



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, December 11, 2024

11:05 AM

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

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

Guest: Director M. Little

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. [24-1334](#) Minutes of the October 28, 2024, and November 13, 2024 Electoral Areas Committee Meetings

Recommendation: That the minutes of the Electoral Areas Committee meetings of October 28, 2024, and November 13, 2024 be adopted as circulated.

Attachments: [Minutes - October 28, 2024](#)
[Minutes - November 13, 2024](#)

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. [24-1218](#) 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 CRD Bylaw No. 2681, Tanveer Garg, Vanessa McGregor, Karen O'Brien, Cole Bains, and Eric Jellema be appointed as Bylaw Enforcement Officers.

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

6.2. [24-1127](#) Bylaw Nos. 4648 and 4649: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

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

1. That Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", be introduced and read a first, second and third time; and
2. That Bylaw No. 4648 be adopted.
3. That Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", be introduced and read a first, second and third time; and
4. That Bylaw No. 4649 be adopted.

Attachments: [Staff Report: Bylaw 4648 and 4649 Fees Charges Bylaws](#)

[Appendix A: Bylaw No. 4648](#)

[Appendix B: Bylaw No. 4649](#)

[Appendix C: Bylaw Nos. 4648 and 4649 Changes Summary](#)

6.3. [24-1284](#) Bylaw No. 4655: Southern Gulf Islands Small Craft Harbours Regulation Amendment

Recommendation: The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4655, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024", be introduced and read a first, second, and third time.
2. That Bylaw No. 4655 be adopted.

Attachments: [Staff Report: Bylaw No. 4655 - SGI Small Craft Harbours Reg Amendment](#)

[Appendix A: Bylaw No. 4655](#)

[Appendix B: Bylaw No. 2844 Unofficial Consolidation \(Redlined\)](#)

[Appendix C: Southern Gulf Islands Harbours Proposed Rates 2025](#)

6.4. [24-1176](#) Bylaw No. 4625: Lyall Harbour/Boot Cove Water Local Service Committee Bylaw Amendment - Conditional Water License Holder and Committee Membership

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4625 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time.
2. That Bylaw No. 4625 be adopted.

Attachments: [Staff Report: LH/BC Proposed Bylaw Amendment](#)
 [Appendix A: Media Release March 20, 2020](#)
 [Appendix B: Bylaw No. 1875 Unofficial Consolidation \(Redlined\)](#)
 [Appendix C: Bylaw No. 4625](#)

6.5. [24-1315](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only:
a) East Sooke Fire Protection and Emergency Response Service Commission minutes of October 23, 2024
b) Galiano Island Parks and Recreation Commission minutes of November 7, 2024
d) Mayne Island Parks and Recreation Commission minutes of October 10, 2024
e) Pender Island Parks and Recreation Commission minutes of October 21, 2024
f) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of July 23, 2024
g) Willis Point Fire Protection and Recreation Facilities Commission minutes of October 22, 2024

Attachments: [Minutes: E Sooke Fire Prot'n & Emerg Rspns Svc Comm - Oct 23, 2024](#)
 [Minutes: Galiano Island Parks & Rec Commission - Nov 7, 2024](#)
 [Minutes: Mayne Island Parks & Rec Commission - Oct 10, 2024](#)
 [Minutes: Pender Island Parks & Rec Commission - Oct. 21, 2024](#)
 [Minutes: SGI Electoral Area CESC - Jul 23, 2024](#)
 [Minutes: Willis Pt Fire Prot'n & Rec Facilities Comm - Oct 22, 2024](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is January 8, 2025.

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

Meeting Minutes

Electoral Areas Committee

Monday, October 28, 2024

10:00 AM

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

Special Meeting - Provisional Budget

PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; I. Lawrence, Senior Manager Local Area Planning, Juan de Fuca (EP); D. Ovington, Acting Senior Manager, Salt Spring Island Administration; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Local Services and Corporate Grants; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

Guest: Director M. Little

Regrets: Director Plant

The meeting was called to order at 10:00 am.

1. Territorial Acknowledgement

Director Little provided the Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the agenda for the October 28, 2024 Session of the Electoral Areas
Committee be approved.
CARRIED

3. Presentations/Delegations

There were no presentations or delegations.

4. Special Meeting Matters

4.1. [24-854](#) 2025 Preliminary Electoral Area Budget Review

N. Chan spoke to Item 4.1.

Discussion ensued regarding:

- final budget approval timeline related to any proposed amendments
- deferral of the 2025 operating reserve transfer for elections
- clarification of elections reserves and costs

Motion Arising:

MOVED by Director Holman, **SECONDED** by Director Brent,
That the transfer to operating reserve for election be moved from 2025 to 2026.
CARRIED

Discussion ensued regarding:

- change in annual capital investments
- legislative and general regional budget
- building permit fees increase drivers
- equipment replacement reserve funds

Motion Arising:

MOVED by Director Holman, **SECONDED** by Director Brent,
That we reduce the transfer from building inspection operating to the equipment reserve from \$40,000 to \$30,000 in 2025.
CARRIED

Discussion ensued regarding:

- local utility service committee review of budget
- emergency planning coordination

MOVED by Director Brent, **SECONDED** by Director Wickheim,
The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

- 1. That the 2025 Electoral Area Services Budgets be given provisional approval with specific direction on amendments; and**
- 2. That the new initiatives for January 1, 2025 implementation identified in Appendix E, be approved for expenditure.**

CARRIED

5. Adjournment

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the October 28, 2024 Electoral Areas Committee meeting be adjourned at 10:36 am.

CARRIED

CHAIR

RECORDER

Meeting Minutes

Electoral Areas Committee

Wednesday, November 13, 2024

11:00 AM

6th Floor Boardroom
625 Figgard 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; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; C. Neilson, Senior Manager, Human Resources & Corporate Safety; D. Ovington, Acting Senior Manager, Salt Spring Island Administration; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; C. Vrabel, Manager, Fire Services (EP); M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

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

1. Territorial Acknowledgement

Director Wickheim provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Wickheim, **SECONDED** by Director Holman,
That the agenda for the November 13, 2024 Electoral Areas Committee meeting
be approved.

CARRIED

3. Adoption of Minutes

3.1. [24-1161](#) Minutes of the October 9, 2024 Electoral Areas Committee Meeting

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the minutes of the Electoral Areas Committee meeting of October 9, 2024 be
adopted as circulated.

CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations.

5.1. Delegations

- 5.1.1. [24-1188](#) Delegation - Michael Kilpatrick; Representing Mayne Island Invasive Fallow Deer Committee: Re: Agenda Item 7.1.: Motion with Notice: Advocacy on Fallow Deer Issue (Director Brent)

M. Kilpatrick spoke to Item 7.1.

6. Committee Business

- 6.1. [24-1087](#) Fire Safety Act - Designation of Fire Safety Inspectors and Fire Investigators

K. Lorette spoke to Item 6.1.

Discussion ensued regarding any implications for the Salt Spring Island improvement district.

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

That the positions identified in Appendix A be designated as fire safety inspectors and fire investigators for the electoral areas within the CRD.

