



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, March 8, 2023

11:00 AM

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

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [23-210](#) Minutes of the February 8, 2023 Electoral Areas Committee Meeting

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

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

4. Chair's Remarks

5. Presentations/Delegations

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

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

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

6. Committee Business

6.1. [23-165](#) Electoral Areas Strategic Planning

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

Attachments: [Staff Report: Electoral Areas Strategic Planning](#)
[Appendix A: Alignment of EAs priorities to 2023-26 Board Priorities](#)

- 6.2.** [23-195](#) 2023 Salt Spring Island Local Community Commission Election - Appointment of Chief Election Officer and the Deputy Chief Election Officers
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That pursuant to Section 58 of the Local Government Act, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the Salt Spring Island Local Community Commission Election on May 27, 2023; and
 2. That the Board appoint Marlene Lagoa, Karla Campbell, and Anthony Kennedy, as Deputy Chief Election Officers.
- (NWA)
- Attachments:** [Staff Report: 2023 SSI LCC Election – Appt. of CEO and DCEO](#)
- 6.3.** [23-152](#) Previous Minutes of Other CRD Committees and Commissions for Information
- Recommendation:** There is no recommendation. The following minutes are for information only:
- a) Mayne Island Parks and Recreation Commission minutes of January 12, 2023
 - b) Salt Spring Island Transportation Commission minutes of November 28, 2022
- Attachments:** [Minutes: Mayne Island Parks & Rec Commission-Jan 12, 2023](#)
[Minutes: SSI Transportation Commission - Nov 28, 2022](#)
- 6.4.** [23-220](#) UBCM Community Emergency Preparedness Fund: Emergency Support Services Grant 2023
- 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 for the Emergency Support Services Grant 2023 and direct staff to provide overall grant management.
- (NWA)
- Attachments:** [Staff Report: UBCM Emergency Support Services Grant 2023](#)
[Appendix A: UBCM ESS 2023 Application Form](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is March 13, 2023 at 10:00 am.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, February 8, 2023

10:05 AM

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

PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; I. Jesney, Acting General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carey, Senior Manager of Legal Services; 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 (Recorder)

The meeting was called to order at 10:17 am.

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

2. Approval of Agenda

**MOVED by Director Plant, SECONDED by Director Wickheim,
That the agenda for the February 8, 2023 Electoral Areas Committee meeting be
approved.
CARRIED**

3. Adoption of Minutes

3.1. [23-050](#) Minutes of the January 11, 2023 Electoral Areas Meeting

**MOVED by Director Plant, SECONDED by Director Holman,
That the minutes of the Electoral Areas Committee meeting of January 11, 2023,
be adopted as circulated.
CARRIED**

4. Chair's Remarks

Chair Brent reflected on those in our region who are struggling at this time and asked the committee members to consider these people when discussing the decisions to be made today.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [23-087](#) Enforcement Practices for Alternative Forms of Housing

K. Lorette spoke to Item 6.1.

Discussion ensued on the following:

- the body that governs temporary accommodation
- the contradiction between land use bylaws and building code bylaws

**MOVED by Director Brent, SECONDED by Director Holman,
That the Enforcement Practices for Alternative Forms of Housing report be
referred back to staff for further review based on Electoral Areas Committee
direction.**

CARRIED

6.2. [23-098](#) Bylaw No. 4535 - "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 4, 2023"

M. Taylor spoke to Item 6.2.

Discussion ensued on the provision of flexibility extending to a singular property
owner.

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

1. That Bylaw No. 4535, "Building Regulation Bylaw No. 5, 2010, Amendment
Bylaw No. 4, 2023", be introduced and read a first, second, and third time; and
2. That Bylaw No. 4535 be adopted.

CARRIED

6.3. [23-128](#) Ability to Regulate Wood Burning Appliances and Air Quality on Salt Spring Island

S. Carey presented Item 6.3. for information.

Director Holman stated that there is no intent to ban wood burning stoves on
Salt Spring Island, however there are concentrated areas where wood smoke
can be an issue. The intent was to understand the regulatory authority.

6.4. [23-132](#) Request for Governance Study of Magic Lake Estates, North Pender Island

S. Henderson spoke to Item 6.4.

MOVED by Director Brent, SECONDED by Director Plant,

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

That the Capital Regional District Board reiterate its support for the resolution passed on February 9, 2022, to 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

6.5. [23-063](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Magic Lake Estates Water and Sewer Committee minutes of November 29, 2022**
- b) Mayne Island Parks and Recreation Commission minutes of December 8, 2022**

7. Notice(s) of Motion**7.1. Juan de Fuca Connectivity Letter of Support (Director Plant)**

Director Plant proposed the following Notice of Motion for same day consideration:

"The Electoral Areas Committee recommends to the Regional Board:

That the Board Chair provide a letter of support for funding from the Connecting Communities BC Fund to support increased high-speed broadband connectivity for the Jordan River and Shirley communities."

