**1. APPROVAL OF AGENDA**

The following items were added to the agenda under New Business:

1. Correspondence from Island Health
2. Asset Ownership and Liability
3. Nomination Process

**MOVED** by D. Pepino, **SECONDED** by M. Lechowicz,  
That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES**

The following corrections were made to the November 24, 2020 Annual General meeting minutes:

1. Under Item 4, add the words “the source water protection plan” after “Island Health” in the first sentence of the first paragraph.
2. Under Item 5 add the following paragraph after the first paragraph:

“On November 8, 2020, in a conference call with the Commission, staff recommended and the Commission agreed, not to move forward with the Investing in Canada Infrastructure Program grant application for treatment improvements. The Commission also declined to move forward with any other grant applications for the next year.”

**MOVED** by L. Cutler, **SECONDED** by M. Lechowicz,  
That the minutes of the November 24, 2020 Annual General Meeting be adopted as amended.

**CARRIED**

**MOVED** by L. Cutler, **SECONDED** by M. Lechowicz,  
That the minutes of the following meetings be adopted as circulated:

- November 24, 2020 Budget Meeting
- February 16, 2021 Meeting
- June 2, 2021 Special Meeting

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair made no remarks.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. COMMISSION BUSINESS**

**5.1. Wilderness Mountain Water Service 2022 Operating and Capital Budget**

S. Irg spoke to the item. He advised that a letter from Island Health was received after the staff report was written. The letter, which was in response to a letter submitted from the Commission in August, reiterated the requirement to have a proposed timeline for bringing the service into compliance.

He outlined the 5 year capital plan for meeting the Island Health requirement as follows:

- In 2022 the first step is to prepare the conceptual design, estimated at \$50,000, which will allow staff to understand estimated construction costs.
- Once the construction costs are known, the next step would be to move to an Alternative Approval Process (AAP) in 2022.

Discussion ensued regarding Community Works Funds (CWF) and whether those funds could be used to cover the \$50,000 for the conceptual design. Staff confirmed that it could be used for that less any staff time which is estimated at \$5,000.

Discussion ensued regarding the implications of the letter from Island Health. T. Robbins stated that Island Health has put the onus on the CRD to demonstrate that the technology proposed will meet the provincial water treatment objectives and that the Capital Regional District (CRD) is still obligated to provide a response to the letter. Staff would like to respond by the end of the year showing the compliance plan which Island Health indicated in its letter is still outstanding from September 2020.

Discussion ensued regarding the need for an AAP or a referendum. Staff advised that, as set out in the Local Government Act, either an AAP or a referendum is needed in order to gain elector assent to have the electors/users approve the loan authorization bylaw to undertake the construction work. An AAP needs 10% votes against to fail, a referendum needs 50% votes in favour to pass.

The Commission questioned the need to transfer \$25,000 to the Capital Reserve. Discussion ensued regarding options to mitigate a large rate increase. Staff advised that if the Capital Reserve Fund continues to be cut, eventually there will need to be a transfer of funds, as the service will have no buffer funds to deal with any emergency issues or system failure. The Commission requested to withhold the transfer to the Capital Reserve fund this year in order to alleviate a large rate increase.

**MOVED** by L. Cutler, **SECONDED** by M. Lechowicz,

That the Wilderness Mountain Water Service Commission:

1. Amend the 2022 budget to reduce the contribution to the capital reserve fund from \$25,000 to \$0;
2. Direct staff to apply for \$45,000 from the Community Works Fund and that Project 22-02 reflect \$5,000 capital reserve funding and \$45,000 from Community Works Funding;
3. Approve the 2022 Operating and Capital Budget as amended, and that the 2021 actual surplus or deficit be balanced on 2021 transfer to Operating Reserve Fund; and,
4. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five year Financial Plan for the Wilderness Mountain Water Service as amended.

**CARRIED**

**Opposed: Pepino**

## **6. NEW BUSINESS**

### **6.1. Correspondence from Island Health**

This item was discussed under Item 5.1 above.

### **6.2. Clarification on Asset Ownership and Liability**

The Commission requested clarification around assets that are not currently being utilized in the operation of the service and whether the community is still liable should something happen to it.

T. Robbins advised that Wilderness Mountain and all of the assets, whether they are in operation or not, transferred to the CRD. Although an asset is not utilized it is an asset that was transferred to the CRD as part of the dissolution of the Water Service. Unless there was negligence on behalf of the community, the CRD carries the liability associated with that asset. Staff to confirm with CRD's Risk Manager the liability around the unused Dam in Wilderness Mountain.

### **6.3. Nomination Process**

The Commission asked about the nomination process with the Annual General Meeting's (AGM) being cancelled this year.

Staff advised that there is one vacancy on the Commission. The vacancy was advertised in the local papers and through social media. The public was invited to submit nominations for candidates. The nominations close on October 29. The nominees will be sent to the Electoral Area Director for review and to put a name forward to the CRD Board for approval. The CRD is reviewing the bylaws for an amendment in 2022 that would see an end to AGMs and put forward a different nomination process.

Director Hicks requested that staff send the nominees to him. He will forward the names to the Commission for them to provide input on who they wish to be on the Commission. Director Hicks would then forward the selected nominee to the CRD Board for approval.

**7. ADJOURNMENT**

**MOVED** by M. Lechowicz, **SECONDED** by L. Cutler,  
That the October 28, 2021 meeting be adjourned at 3:08 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**