CARRIED

- 6.2. [24-1088](#) Community Emergency Preparedness Fund Grant: Volunteer & Composite Fire Department Equipment & Training 2024 Application

K. Lorette spoke to Item 6.2.

Discussion ensued regarding:

- allocation of funds

- confirmation of which fire departments are eligible to apply directly

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

That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

CARRIED

6.3. [24-1167](#) Request to Amend Remuneration for Elected Officials of the Salt Spring Electoral Area

C. Neilson spoke to Item 6.4.

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

That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level, and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.

MOVED by Director Holman, **SECONDED** by Director Brent,
That the main motion be amended to replace the words "That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level" with the words, "That the local portion of remuneration for the SSI Electoral Area Director be reduced by \$10,000 per year and increased by \$2,500 per year for each of the SSI Local Community Commission Commissioners in 2025 and 2026 and bring back a revised Board Remuneration Policy to reflect these changes."

Discussion ensued regarding whether members of the Salt Spring Island Local Community Commission are potentially taking on work that is outside of their scope.

The question was called on the amendment:

That the main motion be amended to replace the words "That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level" with the words, "That the local portion of remuneration for the SSI Electoral Area Director be reduced by \$10,000 per year and increased by \$2,500 per year for each of the SSI Local Community Commission Commissioners in 2025 and 2026 and bring back a revised Board Remuneration Policy to reflect these changes."

DEFEATED

Opposed: Brent, Plant

The question was called on the main motion:

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

That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level, and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.

CARRIED

6.4. [24-1089](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

a) **Mayne Island Parks and Recreation Commission minutes of September 12, 2024**

7. Notice(s) of Motion

7.1. [24-1032](#) Motion with Notice: Advocacy on Fallow Deer Issue (Director Brent)

Discussion ensued regarding:

- whether the letter should be broadened to include the federal government
- whether the farmer responsible for introducing these deer can be held financially responsible
- whether fallow deer pose a threat to the native black-tailed deer or domestic animals
- provincial regulatory changes required to aid with resolving this issue

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

That the CRD Board write to the Province urging they provide sustained funding for control of the invasive fallow deer decimating island environments and economies.

CARRIED

Director Plant left the meeting at 11:48 am.

7.2. [24-1031](#) Motion with Notice: Boarding House Building Inspection Policy in the Electoral Areas (Director Holman)

This Motion with Notice was withdrawn.

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Holman, SECONDED by Director Wickheim,

That the November 13, 2024 Electoral Areas Committee meeting be adjourned at 11:51 am.

CARRIED

CHAIR

RECORDER



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 11, 2024**

SUBJECT Appointment of Officers

ISSUE SUMMARY

This report is to update bylaw enforcement appointments to reflect staff changes in the Capital Regional District (CRD) 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 CRD 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 CRD Bylaw No. 2681, Tanveer Garg, Vanessa McGregor, Karen O'Brien, Cole Bains, and Eric Jellema be appointed as Bylaw Enforcement Officers.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

These appointments ensure consistent bylaw enforcement in the CRD Bylaw and Animal Care Services Division.

CONCLUSION

The bylaw enforcement appointments reflect staff changes in the CRD 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 CRD Bylaw No. 2681, Tanveer Garg, Vanessa McGregor, Karen O'Brien, Cole Bains, and Eric Jellema be appointed as Bylaw Enforcement Officers.

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, B. Sc., C. Tech., Chief Administrative Officer



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 11, 2024**

SUBJECT **Bylaw Nos. 4648 and 4649: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas**

ISSUE SUMMARY

To update the utility rates for the three electoral areas as recommended by the respective Commissions and Committees, and as included in the 2025 Financial Plan.

BACKGROUND

Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the service budgets and financial plan for the forthcoming year. All local service Commissions and Committees have recommended their respective 2025 budgets, inclusive of the changes to fees and charges.

The proposed fee and charges amendments are intended to cover the projected net cost of service delivery inclusive of reserve contributions for the upcoming year. Board approval is required in advance of the effective billing period January 1 through December 31, 2025.

With final surplus and deficits not yet completed for 2024, results will be monitored to identify any material impact. If required, the material impact would be incorporated into a rate adjustment and bylaw amendment after final year end results.

Appendix C contains a comparison of changes to rates contained in each of the two bylaws: Bylaw No. 4648 (Appendix A) and Bylaw No. 4649 (Appendix B).

Bylaw No. 4648 covers all Salt Spring Island Electoral Area Sewer, Water and Liquid Waste Disposal Fees and Charges. Bylaw No. 4649 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", be introduced and read a first, second and third time; and
2. That Bylaw No. 4648 be adopted.
3. That Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", be introduced and read a first, second and third time; and
4. That Bylaw No. 4649 be adopted.

Alternative 2

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

IMPLICATIONS

Financial Implications

Changes in fees and charges are required for local utility services in the three Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing. The recommended rates are effective January 1 through December 31, 2025 and reflect estimates of the 2024 surpluses and/or deficits.

CONCLUSION

Utilities within the Electoral Areas require changes to fees and charges, to reflect user fees required to fund operating and capital budgets. The Commissions and Committees have recommended their respective 2025 service budget for Board approval; this approval is required prior to January 1, 2025, to attain the revenue targets specified in the 2025 service budgets.

RECOMMENDATION

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

1. That Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", be introduced and read a first, second and third time; and
2. That Bylaw No. 4648 be adopted.
3. That Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", be introduced and read a first, second and third time; and
4. That Bylaw No. 4649 be adopted.

Submitted by:	Varinia Somosan, CPA, CGA, Sr. Mgr., Financial Services / Deputy CFO
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", and Schedules B and C
- Appendix B: Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", and Schedule C
- Appendix C: Changes to Fees and Charges Summary

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4648

**A BYLAW TO AMEND FEES AND CHARGES FOR UTILITY SERVICES
AND LIQUID WASTE DISPOSAL WITHIN THE
SALT SPRING ISLAND ELECTORAL AREA (BYLAW NO. 3864)**

WHEREAS:

- A. Under Bylaw No. 3864, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012", the Regional Board established services and facilities to collect, convey, treat and dispose of sewage in the participating area of Salt Spring Island Electoral Area;
- B. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the services budgets and financial plan for the forthcoming year;
- C. Pursuant to Section 378 and Section 397 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board;
- D. Changes in fees and charges are required for local utility services in the Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing; and
- E. Bylaw No. 4648 covers all Salt Spring Island Electoral Area Sewer, Water and Liquid Waste Disposal Fees and Charges.

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

- 1. Bylaw No. 3864, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012", is hereby amended as follows:
 - a) By removing Schedule "B" in its entirety and replacing it with Schedule "B" attached hereto.
 - b) By removing Schedule "C" in its entirety and replacing it with Schedule "C" attached hereto.
- 2. This Bylaw shall take effect January 1, 2025.