MOVED by Director Plant, SECONDED by Director Brent,

That the same day consideration be applied to the Notice of Motion.

CARRIED

MOVED by Director Plant, SECONDED by Director Brent,

The Electoral Areas Committee recommends to the Regional Board:

That the Board Chair provide a letter of support for funding from the Connecting Communities BC Fund to support increased high-speed broadband connectivity for the Jordan River and Shirley communities.

CARRIED

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Plant, **SECONDED** by Director Brent,
That the February 8, 2023 Electoral Areas Committee meeting be adjourned at
11:03 am.
CARRIED

CHAIR

RECORDER



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, MARCH 08, 2023

SUBJECT Electoral Areas Strategic Planning

ISSUE SUMMARY

To confirm the alignment between the Capital Regional District (CRD) 2023-2026 Board Priorities and priorities gathered through strategic planning with the three Electoral Areas (EAs).

BACKGROUND

The CRD undertakes a strategic planning process at the outset of each new Board term of office. The objective of the strategic planning process is for the Board to confirm the long-term vision and set priorities to guide organizational activities.

PROCESS

On November 23, 2022, the Directors from the three EAs –Juan de Fuca, Salt Spring Island, and the Southern Gulf Islands– met to discuss priority issues specific to their constituencies. Issues that were common to the region were brought forward to the strategic planning session with the Board.

The Board subsequently participated in two facilitated workshops in November 2022 and January 2023 to identify priorities for this term. The Board directed staff to finalize the 2023-2026 Board Priorities which advance 17 initiatives across five high-level priorities:

- 1) Transportation
- 2) Housing
- 3) Climate change & environment
- 4) First Nations
- 5) Governance

Upon approval of the priorities on March 8, 2023, the Executive Leadership Team will develop an accompanying Corporate Plan. This plan aligns CRD services, programs, and initiatives with Board Priorities and captures key operational and corporate-driven activities needed to guide the organization during the term. The Corporate Plan will be brought to the Board for approval in April 2023.

EA ALIGNMENT WITH BOARD PRIORITIES

Appendix A shows there is strong alignment between the 2023-2026 Board Priorities and the initiatives identified by the three EA Directors during their strategic planning session.

Each EA initiative listed on page 1 of Appendix A has been incorporated in the corresponding Board Priority and staff will advance the goals jointly. In addition, Appendix A highlights that:

- Initiatives that were out of the scope of the Board Priorities will be captured in the CRD Corporate Plan.
- Similar to the Board strategic planning process, staff will consider appropriate framing of initiatives for inclusion in the corporate plan.
- Advocacy initiatives will be added to the list of advocacy topics gathered during the Board workshops.

This concludes the strategic planning process for EA directors.

Staff will develop divisional service plans and budgets to advance the initiatives in both the Board Priorities and Corporate Plan and bring this forward for review and approval annually in the fall.

IMPLICATIONS

Financial Implications

Staff will prepare divisional service plans and budgets for consideration by the Electoral Areas Committee and for Board approval. These plans, prepared annually, will identify actions to advance Board priorities and associated financial implications.

Alignment with Board & Corporate Priorities

Reporting on Board Priorities will take place through the Quarterly Board Priorities Dashboard as they are progressed.

Reporting on the Corporate Plan will take place twice a year through the strategic check-in in the spring and during service and financial planning in the fall.

CONCLUSION

The Board has identified five high-level priorities to address over its four-year term. Based on feedback gathered through strategic planning with the EA Directors in November 2022, there is strong alignment between the Board Priorities and those of the EA Directors. The Corporate Plan, along with divisional service plans, will align CRD services, programs and initiatives with Board Priorities and capture the remaining initiatives that were not captured in the Board Priorities.

RECOMMENDATION

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

Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional and Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Alignment of Electoral Areas priorities to the 2023-2026 Board Priorities

Alignment of Electoral Areas priorities to the 2023-2026 Board Priorities

transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.

housing

Residents have access to affordable housing that enhances livability.

climate action & environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.

First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.

governance

Effective advocacy, coordinated and collaborative governance, and organizational performance and service delivery.

Board Strategic Priorities purple = Board Priorities, black = EA priority that will be actioned through Board Priority

1a Improve regional connectivity and safety across transportation modes

Actioned through priority:

- Develop enhanced walking and cycling access along Otter Point Road (with the District of Sooke) – active transportation

Move to 5a Advocacy:

- Advocate for equity in transportation improvements across the district
- Investigate and advocate for traffic calming options where needed
- Coordinate and advocate in a unified way for critical maintenance of roadways by provincial partners across the district
- Advocate for signage and line painting in the communities
- Investigate and advocate for improvements to road maintenance, including cleaning the ditches and road edges
- Advocate for better sanitation facilities on the Circle Route (Highway 14)

1b Support investments, expansion and equitable access to active and low carbon transportation

Actioned through priority:

- Coordinate on shovel-ready active transportation projects to access and leverage equitable resourcing in design and engineering

1c Present options for changes in governance for transportation in the region, including the Electoral Areas

Actioned through priority:

- Regional Transportation (Authority) with EAs/islands included

2a Increase supply of affordable, inclusive and adequate housing in the region

Actioned through priority:

- Implement a Southern Gulf Islands and rural housing program

Move to 5a Advocacy:

- Advocate for more affordable housing that is sector-specific and purpose-built; that is tied to income; that addresses the broad spectrum of housing needs; and that considers what is affordable and appropriate in each area of the CRD
- Advocate for geographical equity in affordable housing

3a Maximize solid waste diversion and resource recovery from waste materials

3b Explore options for a regional approach to biodiversity and the protection of ecological assets

Actioned through priority:

- Manage invasive species across the region to support biodiversity
- Advocate to provincial partners on complex environmental issues in a coordinated way

3c Increase resilience, community and adaptation planning to address climate related risks and disasters

Actioned through priority:

- Reduce reliance on groundwater resources through rainwater capture options, including developing rainwater capture incentives for people that put a suite on their property

3d Support energy efficient and low carbon buildings across the region

Move to 5a Advocacy:

Advocate for incentives that change behaviour to create more affordable housing (e.g., a regional retrofit funding offer)

4a Develop mechanisms to hear more from First Nations’ governments as to how they would like the CRD to approach reconciliation

4b Collaborate with First Nations to build and strengthen new processes for respectful, reciprocal government-to-government decision-making and service delivery that uplift Indigenous self-determination

Actioned through priority:

- Explore innovative approaches to governance and decision-making in partnership with First Nations as part of the CRD’s engagement on its Reconciliation Action plan

4c Invite, respect and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies that support other priorities in the plan

4d Support shared prosperity by enhancing economic opportunities, in partnership with First Nations

Actioned through priority:

- Build government-to-government and community-to-community partnerships with First Nations, to advance Indigenous leadership and participation in economic development (e.g., tourism)
- Economic Reconciliation with First Nations and indigenous people

5a Influence regional issues and advocate in a consistent, focused way that aligns with the Board strategic priorities

Actioned through priority:

- Advocate for greater communication of information on the part of senior government for public participation in projects in their community
- Advocate about Bamberton mine expansion and permit extension – ecological effects of land activity on the marine environment
- Advocate for health centres in the electoral areas

5b Strengthen Board decision-making frameworks to include First Nations reconciliation, equity, diversity and inclusion, and climate action lenses

5c Develop understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies

5d Foster greater civic participation among diverse community members

5e Explore changes to growth management approaches and identify implementation actions appropriate for local, regional and provincial implementation

OTHER INITIATIVES CAPTURED ON NOVEMBER 23, 2023

INITIATIVE	FOLLOW-UP ACTION(s)
Economic Development	
Localized business opportunities (consider economic development related to homebased businesses, farming, artisans and food services)	▶ To be included in Corporate Plan
Environmental Protection	
Investigate the East Sooke Algae Farm – ecological impacts of land activity on the marine environment	▶ This was addressed via staff report to the Electoral Areas Committee
Housing	
Review affordable housing proposals with densities suited to rural context	▶ This will be considered on a case-by-case as part of due process
Develop policies requiring a certain portion of houses in a subdivision to be built to a maximum size	▶ This has been addressed under existing zoning bylaw regulations
Relax enforcement for trailers, RVs and tiny homes for a period of time when they meet certain conditions (i.e., connected to septic systems and include adequate storage) if health & safety isn't compromised	▶ This was addressed via staff report to the Electoral Areas Committee
Planning	
Improve food security	▶ To be included in Corporate Plan
Research soil relocation – improving oversight of soil and other material being moved into the EA – more proactive enforcement	▶ Review and update of soil bylaw in Juan de Fuca EA already underway
Protective Services	
Develop a tsunami siren at Otter Point (to cover Gordon's Beach and other low-lying areas in Otter Point)	▶ To be included in Corporate Plan
Recreation	
Develop a community hall in Otter Point	▶ To be included in Corporate Plan
Water	
Develop piped water in East Sooke – explore opportunities for Metchosin, Sooke, and East Sooke to share in the costs for water service expansion	▶ Work has been completed through a study conducted by staff
Wilderness Mountain water system	▶ Ongoing matter being discussed with Island Health - and Commission
Wastewater	
Develop a wastewater treatment plan for Port Renfrew in conjunction with Port Renfrew OCP review	▶ To be included in Corporate Plan



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MARCH 08, 2023**

SUBJECT **2023 Salt Spring Island Local Community Commission Election –
Appointment of Chief Election Officer and the Deputy Chief Election
Officers**

ISSUE SUMMARY

To appoint a Chief Election Officer and Deputy Chief Election Officers for the purposes of conducting the Salt Spring Island Local Community Commission Election on May 27, 2023.