3. This Bylaw may be cited as “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024”.

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

CHAIR

CORPORATE OFFICER

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

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

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

(Schedule "B" continued on next page)

2. Water and Sewer User Fees

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

(a) Fixed Fee

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	\$2,628.82 per single family dwelling unit or equivalent
Cedar Lane	\$1,673.38 per single family dwelling unit or equivalent
Beddis	\$1,193.95 per single family dwelling unit or equivalent
Highland	\$0 per single family dwelling unit or equivalent
Fernwood	\$0 per single family dwelling unit or equivalent
Highland and Fernwood	\$1,361.06 per single family dwelling unit or equivalent
Maliview	\$2,091.08 per single family dwelling unit or equivalent
Fulford	\$1,781.26 per single family dwelling unit or equivalent Other users: No Fixed Fee

(b) Consumption Charge based on volume of water metered

The Consumption Charge for water or sewer will be the total volume of water metered to the water service connection, measured in cubic metres (or other units converted to cubic metres) over a three-month billing period, at a rate as follows:		
Service Area	Volume of Water	Charge
Cedars of Tuam	First 38.0 cubic metres or portion	\$9.00 per cubic metre
	Greater than 38.0 cubic metres	\$18.00 per cubic metre
Cedar Lane	First 30.0 cubic metres or portion	\$2.50 per cubic metre
	31.0 to 60.0 cubic metres or portion	\$9.00 per cubic metre
	Greater than 61 cubic metres	\$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	\$3.10 per cubic metre
	Next 68.0 cubic metres or portion	\$6.30 per cubic metre
	Greater than 106 cubic metres	\$8.50 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	\$0.64 per cubic metre
	Next 68.0 cubic metres or portion	\$2.00 per cubic metre
	Greater than 106 cubic metres	\$5.13 per cubic metre
Maliview	\$1.75 per cubic metre of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other users: \$3.71 per cubic metre Minimum Consumption Charge per three months is \$445.32 per service connection.	

Schedule “C”

Liquid Waste Receiving Facility

1. Disposal Fees and Charges

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

Fees:	
Septage	\$125.38 per cubic metre (\$0.570 per imperial gallon)
Sewage	\$125.38 per cubic metre (\$0.570 per imperial gallon)
Facility User Permit	\$50.00 per Septage waste disposal truck per annum (valid for a period from January 1 of each year until December 31 of the subject year). This fee is not pro-rated in the first year of this schedule coming into force.
Charges:	
Call Out Charge	\$75.00 per hour; minimum charge \$150 first 2 hours
After Hours Call Out	\$75.00 per hour; minimum charge \$150 first 2 hours

2. Definitions:

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

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

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

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

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

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

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

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

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

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

“Liquid Waste Receiving Facility” means the Salt Spring Liquid Waste facility that receives Trucked Liquid Waste, more particularly described as located off Burgoyne Bay Road, Salt Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

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

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

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

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

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

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

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

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

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

3. User Fees:

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

4. Credit:

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

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

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

5. Regulations:

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

6. Operating Protocols:

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

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

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

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

7. Offences and Penalties:

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

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

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4649

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

WHEREAS:

- A. Under Bylaw No. 3847, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012", the Regional Board established services and facilities to collect, convey, treat and dispose of sewage in the participating areas of the Southern Gulf Island Electoral Area and operate a street lighting system in the Juan de Fuca Electoral Area.
- B. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the services budgets and financial plan for the forthcoming year;
- C. Pursuant to Section 378 and Section 397 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board;
- D. Changes in fees and charges are required for local utility services in the Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing; and
- E. Bylaw No. 4649 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges.

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

- 1. Bylaw No. 3847, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012", is hereby amended as follows:
 - a) By removing Schedule "C" in its entirety and replacing it with Schedule "C" attached hereto.
- 2. This Bylaw shall take effect January 1, 2025.

3. This Bylaw may be cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024".

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

CHAIR

CORPORATE OFFICER

Schedule “C”

1. Water, Sewer, and Port Renfrew Street Lighting

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

Service Area	Annual Charge • 25% of which is billed each 3 months
Skana Water	\$1,392.08 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	\$1,856.86 per Single Family Equivalent connected to the water system
Lyall Harbour/ Boot Cove Water	\$793.29 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	\$487.54 per Single Family Equivalent connected to the sewer system
Magic Lake Estates Water	\$395.50 per Single Family Equivalent connected to the water system
	Quarterly Consumption Charge >50 m ³ = \$0.50 per m ³ >80 m ³ = \$1.50 per m ³
Sticks Allison Water	\$1,855.14 per Single Family Equivalent connected to the water system
	Excess Consumption Fee – for metered water use per service connection in excess of 90 cubic metres per three months: \$5.00 per cubic metre
Wilderness Mountain Water	Consumption Charge: \$25.51 per month for each Single Family Equivalent connected to the water system Annual User Charge: \$1,266.47 per annum for each Single Family Equivalent connected to the water system
Port Renfrew Water Annual User Charge	\$270.21 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	\$719.54 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	\$47.89 per User

(Schedule “C” continued on next page)

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

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

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

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

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

APPENDIX C

Changes to Fees and Charges, Bylaws No. 4648 and 4649

Purpose: To summarize changes to Fees and Charges for 2025 in the three Electoral Areas.

Bylaw No. 4648:

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

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

Service Area	2025 Annual Charge (per SFE)	2024 Annual Charge (per SFE)	Committee/Commission Recommendation
Cedars of Tuam Water	\$2,628.82	\$2,297.71	Cedars of Tuam Water Service Commission October 21, 2024
Cedar Lane Water	\$1,673.38	\$1,559.79	Cedar Lane Water Service Commission October 16, 2024
Beddis Water	\$1,193.95	\$1,092.48	Beddis Water Service Commission November 7, 2024
Highland Water	No Change	\$0	Fernwood and Highland Water Service Commission November 14, 2024
Fernwood Water	No Change	\$0	
Highland & Fernwood Water	\$1,361.06	\$1,289.82	
Maliview Sewer	\$2,091.08	\$1,983.06	Maliview Sewer Local Service Commission November 4, 2024
Fulford Water	\$1,781.26	\$1,729.38	Fulford Water Service Commission October 21, 2024

**Bylaw No. 4648:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges**

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

Service Area	2025 Consumption Charge	2024 Consumption Charge	Committee/Commission Recommendation
Cedars of Tuam Water	No Change	First 38 m ³ = \$9.00/m ³ >38 m ³ = \$18.00/m ³	Cedars of Tuam Water Service Commission October 21, 2024
Cedar Lane Water	No Change	First 30 m ³ = \$2.50/m ³ >30 m ³ = \$9.00/m ³ >61 m ³ = \$25.00/m ³	Cedar Lane Water Service Commission October 16, 2024
Beddis Water	No Change	First 38 m ³ = \$3.10/m ³ Next 68 m ³ = \$6.30/m ³ >106 m ³ = \$8.50/m ³	Beddis Water Service Commission November 7, 2024
Highland and Fernwood Water	No Change	First 38 m ³ = \$0.64/m ³ Next 68 m ³ = \$2.00/m ³ >106 m ³ = \$5.13/m ³	Fernwood and Highland Water Service Commission November 14, 2024
Maliview Sewer	No Change	\$1.75/m ³ of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	Maliview Sewer Local Service Commission November 4, 2024
Fulford Water	Single Family Residential: No Consumption Charge Other: \$3.71/m ³ Minimum Consumption Charge per three months is \$445.32 per service connection.	Single Family Residential: No Consumption Charge Other: \$3.60/m ³ Minimum Consumption Charge per three months is \$432.35 per service connection.	Fulford Water Service Commission October 21, 2024