BACKGROUND

On October 15, 2022, qualified electors in the Salt Spring Island Electoral Area voted in favour of the CRD Board adopting Bylaw 4507, “*Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022*”, authorizing the establishment of the SSI Local Community Commission.

Section 58 of the *Local Government Act* requires a local government to appoint a Chief Election Officer and Deputy Chief Election Officer for the purposes of conducting the Salt Spring Island Local Community Commission Election on May 27, 2023. The Chief Election Officer must then appoint election officials required for the administration and conduct of the election, and undertake all the statutory duties set out in the *Local Government Act*.

Pursuant to the *Local Elections Campaign Financing Act* and the *Local Government Act*, local governments and Elections BC share responsibility for local elections. Local governments administer elections and set voting opportunity dates, times and places; accept nomination documents; count ballots; announce election results; and follow a process to determine the successful candidate in the event of election ties. Elections BC administers, investigates and enforces the campaign finance disclosure and election advertising rules.

ALTERNATIVES

Alternative 1

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

1. That pursuant to Section 58 of the *Local Government Act*, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the Salt Spring Island Local Community Commission Election on May 27, 2023; and
2. That the Board appoint Marlene Lagoa, Karla Campbell, and Anthony Kennedy, as Deputy Chief Election Officers.

Alternative 2

That the Electoral Areas Committee recommend the Board consider alternate appointments to the Chief Election Officer and Deputy Chief Election Officer positions.

IMPLICATIONS

An election cannot be conducted without the appointment of a Chief Election Officer and at least one Deputy Chief Election Officer. Given the geographic challenge of administering an election in the SSI Electoral Area, more than one Deputy Chief Election Officer is required to assist with the elections.

The Deputies on Salt Spring Island will be tasked with the following duties:

- Candidates - distributing nomination packages, hosting an information session, scheduling appointments for the filing of nomination documents;
- Mail Ballot - distribution and receipt of mail ballot packages to SSI addresses;
- Polling Locations - logistics and staffing; and
- Questions - directed to SSI Administration Office.

Advance and General Voting will take place from 8:00 am to 8:00 pm as follows:

Voting Opportunity	Date	Polling Locations
Advance Voting	Wednesday, May 17, 2023 Wednesday, May 24, 2023	<ul style="list-style-type: none">• Community Gospel Church• SSI Public Library
General Voting Day	Saturday, May 27, 2023	<ul style="list-style-type: none">• Community Gospel Church• Fulford Hall - Seniors Centre• SSI Public Library

Mail ballot voting will be available to qualified electors in the Salt Spring Island Electoral Area upon receipt of a completed application form.

CONCLUSION

Preparations are currently underway for the Salt Spring Island Local Community Commission Election to be conducted on May 27, 2023. Appointment of the election officer positions is required and necessary to provide staff and contractors with the proper authority for the successful administration of the election.

RECOMMENDATION

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

1. That pursuant to Section 58 of the *Local Government Act*, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the Salt Spring Island Local Community Commission Election on May 27, 2023; and
2. That the Board appoint Marlene Lagoa, Karla Campbell, and Anthony Kennedy, as Deputy Chief Election Officers.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

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

5. Chair's Remarks

Chair Bell wished everyone a happy new year for 2023 and hoped the commission would have a positive and fun year. She congratulated Commissioner Askin for being awarded "Mayne Islander of the Year" and his picture on the cover of the *MayneLiner* magazine. Commissioner Askin provided positive comments on the Lions Club long-term stewardship role, especially at Dinner Bay.

6. Reports

6.1. Treasurer's Report

Treasurer's Report for the period December 1 - 31, 2022

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Treasurer's report for the period December 1 – 31, 2022 be approved as presented.
CARRIED

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- a) Discussion occurred regarding the Chamber of Commerce's response to MIPRC's letter requesting funding support for some park bathrooms. The Chamber has requested a meeting with MIPRC.
- b) A cost estimate for a hand-dryer is expected and a condition was added to the agreement regarding service response.
- c) Commissioner Schneider reported on the status of the small water system operator training she is pursuing.
- d) Commissioner Euper and Askin reported on the memorial plaques, including more information on planned specifics including that the board will be named "Wall of Remembrance". The Commissioners' Handbook will be updated.
- e) It was reported that no response was received to an email sent regarding the memorial bench.
- f) The status of the water meters installations at Miners Bay, Dinner Bay and Japanese Garden was discussed.
- g) Monthly playground assessments were submitted.
- h) Playground equipment repair continues as some parts are being sourced.
- i) It was reported that Shauna Huculak, CRD Archaeologist will be visiting on February 25th to assess the Cotton Park trail realignment.
- j) The signage at Reef Bay continues to be followed up on.
- k) The aluminum staircase at Kippen Road continues to be followed up on.
- l) Discussed the Village Bay boat ramp pictures showing damage. More pictures will be taken due to high tides.
- m) Land acquisition was discussed, including that the information and recommendations gathered through meetings, etc. should be synthesized and that a small group should review and document what has been done for future reference. It was agreed that the Land Acquisition Committee will meet to discuss next steps.

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

6.2.2. Health and Safety
Nothing reported

6.2.3. Update Supplement to the Commissioner's Handbook

- Commissioners are to return to Chair Bell their edits of the document listing Commissioner responsibilities.
- Chair Bell will update the Supplement and circulate for review.

6.2.4. Feral deer strategy and update

- MIPRC were asked to participate in a community meeting on January 22nd at 2:00 pm with Jeanine Dodds and David Maude, local trustees for Islands Trust and Paul Brent, CRD Director for Southern Gulf Islands,
- Commissioners confirmed they have reviewed the distributed document.
- Discussion occurred regarding the negative impact of the invasive feral deer species and MIPRC's involvement in a management strategy that could include CRD and provincial/federal government support.
- Next steps are future meetings to formalize a process and increased public awareness on the issue.

6.2.5. SGI Transportation Integration Plan debrief
The meeting held as an outcome of the referendum was reported on, including that:

- Justine Starke and Director Brent were key speakers;
- there were no proposals from the CRD for another referendum at this time;
- islands have differing views of the Parks Commission capacity; and,
- CRD is interested in hearing from communities regarding next steps.

6.2.6. Events
Report was received with agenda package. It was further reported that the idea of moving the bonfire event to New Year's Eve permanently was raised. There was discussion about polling the community on when to hold the event and it was reported that the Chamber of Commerce will poll its members. Commissioners were in favour of New Year's Eve. It was reported that the goodies were well received.

6.3. Committees

6.3.1. Fitness Track
Report was received with agenda package. The following was discussed:

- A proposal was received for fitness classes in the park and it was agreed that the Commercial/Non-Commercial Activities Committee should meet. Commissioner Schneider joined that committee.
- An application for the Community Works Fund Grant is being developed and the two phases of the fitness track project should reflect MIPRC's financial contributions in each phase.

Mayne Island Parks and Recreation Commission
Minutes for January 12, 2023

MOVED by Commissioner Bell and **SECONDED** by Commissioner Schneider, that the Mayne Island Parks and Recreation Commission's Capital Plan 2023 to 2027 be amended to increase the fitness track capital project to \$30,000 from \$10,000.

CARRIED

- It was reported that Director Brent will review and tour the track on his visit as well as discuss other issues. Commissioners were asked to email Chair Bell any other items for discussion.

6.3.2. Sanitation

MOVED by Commissioner Askin and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission give Bill Warning, in recognition of his services to the Commission, a gift certificate to the Mayne Island Bistro.

CARRIED

6.3.3. Technology

E-transfer and SharePoint services remain desirable to have.

6.4. Parks

6.4.1. Miners Bay

The following items were discussed:

- Accumulated garbage needs to be removed.
- Basement storage to be discussed with Lance Shook.
- UV functioning may be uncertain and water test was done this week. Commissioner Wright will discuss water concerns with the new operator.
- Quotes are being sought for pruning the Christmas tree.
- There was no further contact reported concerning the heat pump at the library.

6.4.2. Dinner Bay

- The park is currently swampy due to heavy rain.
- If another water tank is purchased, mainly to service the putting green, it should have a 2,000 gallon capacity.
- Efforts to fix the sink continue.
- Potholes on the driveway to Japanese Garden will be filled.
- The work on the Adachi Pavilion beams were complimented.
- It was discussed and agreed that the barbecue rental be included in the price for rental of the Adachi Pavilion kitchen.

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

MOVED by Commissioner Askin and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission raise the fee for the use of the Adachi Pavilion kitchen to \$200 which includes the use of the barbecue.

CARRIED

Opposed: Commissioner Bell

6.4.3. Japanese Memorial Garden

Report was received with the agenda. Discussion occurred regarding the lights damaged by flooding and Chair Bell requested a budget be submitted for new connections and lights.

6.4.4. Village Bay

It was reported that a new contractor will be available for the boat ramp repair work in February or March and a quote is forthcoming.