**Bylaw No. 4648:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges**

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

Service Area	2025 Fees	2024 Fees	Committee/Commission Recommendation
Septage	\$125.38 per cubic metre (\$0.570 per imperial gallon)	\$119.88 per cubic metre (\$0.545 per imperial gallon)	Salt Spring Island Local Community Commission September 12, 2024
Sewage	\$125.38 per cubic metre (\$0.570 per imperial gallon)	\$119.88 per cubic metre (\$0.545 per imperial gallon)	Salt Spring Island Local Community Commission September 12, 2024

Bylaw No. 4649:**To Amend Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges**

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

Service Area	2025 Annual Charge	2024 Annual Charge	Committee/Commission Recommendation
Skana Water	\$1,392.08 (per SFE)	\$1,233.85 (per SFE)	Skana Water Service Committee October 31, 2024
Surfside Park Estates Water	\$1,856.86 (per SFE)	\$1,497.89 (per SFE)	Surfside Park Estates Water Service Committee October 31, 2024
Lyall Harbour/Boot Cove Water	\$793.29 (per SFE)	\$772.98 (per SFE)	Lyall Harbour/Boot Cove Water Local Services Committee November 14, 2024
Magic Lake Estates Sewer	\$487.54 (per SFE)	\$447.08 (per SFE)	Magic Lake Estates Water and Sewer Committee October 29, 2024
Magic Lake Estates Water	\$395.50 (per SFE) No Change	\$369.62 (per SFE) Consumption Charge >50 m ³ = \$0.50/m ³ >80 m ³ = \$1.50/m ³	
Sticks Allison Water	\$1,855.14 (per SFE)	\$1,702.08 (per SFE)	Sticks Allison Water Local Service Committee November 5, 2024
	> 90 m ³ per 3 months = 5.00/m ³	> 110 m ³ per 3 months = 5.00/m ³	
Wilderness Mountain Water	\$1,266.47 (per SFE)	\$1,082.51 (per SFE)	Wilderness Mountain Water Service Commission November 1, 2024
	Consumption Charge = \$25.51 (Monthly per SFE)	Consumption Charge = \$21.80 (Monthly per SFE)	
Port Renfrew Water Annual User Charge	\$270.21 (per Unit)	\$223.74 (per Unit)	Port Renfrew Utility Services Committee November 1, 2024
Port Renfrew Sewer Annual User Charge	\$719.54 (per Unit)	\$685.27 (per Unit)	
Port Renfrew Street Lighting	\$47.89 (per User)	\$43.24 (per User)	



**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF WEDNESDAY, DECEMBER 4, 2024**

SUBJECT **Bylaw No. 4655: Southern Gulf Islands Small Craft Harbours Regulation Amendment**

ISSUE SUMMARY

To advance Bylaw No. 4655, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”, to revise fees included in Bylaw No. 2844, “Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”.

BACKGROUND

Under Order-in-Council 100/97, dated January 24, 1997, and within the *Capital Regional District Regulation*, the Capital Regional District was granted the additional power to establish, acquire, and operate a service of small craft harbour facilities, and established the service under Bylaw No. 2614, “Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998”.

Under Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”, the Regional Board established a system of regulations and operations of the function of Small Craft Harbours in the Southern Gulf Islands”.

At the September 26, 2024 meeting of the Southern Gulf Islands Harbours Commission the existing fees were discussed and staff have prepared an amending bylaw with a proposed increase of 15%, with variations due to rounding, for the different moorage and related fees, and are returning for approval of the changes. Bylaw No. 2844 has not been amended since December 2021 which was effective January 1st, 2022. The 2024 changes include a revision of moorage and related fees and the amendment is intended to be effective January 1st, 2025.

ALTERNATIVES

Alternative 1

The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4655, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”, be introduced and read a first, second, and third time.
2. That Bylaw No. 4655 be adopted.

Alternative 2

That the report be referred to staff for additional information.

IMPLICATIONS

Governance Implications

The fee schedule has not been changed since 2022 and is revised to be more consistent with industry standards and to account for inflation and cost escalations associated with operating the service. Updated fees will continue to be collected from the users of the facilities. Combined, these changes will further improve the ability to manage the service and increase the financial resources available.

Fee Modifications

In general, moorage and fees have been increased by 15% (inclusive of applicable taxes), with variations due to rounding. They have not been amended for 3 years. This includes an increase in the duration of how long short-term free moorage is permitted from 2 hours to 3 hours.

CONCLUSION

Bylaw No. 4655 amends “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000” to update language and fees that have not been updated for 3 years. Updating the bylaw will ensure industry appropriate moorage rates and fees are being charged and provide additional funds to maintain, repair and operate the docks.

RECOMMENDATION

The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4655, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”, be introduced and read a first, second, and third time.
2. That Bylaw No. 4655 be adopted.

Submitted by:	Stephen Henderson, BSc, P.G.Dip. Eng., MBA, Senior Manager, Real Estate Services & Southern Gulf Islands Administration
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4655, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”

Appendix B: Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”, unofficial consolidation redlined showing changes

Appendix C: Southern Gulf Islands Harbours Proposed Rates (2025)

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4655**

A BYLAW TO AMEND THE HARBOURS FEES AND CHARGES BYLAW (BYLAW NO. 2844)

WHEREAS:

- A. Under Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”, the Regional Board established a commission to acquire and operate small craft harbour facilities; and
- B. The Bylaw requires updating to revise the existing fee schedule which has been in place since 2022; and
- C. The Board wishes to amend Bylaw No. 2844 to ensure industry-appropriate moorage rates and fees are being charged and provide additional funds to maintain, repair and operate the services.

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

- 1. Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”, is hereby amended as follows, with an effective date of January 1, 2025:
 - (a) By replacing the word “two” in sections 25(1) and 25(2) with the word “three”;
 - (b) By replacing Schedule “A” in its entirety with the Schedule “A” attached to this bylaw.
- 2. This bylaw may be cited for all purposes as “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”.

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

SCHEDULE "A"
Bylaw No. 2844

Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

“charter boat” means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

“dinghy” means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;

“emergency service vessel” means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

“length” means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

“month” means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

“moorage” means a charge for mooring;

“quarter” means three months;

“reserved berth” means a section of a dock identified by a ‘Reserved’ sign on the tie-rail;

“resident” means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

“short-term zone” means a section of a dock identified by a “short-term zone” sign on the tie rail;

“springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

“water taxi” means any vessel or watercraft used to transport passengers or material for a fee.

2. MOORAGE FEES (All moorage fees include applicable taxes)

- (a) (i) Moorage Fees from 2 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

\$0.60 per lineal foot per day.