6.4.5. Trail Network Development/Henderson

Items addressed elsewhere in the meeting.

7. Correspondence/Meetings

7.1. Telephone conferences with AMIB and contractors and email correspondence with CRD Archaeologist regarding Village Bay boat ramp repairs.

- It was reported that this item will be added to the W̱SÁNEĆ Leadership Council's Land Altering Committee Q1 agenda.

7.2. Email correspondence with Mayne Island Community Centre regarding recreational funding.

7.3. Email correspondence with CRD Archaeologist regarding attendance during preparation of the fitness circuit at Dinner Bay Park.

7.4. CRD inquiry regarding plans for a commonality meeting in 2023 and support from CRD.

- There was agreement to the response that MIPRC won't host a meeting, but will visit other commissions and islands and attend Zoom meetings.

7.5. Email and telephone communication from interested parties regarding the Small Water Systems contract.

7.6. Email correspondence regarding engaging an electrical contractor.

7.7. CRD media release regarding donation of community park land.

7.8. Email correspondence from individuals interested in joining the MIPRC.

7.9. Email correspondence from CRD, Legal Services regarding legacy wording in a will.

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

7.10. Email dated January 10, 2023 from Rod Cruickshank regarding several items of concern at Dinner Bay.

- Commissioner Bell reported that she responded to the email.
- Discussion occurred on a number of topics identified in the letter. Improving drainage is a major undertaking for future consideration and enhanced beach access will be investigated.

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

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

CARRIED

10. Meeting Adjournment

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

CARRIED

The meeting adjourned at approximately 5:15 p.m.

Original signed by

February 9, 2023

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder



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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held Monday, November 28, 2022 at the Salt Spring Island Library Meeting Room,
129 McPhillips Avenue, BC**

Director: Gary Holman

Commissioners: Gayle Baker, Myna Lee Johnstone, Gary Lehman, Peter Meyer, Luke Campbell (via Zoom), and Maxine Leichter (via Zoom)

Staff: Karla Campbell, SSI Senior Manager and Shayla Burnham, Recording Secretary

Regrets: Aubrey Smith

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

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 1:01 pm.

Commissioner Campbell entered the meeting at 1:03 pm.

2. Approval of Agenda

MOVED by Commissioner Baker, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission approve the agenda of November 28, 2022 as amended by adding item 7.4 North End Road and Cusheon Lake Road Safety Study Update.

CARRIED

3. Adoption of Regular Minutes of October 24, 2022

MOVED by Director Holman, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission adopt the regular minutes of October 24, 2022 as amended by updating item 6.2 Swanson Road Pathway from “No update” to “No progress” and by updating item 6.3 Mobrae/West Horel – Fulford-Ganges Bus Shelter from “No update” to “No progress”. Lastly, to update item 5. Report of the Director, Chair and Commissioners from “BC Ferries has committed to upgrading both the Fulford Ferry Terminal and Vesuvius Ferry Terminal with more frequent sailings which could also increase future BC Transit services on island” to “BC Ferries has proposed upgrades to the Vesuvius Ferry Terminal as well as upgrades to service levels at both the Vesuvius Terminal and Fulford Harbour Terminal by adding more frequent sailings.”

CARRIED

4. Matters Arising From the Minutes

- Commissioner Meyer requested a Notice of Motion titled “Commission Discussion Regarding Staff’s Request for a Skid Steer” be added to the January 30, 2023 Regular meeting for discussion.
- Commissioner Meyer requested a Notice of Motion titled “Pathway Restoration Update” be added to the January 30, 2023 Regular meeting for discussion.

5. Delegations/Presentations

5.1 John Hicks, Senior Transportation Planner, Regional & Strategic Planning and Tim Shah, Watt Consulting Group re: Ganges Active Transportation Study

- Concern expressed for ongoing overnight parking in Ganges.
- Concern expressed towards inadequate space for pedestrians and vehicle parking in Ganges core.
- The Commission requested staff explore additional parking options in the CRD parking lot above ArtSpring.
- Concern expressed regarding pathway maintenance and restoration.
- The Commission expressed support in lowering speed limits in Ganges.
- The Commission to forward comments/concerns related to the Ganges Active Transportation Study to John Hicks, Senior Transportation Planner, Regional & Strategic Planning for comment.
- The importance of the report making recommendations that are affordable and realistic given the authorities of other agencies

5.2 Kisa Petersen re: Croftonbrook Route Extension Request

- Circulated a handout to the Commission regarding a request for expansion of BC Transit Route 1: Ganges Local to include Croftonbrook on Corbett Road for information.
- Limited onsite parking concerns expressed.
- Confirmed that the 2022-2026 BC Transit plan did not include Croftonbrook.
- The expansion would improve access for all riders including seniors.
- The road has an upwards slope and an expansion to Croftonbrook would increase safety by eliminating the distance down to the current bus stop for riders with disabilities.
- The Commission requested staff contact BC Transit regarding the existing 16.8 meter turnaround at Croftonbrook following an update from Salt Spring Island Fire Rescue regarding space approval for firetrucks in the current turnaround.
- Croftonbrook consists of 74 units and roughly 100 people.
- Kisa Petersen to provide Croftonbrook tenant feedback regarding ridership to BC Transit if requested.

MOVED by Director Holman, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission designate expansion of BC Transit Route 1: Ganges Local to include Croftonbrook on Corbett Road as a priority for costing as requested by IWAV.

CARRIED

6. Report of the Director, Chair and Commissioners

Director Holman briefly reported:

- The Local Community Commission (LCC) election predicted for May 2023 at which time the Salt Spring Island Transportation Commission will dissolve. An exact date to be determined.

Chair Baker briefly reported:

- A request for staff to confirm whether BC Ferries will be in contact with BC Transit regarding more frequent future sailings.

- A suggestion for the Ministry of Transportation and Infrastructure (MoTI) staff to attend the monthly BC Ferries meetings.

7. Outstanding Business

7.1 Ganges Harbour Walk and Harbour Side Pathway Detailed Designs - Project Charter

- Staff to update the Ganges Harbour Walk and Harbour Side Pathway Detailed Designs item 10. Key Stakeholders, first table, row three, column three, titled “Role or Involvement in Decision Making” to include “consulted” and “approval rights to say ‘Yes’ or ‘No’ to a decision” (I, C, A) for the Transportation Commission.

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission support the Ganges Harbour Walk Phase 1 and Harbour Side Pathway Detailed Designs - Project Charter as amended.

CARRIED

7.2 Merchant Mews Pathway Designs

- **MOVED** by Commissioner Meyer, **SECONDED** by Director Holman, that the Salt Spring Island Transportation Commission approve the recommendation of the Merchant Mews Pathway Designs.

7.3 Ganges Hill and Pedestrian Pathway Update

- No update

7.4 North End Road and Cusheon Lake Road Safety Study Update

- No update

8. New Business

8.1 Notice of Motion: Salt Spring Island Bus System – Commissioner Johnstone – deferred

8.2 Process and Timeline for the Commission Dissolution

- Discussion occurred under item 6. Report of the Director, Chair and Commissioners.

8.3 Drake Road – deferred

8.4 Bus Shelter Acquisition Process

8.4.1 BC Transit Bus Shelter Program

- The Commission to decide on a bus shelter design and forward an email update to staff.

MOVED by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommends that staff apply for the BC Transit subsidy for the West Horel bus shelter location if the subsidy is at least a 50% discount.

CARRIED

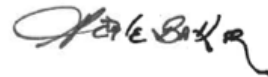
8.5 Parking in Ganges – deferred

9. Agenda Items of Next Meeting – deferred

10. Next Meeting: Monday, January 30, 2023 from 1:15 p.m. – 3:15 p.m. in the Salt Spring Island Multi Space (SIMS) Boardroom, 112 Rainbow Road, Salt Spring Island, BC

11. Adjournment

The meeting adjourned at 3:15 p.m.



CHAIR



SENIOR MANAGER



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MARCH 08, 2023**

SUBJECT UBCM Community Emergency Preparedness Fund: Emergency Support Services Grant 2023

ISSUE SUMMARY

Protective Services has applied (Appendix A) to the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) grant stream for funding to build a cross-Electoral Area (EA) team to provide Emergency Support Services (ESS) virtually when required. UBCM requires that all grant applications be accompanied by a motion of support from the local government and so a motion is required to move forward with the grant.

BACKGROUND

Under the *Emergency Program Act (EPA)*, the Capital Regional District (CRD) is responsible for the provision of ESS in three EAs: Salt Spring Island, Juan de Fuca, and Southern Gulf Islands. CRD EA ESS delivery models vary widely amongst the 14 EA communities based on geography and independently developed local delivery practices in the existing ESS programs.

Over the last five years, the Province has phased in an online registration tool called the Evacuee Registration and Assistance (ERA) tool, which allows virtual support to be provided to people displaced by emergencies. The tool provides the opportunity for volunteers and staff from outside of EA communities to reinforce the local ESS teams when required and provide business continuity for those services if they are overwhelmed, or unable to respond due to event impacts. Currently, the tool has not been adopted in the existing programs, so this grant will allow those interested volunteers to learn on the new system, while allowing those who want to remain with the existing systems to do so, as this team will supplement existing volunteers, not displace them.

The grant funding will benefit the three CRD EA Emergency Programs equally, as all three have volunteers interested in participating and the new service will be available to all. The grant request totals \$18,000.