- (ii) Moorage Fees from 12+ to 24 hours or overnight:

\$1.15 per linear foot.

- (b) Prepaid Long-Term Moorage Fees
 - (i) The prepaid monthly moorage fee is \$6.70 per lineal foot per month.
 - (ii) The prepaid quarterly moorage fee is \$18.00 per lineal foot per quarter.
 - (iii) The prepaid annual moorage fee is \$64.00 per lineal foot per year.
 - (iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.
 - (v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.
- (c) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:
 - (i) The prepaid monthly moorage fee is \$35.00.
 - (ii) The prepaid quarterly moorage fee is \$90.00.
 - (iii) The prepaid annual moorage fee is \$325.00.
- (d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

 - (i) Monthly fee is \$87.00 per month.
 - (ii) Quarterly fee is \$242.00 per quarter.
- (e) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES

- (a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" a license at a cost of \$70.00 per annum in addition to the fees set out in section 3(b) and (c) below.
- (b) (i) Loading and Unloading Water Taxis and Charter Boats:

Landings/month/dock	Monthly Fee	Annual Fee
0-2	No charge	N/A
3-15	\$31.00	\$300.00
16-30	\$52.00	\$510.00
31+	\$85.00	\$830.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

(d) Where a person has obtained a license to operate a water taxi or charter boat and pays monthly or annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule “B” using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

(a) The loading and unloading fee for casual use by seaplanes is \$23.00 per landing in excess of 2 landings per airport per year.

(b) A person in control of a seaplane shall obtain from the CRD a license prescribed in Schedule “E” for a fee of \$70.00per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:

Landings per year per Airport	Annual Fee per Airport
3 – 48	\$310.00
49 – 200	\$600.00
200+	\$830.00

(c) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(d) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

(a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule “D” each year.

- (b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).
- (c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule “A”.

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	Impoundment Fee	\$175.00 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	\$320.00 or actual cost
(c)	Hauling Out Fee per hour	\$320.00 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	\$320.00 or actual cost
(e)	Salvage Fee \$/hour	\$490.00 or actual cost
(f)	Storage Costs for Vessel (rate per day per foot)	\$6.05 or actual cost

At CRD’s option, it can select the fee or the actual cost, whichever is greater. “Actual cost” is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 2844**

**CAPITAL REGIONAL DISTRICT
SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS
REGULATION BYLAW NO. 1, 2000**

(As Amended by Bylaws No. 2905, 3233, 3295, 3417, 3586, 3651, 3814, 4469)

*A Bylaw to Regulate Docks Operated by the Capital Regional District on the
Southern Gulf Islands*

For technical enquiries regarding this bylaw, please contact:

CRD, Manager of Southern Gulf Island Small Craft Harbours
Telephone 250-360-3000

For reference to original bylaws and amendments, or for further details,
please contact Legislative Services, Capital Regional District,
625 Fisgard Street, PO Box 1000, Victoria, BC V8W 2S6

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2844

Capital Regional District Southern Gulf Islands Harbours Commission Regulation Bylaw

WHEREAS the Capital Regional District has established the local service to acquire and operate small craft harbour facilities;

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

1.1. DEFINITIONS IN THIS BYLAW

- “abandoned” means leaving a vessel or watercraft at a dock without payment of moorage for a period in excess of 45 days or within a 30 day notice period failure to remove the vessel under its own power for a period of at least 1 hour in the presence of the wharfinger or CRD;
- “airport” means a dock or portion of a dock designated for use by seaplanes and identified by a red triangle on the dock surface, or yellow painted tie rail or other identifying marking;
- “authorized personnel” includes the wharfingers, Royal Canadian Mounted Police and Capital Regional District bylaw enforcement officers;
[Bylaw 4469]
- “berth” means a location at a dock where a vessel or watercraft may be moored;
- “Board” means the Board of Directors of the Capital Regional District;
- “business” means a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit;
- “Commission” means the Southern Gulf Islands Harbours Commission as established by the Southern Gulf Islands Harbour Commission Bylaw, 2002, whose duties include planning, acquisition, development, restructure maintenance and operation of said harbours to serve the residents of the Southern Gulf Islands;
- “CRD” means the Capital Regional District;
- “dangerous goods” means dangerous goods as defined in section 1 of the *Transport of Dangerous Goods Act*;
- “dock” means a landing pier for vessels and watercraft, including a wharf, floating or fixed structures, and includes those facilities listed in Schedule “B”;
[Bylaw 4469]
- “emergency personnel” includes any person, group or organization required by provincial or federal statute to respond to emergency situations;

- “emergency vehicle” means police vehicle, ambulance or fire department vehicle;
 - “explosive” has the same meaning as in the *Explosives Act*, RSC 1985, c E-17;
 - “overall length of vessel” means the overall measurement of the vessel’s length, including bowsprit and engine, and includes any other extensions or attachments of the vessel from the bow or stern, including pod engines, tenders, or attachments.
 - “liquor” has the same meaning as in the *Liquor Control and Licensing Act*, SBC 2015 c 19 of British Columbia;
 - “loading zone” means that area of a dock used solely for loading and unloading, emergency use, passengers, supplies or freight and identified by a yellow painted tie-rail or other identifying marking;
- [Bylaw 4469]
- “moor” means to secure a vessel or watercraft by means of lines, cables or anchors;
 - “Service” means the CRD service established under Bylaw No. 2614, “Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998”;
- [Bylaw 4469]
- “Southern Gulf Islands Electoral Area” means the area of land defined as the Southern Gulf Islands Electoral Area in the Capital Regional District Letters Patent;
 - “proof of residency” means:
 - (a) a British Columbia drivers license containing an address in the Southern Gulf Islands Electoral Area; or
 - (b) a real property tax notice issued under the *Local Government Act* or the *Taxation (Rural Area) Act* to an address in the Southern Gulf Islands Electoral Area; or
 - (c) a utility bill issued for the supply of electricity, natural gas, water, telephone services or cable services to an address in the Southern Gulf Islands Electoral Area;
 - “resident” means a person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;
- [Bylaw 4469]
- “raft” means the mooring of one vessel or watercraft along side another;
 - “seaplane” means an aircraft on floats whether operated privately or commercially;
 - “springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line;
 - “transient moorage” means that area of a dock used solely for short-term moorage of not greater than 3 consecutive days, or 7 days in a month, and identified by a blue painted tie-rail or other identifying markings;

[Bylaw 4469]

- “vessel” means any ship or boat or any other description of vessel which is or can be propelled by machinery, except a seaplane, and used or designed to be used in navigation;
- “watercraft” means any ship or boat or any other description of vessel that is not propelled by machinery and is used or designed to be used in navigation;
- “wharfinger” means a person contracted or appointed by the CRD to collect moorage and to conduct day to day operation of a dock or docks.

[Bylaw 4469]

APPLICATION

- 1.2. This bylaw applies to all docks, waterlots and other facilities or lands owned, operated, leased, or licenced by CRD for the purposes of the Service.