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 for the Emergency Support Services Grant 2023 and direct staff to provide overall grant management.

Alternative 2

That staff be directed to not submit a grant application to the Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island Emergency programs for the Emergency Support Services funding stream.

IMPLICATIONS

Financial Implications

The grant will have no impact on annual Emergency Program budgets and will allow greater community resilience during emergency events.

CONCLUSION

An approved CRD Board motion will allow Protective Services to apply for grant funding in order to strengthen ESS capacity in the CRD EAs with no additional cost to the CRD beyond staff time.

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 for the Emergency Support Services Grant 2023 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:	Ted Robbins, Chief Administrative Officer

ATTACHMENT

Appendix A – UBCM Emergency Support Services 2023 Application Form

Community Emergency Preparedness Fund Emergency Support Services 2023 Application Form

Please complete and return the application form by **January 27, 2023**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Local Government or First Nation Applicant: Capital Regional District	Date of Application: January 26, 2023
Contact Person*: Jane O'Higgins-Wilson	Position: Electoral Area Emergency Services Coordinator
Phone: 250-626-7235	E-mail: johigginswilson@crd.bc.ca

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

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

SECTION 3: Project Information
<p>3. Project Information</p> <p>A. Project Title: CRD EA ERA Team</p> <p>B. Proposed start and end dates. Start: June 1, 2023 End: June 1, 2024</p>

4. Project Cost & Grant Request:

A. Total proposed project cost: \$18,000.00

B. Total proposed grant request: \$18,000.00

C. 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, this is a new initiative for the Capital Regional District and three electoral areas.

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

This project will develop an All Electoral Area ERA team in order to provide support between ESS teams in the three electoral areas.

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 meets the requirements of Section 4.12 of the CRD Corporate Emergency plan that the CRD EA EPCs provide the Emergency Support Services (ESS) role in the Electoral Areas, and also Section 4.9 which requires continued and updated ESS training for the EA volunteers.

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.

The project activities will include the development of team governance documents, group training for the emergency program volunteers and CRD staff on the ERA tool and Emergency Support Services procedures. It will also involve Cultural Perspectives Training with an external provider, as the volunteers may now be providing ESS assistance outside of their own communities. Finally, it will conclude with a one-day exercise to test and refine the new procedures.

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 project will modernize the three programs by increasing capacity to use the ERA system, as well as supporting mutual aid between the Electoral Areas and increasing awareness of cultural safety practices.

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.

This project will build a shared team between the three electoral areas to lend support to each of the area's existing ESS teams and provide business continuity capability.

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

It will improve the Electoral Area ESS teams capacity to act as a virtual host community, by preparing and training for virtual responses inside and outside of their own communities.

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.).

By increasing the ability of the EA emergency Programs to provide mutual aid support to each other, it will also increase the ability of those teams to support other municipalities and First Nations within the Greater Victoria area.

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.

This project represents a partnership between the three electoral areas and the CRD Protective Services division, in order to strengthen the ESS capacity of the EAs, and build capacity within Protective Services.

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.)

The project will be evaluated on the outcome of the final exercise, to determine if the EAs were able to provide ESS support to each other with assistance from Protective Services.

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

The CRD currently has a review in progress to determine how best to provide ESS across the Electoral Areas and create a ESS vendors list for the areas, the funding for the project was provided under the 2022 CEPF intake. The review will be completed in May 2023, and so those findings will be completed and folded into the new ERA Team procedures. Funding was also received in earlier intakes which provided laptops/lpads to use the ERA system, which volunteers will now be better placed to use.

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

The Capital Regional District is the Local Authority for the three electoral areas, and so may apply for this grant on their behalf. However, the Emergency Program Coordinators in the areas are also very supportive of the request. Current ESS volunteers will not be pressured into joining this team, however, as the ERA tool has not yet been fully embraced by the volunteers, this will allow those who are interested in using it to do so.

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: Jane O'Higgins-Wilson	Title: Electoral Area Emergency Services Coordinator
Signature*:  <i>A certified electronic or original signature is required.</i>	Date: 26 January 2023

* 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

Proposed 2023 UBCM ESS Budget - CRD EA ERA Team	
Labour @\$35/hr	
Creation of EA ERA Team Charter and Terms of Reference - 25 hours	
Admin for 5 x 2-hour introductory meetings - 10 hours	
Creation of EA ERA Team Procedures 65 hours	
Total = 100 hours	\$3,500
External Training	
JIBC In person training (includes instructor cost, travel and per diem for participants)	\$4,000
Delivery of one-day all EA ESS Exercise with contracted support	\$5,000
Cultural Perspectives Training \$500 x 10 participants	\$5,000
Materials	
Supplies for team (binders, printing)	\$500.00
Total	\$18,000