[Bylaw 4469]

ENFORCEMENT POWERS

2. All authorized personnel may enforce this bylaw in the course of their duties.
3. Any authorized personnel may order a person who does anything contrary to this bylaw to leave a dock immediately, or within a period of time specified by the authorized personnel, and every person so ordered shall comply with the order and leave the dock immediately or within the specified time period.
4. No person shall hinder, oppose, molest or obstruct authorized personnel in the discharge of their duties.
5. Authorized personnel and emergency personnel, while acting in the course of their duties, as well as emergency vehicles, are exempt from the provisions of this bylaw.

FINES

6. A person who contravenes this bylaw commits an offence and is liable on conviction to a fine of not less than \$50.00 and not more than the maximum prescribed by the *Offence Act*.

PUBLIC CONDUCT

7. No person shall obstruct or interfere with any person, vessel or watercraft lawfully using a dock.
8. No person shall behave in a disorderly, dangerous or offensive manner including, but not limited to, diving or jumping from a dock, wharf or pier or swimming in the water-lot around the dock.

NOISY ACTIVITIES

9. No person shall while on or moored at a dock, or while in the waterlot around a dock, make or cause noises or sounds including the playing of musical instruments, radios, tape players, compact disc players or similar devices or operate any equipment, vehicles, vessels, watercraft or machinery which disturbs or tends to disturb the quiet, peace, enjoyment and comfort of other persons.

[Bylaw 4469]

LIQUOR

10. No person shall possess an open container of liquor on a dock.

SIGNS

11. No person shall place, post or erect a sign on a dock unless with permission of the CRD.

[Bylaw 4469]

DAMAGE

12. No person shall remove, destroy or damage any dock or structure or sign attached to a dock.
13. No person shall remove, destroy or damage any notices, rules or regulation posted on a dock by or under the authority of the CRD.
14. No person shall deposit or leave any garbage, refuse, empty or broken bottles, cans, paper, animal excrement or other waste material on a dock or in the water surrounding a dock.

STORAGE

15. No person shall store any material of any kind, including a watercraft, to or on the surface of a dock unless it is designated by a sign as a storage area.

LOADING ZONE

16. No person shall cause a vessel or watercraft to be left unattended at a loading zone.
17. No person shall cause a vessel or watercraft to remain moored in a loading zone for a period in excess of 15 minutes and every person not in possession of a valid Schedule "D" licence shall immediately vacate a loading zone to make room for a person in possession of a Schedule "D" licence.

AIRPORT

18. No person shall moor to an airport, except where the airport includes a loading zone.
19. Notwithstanding section 18, where an airport includes a loading zone, the person having control of a vessel or watercraft being moored in the airport which includes the loading zone shall immediately vacate the loading zone upon the approach of an aircraft intending to use the airport.

VEHICLES

20.
 - (1) No person shall drive a vehicle on a dock except for the express purpose of loading or unloading or the vehicle is being used for the purpose of repairing or maintaining the dock.
 - (2) Despite section 20.(1), the CRD may cause to be posted a sign prohibiting a person from driving a vehicle on a dock for any purpose.
21. No person shall park a vehicle or leave a vehicle unattended on a dock.

COMMERCIAL SERVICES

22. No person shall sell, expose or display for sale any goods or materials including refreshments, or conduct any business on a dock except where authorized by the CRD.
23. Persons conducting any business authorized by the CRD shall obtain and pay for a license in accordance with Schedule “A”.

CONSTRUCTION

24. No person shall build upon or place any structure on a dock except where authorized by the CRD.

FEES

25.
 - (1) A person in control of a vessel or watercraft, which is moored at a dock for less than ~~two~~three hours in any 24-hour period, shall not pay a moorage fee.
 - (2) A person in control of a vessel or watercraft moored at a dock in excess of ~~two~~three hours but less than 12 hours in a 24 hour period shall pay to the CRD the moorage fees prescribed in Schedule “A” section 2(a)(i), shall pay with a coupon as prescribed in Schedule “A” section 2(b) or shall pay with a commuter pass as prescribed in Schedule “A” section 2(c).
 - (3) A person in control of a vessel or watercraft moored at a dock in excess of 12 hours in any 24-hour period or after 8 p.m. shall pay to the CRD the moorage fees prescribed in Schedule “A” section 2(a)(ii).
 - (4) A person in control of a vessel or watercraft moored at a dock shall pay to the CRD all applicable moorage fees within two hours of mooring the vessel or watercraft to a dock.
 - (5) A person in control of a vessel or watercraft who is a resident of the Southern Gulf Islands Electoral Area and can show proof of residency to the CRD and who intends to moor at a dock in excess of 24 hours may obtain from the CRD a monthly, quarterly or annual license as prescribed in Schedule “C” and pay to the CRD the moorage fees as prescribed in Schedule “A” section 2(d), (e) or (f) whichever section is applicable.
 - (6) A person in control of a seaplane, water taxi, emergency vessel, or charter vessel or watercraft, intending to use a dock shall obtain from the CRD a license as prescribed in Schedules “D” or “E” and pay to the CRD the fees prescribed in Schedule “A” section 3, section 4 or section 5 whichever section is applicable.

DANGEROUS GOODS

26. No vessel or watercraft carrying dangerous goods or explosives shall moor at a dock for longer than is necessary to effect immediate loading or unloading.
27. No vessel or watercraft carrying dangerous goods or explosives moored at a dock shall be left unattended.

RESPONSIBILITY

28. For the purpose of these regulations, the person having charge of a vessel or watercraft is deemed to be responsible for the vessel or watercraft and the action of its crew or passengers, as directed by signage at the facility.

[Bylaw 4469]

RESERVED BERTH

29. At the discretion of the CRD, a section of dock may be reserved for the exclusive use of a vessel or watercraft on condition that the person in control of the vessel or watercraft obtain a license from the CRD prescribed in Schedule C or D and pay to the CRD the moorage fees prescribed in Schedule “A”, section 6.

DOCK MANAGEMENT

30. In order to facilitate the proper management, control and use of a dock, the CRD may establish specific mooring conditions to various sections of a dock, and a Wharfinger or CRD may order a vessel or watercraft to move or alter its position.
31. The wharfinger or CRD, at their discretion, may order that any vessel or watercraft is not allowed to moor to the dock.
[Bylaw 4469]
32. When required by limited mooring space any person in charge of a vessel or watercraft may raft the vessel or watercraft provided that no more than two vessels or watercrafts are rafted or such lower or higher number of vessels or watercrafts as specified by the CRD and sign posted at the dock.

ABANDONMENT

33. No person shall abandon a vessel or watercraft at a dock.
34. Where the CRD or wharfinger believes a vessel or watercraft has been abandoned at a dock, and has made reasonable efforts to obtain the name and address of the owner or person last in charge of the vessel or watercraft, the wharfinger shall make a report to the CRD with recommendations for the removal of the abandoned vessel or watercraft.
[Bylaw 4469]

OBSTRUCTION

35. The CRD or a wharfinger may direct the position, time, place and manner in which a vessel or watercraft may be moored, loaded or unloaded at a dock.
36. Except as permitted by the CRD or wharfinger, no person shall moor a vessel or watercraft at a dock in such a manner as to unduly obstruct the movement of other vessels or watercraft.
37. Except as permitted by the CRD or wharfinger, the lines fastening a vessel or watercraft to a dock shall not cross the dock or be attached to anything other than the fastenings provided for the purpose.
38. Except as permitted by the CRD or wharfinger, no person shall:
- (1) use the surface of a dock for any major maintenance or repair work; or
 - (2) do any other thing in such a manner as to impede the use of the dock.
- [Bylaw 4469]*

REMOVAL AND IMPOUNDMENT OF VESSELS, WATERCRAFT, CHATTELS, AND OBSTRUCTIONS

39. The –CRD and wharfinger is authorized to remove and impound, or cause to be removed and impounded, any vessel, chattel or obstruction that occupies a dock or waterlot in contravention of this Bylaw. –

[Bylaw 4469]

40. Any vessel, chattel or obstruction removed and impounded under this section may be recovered by the owner upon presenting proof of ownership and upon payment in full of all costs incurred by the CRD in removing and impounding (including storing) and any fines owing by the owner under this Bylaw.
41. If a vessel, chattel or obstruction is removed and impounded, the CRD shall make reasonable efforts to obtain the name and address of the owner of the vessel, chattel or obstruction and:
- (1) If the name and address of the owner is determined, the CRD shall give written notice delivered in person to the owner or sent by registered mail to the owner advising the owner of the removal and impoundment, the sum payable to release the vessel, chattel or obstruction and the date for sale by public auction, other means preferred by CRD, or disposition under section 42, as applicable, if unclaimed; or
 - (2) if the identity of the owner is not determined or if delivery under 41(1) cannot be confirmed, the CRD shall cause a notice to be posted at the relevant wharf advising of the removal and impoundment, the sum payable to release the vessel and the planned date for sale by public auction, other means preferred by CRD, or disposition under section 42, as applicable, if unclaimed.

[Bylaw 4469]

42. The fees, costs and expenses payable by the owner of a vessel, chattel or obstruction removed and impounded under this section are set out in Schedule “A” to this Bylaw.
43. A sign at each wharf shall notify the public that vessels, chattels and obstructions occupying the wharf and surrounding waterlot in contravention of this Bylaw, may be removed and impounded by or on behalf of the CRD at the cost of the owner and may be sold at public auction or means preferred by CRD, or otherwise disposed of if unclaimed. The failure to post such a sign or ensure it remains posted shall not impair the CRD’s ability to recover fees, costs, or expenses under this bylaw nor shall it impair the ability to remove, impound, sell, or otherwise dispose of vessels, chattels, and obstructions.
44. The CRD may engage the services of a bailiff to remove, impound and auction or otherwise dispose of vessels, chattels and other obstructions under this section and sections 45 to 48.

[Bylaw 3586, 4469]

PUBLIC AUCTION AND SALE

45. Any vessel, chattel or obstruction not claimed by its owner, including where the CRD has been unable to determine the owner’s identity, within 30 days of notice under section 41 may be sold at a public auction and such auction shall be advertised at least once in a newspaper distributed at least bi-monthly in the Southern Gulf Island Electoral Area.
46. The proceeds of such auction sale shall be applied firstly to the cost of the sale, secondly to all unpaid fees, costs and expenses levied in accordance with this Bylaw.
47. If any vessel, chattel or obstruction is not offered for sale or purchased at public auction under this section, the expenses incurred in the removal, impoundment or disposal, are recoverable as a debt due to the CRD

[Bylaw 4469]

from the owner.

48. If the CRD considers that a vessel, chattel or obstruction removed and impounded from a wharf is of insufficient value to warrant an auction or that other means are preferred by CRD to dispose of the property, such as private sale or sale through a broker, subsequent to the Commission's approval by resolution, the CRD may dispose of the vessel, chattel or obstruction if unclaimed after 2 months following notice under section 41 and any money obtained through such disposition shall be dealt with in accordance with section 40.

[Bylaw 4469]

CRD AND WHARFINGER

- 49.
- (1) The wharfinger, under the direction of the CRD, is responsible for the operational oversight and administration of the docks and may post notices and give such orders, in respect of the operation of the dock, as are authorized by these regulations.
 - (2) No person shall contravene:
 - (a) an order of the CRD or a wharfinger given under subsection (1); or
 - (b) the directions or instructions on any sign posted under subsection (1).
 - (3) Where a vessel, watercraft or goods are not removed from a dock immediately after the removal thereof is ordered by the CRD or a wharfinger, the CRD or wharfinger may have the vessel, watercraft or goods removed from the dock at the owner's expense.
 - (4) An order of the CRD prevails over an order of a wharfinger.
 - (5) The wharfinger is authorized to administer and sign on behalf of the CRD the License Agreements contained in Schedules "C", "D" and "E".
 - (6) The Wharfingers are authorized to administer and sign on behalf of the CRD the License Agreement contained in Schedule "C".

[Bylaw 4469]

SEVERANCE

50. If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid, by the decision of any Court, such decision shall not affect the validity of the remaining portions of this Bylaw.

SCHEDULES

51. Schedules "A" to "E" inclusive of this Bylaw are attached hereto and form part of this Bylaw.

CITATION

52. This Bylaw may be cited as "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000".

READ A FIRST TIME THIS 22nd day of November 2000

READ A SECOND TIME THIS 22nd day of November 2000
READ A THIRD TIME THIS 22nd day of November 2000
ADOPTED THIS 13th day of December 2000.

Christopher M. Causton
CHAIR

Carmen I. Thiel
SECRETARY

SCHEDULE "A"
Bylaw No. 2844
(Bylaw 4469)
Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

~~“charter boat” means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;~~

~~“dinghy” means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;~~

~~“emergency service vessel” means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;~~

~~“length” means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;~~

~~“month” means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;~~

~~“moorage” means a charge for mooring;~~

~~“quarter” means three months;~~

~~“reserved berth” means a section of a dock identified by a ‘Reserved’ sign on the tie rail;~~

~~“resident” means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;~~

~~“short term zone” means a section of a dock identified by a “short term zone” sign on the tie rail;~~

~~“springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.~~

~~“water taxi” means any vessel or watercraft used to transport passengers or material for a fee.~~

2. MOORAGE FEES (All moorage fees include applicable taxes)

(a) (i) Moorage Fees from 2 to 12 hours, normally commencing and ending between 8:00 AM and 8:00 PM of the same day:

\$0.5 per lineal foot per day.

(ii) Moorage Fees from 12+ to 24 hours or overnight:

~~_____~~
~~_____~~ \$1 per linear foot.

~~(b) _____~~ ~~Prepaid Long Term Moorage Fees~~

~~_____~~ ~~(i)The~~
~~prepaid monthly moorage fee is \$5.80 per lineal foot per month.~~

~~_____~~ ~~(ii)The~~
~~prepaid quarterly moorage fee is \$15.40 per lineal foot per quarter.~~

~~_____~~ ~~(iii)The~~
~~prepaid annual moorage fee is \$55.30 per lineal foot per year.~~

~~(iv) _____~~ ~~Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.~~

~~_____~~ ~~(v)Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.~~

~~(c) _____~~ ~~Long term moorage fees for a dinghy bow tied at a dock area posted with a sign saying "dinghies only" shall be as follows:~~

~~_____~~ ~~(i)The prepaid monthly moorage fee is \$30.00.~~

~~_____~~ ~~(ii)The prepaid quarterly moorage fee is \$80.00.~~

~~(iii) _____~~ ~~The prepaid annual moorage fee is \$280.00.~~

~~(d) _____~~ ~~Springline Moorage Fees~~

~~Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:~~

~~(i) _____~~ ~~Monthly fee is \$75.00 per month.~~

~~(ii) _____~~ ~~Quarterly fee is \$210 per quarter.~~

~~(e) _____~~ ~~Short Term Zone Fees~~

~~_____~~ ~~Where a short term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.~~

~~3. _____~~ ~~WATER TAXI AND CHARTER BOATS MOORAGE FEES~~

~~_____~~ ~~(a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" a license at a cost of \$62.50 per annum in addition to the fees set out in section 3(b) and (c) below.~~

(b) and Unloading Water Taxis and Charter Boats: (i) Loading

Landings/month/dock	Fee	Monthly Fee	Annual
0-2	No charge		N/A
3-15	\$27.00		\$260.00
16-30	\$45.00		\$440.00
31+	\$72.00		\$720.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

(d) Where a person has obtained a license to operate a water taxi or charter boat and pays monthly or annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule "B" using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

(a) The loading and unloading fee for casual use by seaplanes is \$20.00 per landing in excess of 2 landings per airport per year.

(b) A person in control of a seaplane shall obtain from the CRD a license prescribed in Schedule "E" for a fee of \$62.50 per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:

Landings per year per Airport	Annual Fee per Airport
3-48	\$
49-200	\$520
200+	\$

(c) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(d) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

(a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule "D" each year.

(b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

(c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule "A".

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	Impoundment Fee	\$150 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	\$275 or actual cost
(c)	Hauling Out Fee per hour	\$275 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	\$275 or actual cost
(e)	Storage Costs for Vessel (rate per day per foot)	\$5.25 or actual cost

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

SCHEDULE "A"
Bylaw No. 2844

(Bylaw 4469)

Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

"charter boat" means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

"dinghy" means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;

“emergency service vessel” means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

“length” means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

“month” means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

“moorage” means a charge for mooring;

“quarter” means three months;

“reserved berth” means a section of a dock identified by a ‘Reserved’ sign on the tie-rail;

“resident” means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

“short-term zone” means a section of a dock identified by a “short-term zone” sign on the tie rail;

“springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

“water taxi” means any vessel or watercraft used to transport passengers or material for a fee.

2. MOORAGE FEES (All moorage fees include applicable taxes)

- (a) (i) Moorage Fees from 2 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

\$0.60 per lineal foot per day.

- (ii) Moorage Fees from 12+ to 24 hours or overnight:

\$1.15 per linear foot.

(b) Prepaid Long-Term Moorage Fees

- (i) The prepaid monthly moorage fee is \$6.70 per lineal foot per month.

- (ii) The prepaid quarterly moorage fee is \$18.00 per lineal foot per quarter.

- (iii) The prepaid annual moorage fee is \$64.00 per lineal foot per year.

- (iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.

- (v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule “C”, that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.

(c) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:

(i) The prepaid monthly moorage fee is \$35.00.

(ii) The prepaid quarterly moorage fee is \$90.00.

(iii) The prepaid annual moorage fee is \$325.00.

(d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

(i) Monthly fee is \$87.00 per month.

(ii) Quarterly fee is \$242.00 per quarter.

(e) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES

(a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" a license at a cost of \$70.00 per annum in addition to the fees set out in section 3(b) and (c) below.

(b) (i) Loading and Unloading Water Taxis and Charter Boats:

<u>Landings/month/dock</u>	<u>Monthly Fee</u>	<u>Annual Fee</u>
<u>0-2</u>	<u>No charge</u>	<u>N/A</u>
<u>3-15</u>	<u>\$31.00</u>	<u>\$300.00</u>
<u>16-30</u>	<u>\$52.00</u>	<u>\$510.00</u>
<u>31+</u>	<u>\$85.00</u>	<u>\$830.00</u>

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

(d) Where a person has obtained a license to operate a water taxi or charter boat and pays monthly or annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule "B" using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

- (a) The loading and unloading fee for casual use by seaplanes is \$23.00 per landing in excess of 2 landings per airport per year.
- (b) A person in control of a seaplane shall obtain from the CRD a license prescribed in Schedule “E” for a fee of \$70.00per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:

<u>Landings per year per Airport</u>	<u>Annual Fee per Airport</u>
<u>3 – 48</u>	<u>\$310.00</u>
<u>49 – 200</u>	<u>\$600.00</u>
<u>200+</u>	<u>\$830.00</u>

- (c) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.
- (d) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

- (a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule “D” each year.
- (b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).
- (c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule “A”.

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

<u>(a)</u>	<u>Impoundment Fee</u>	<u>\$175.00 or actual cost</u>
<u>(b)</u>	<u>Towing Fee per hour (for towing or removal to storage location)</u>	<u>\$320.00 or actual cost</u>
<u>(c)</u>	<u>Hauling Out Fee per hour</u>	<u>\$320.00 or actual cost</u>
<u>(d)</u>	<u>Fee for Placing on Blocks/Removal from Trailer (fee per hour)</u>	<u>\$320.00 or actual cost</u>
<u>(e)</u>	<u>Salvage Fee \$/hour</u>	<u>\$490.00 or actual cost</u>
<u>(f)</u>	<u>Storage Costs for Vessel (rate per day per foot)</u>	<u>\$6.05 or actual cost</u>

At CRD’s option, it can select the fee or the actual cost, whichever is greater. “Actual cost” is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis,

including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

SCHEDULE "B"
Bylaw No. 2844

(Bylaw 4469)

Capital Regional District Southern Gulf Islands Harbours
DOCKS ADMINISTERED BY THE CRD IN THE SOUTHERN GULF ISLANDS

- GALIANO ISLAND: Sturdies Bay
 Montague Harbour
 Retreat Cove
 Spanish Hills

- MAYNE ISLAND: Miners Bay
 Horton Bay
 Anson Road

- NORTH PENDER ISLAND: Port Washington
 Browning Harbour
 Hope Bay

- PIERS ISLAND: Piers Island

- SATURNA ISLAND: Lyall Harbour

- SVANCOUVER ISLAND: Swartz Bay

SCHEDULE "C"
Bylaw No. 2844

(Bylaw 3417, 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
MOORAGE LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____

Address _____ City _____ Prov. _____

Postal Code _____ Telephone (home) _____ (cell) _____

("the Licensee")

Name of Vessel _____ Registration No. _____

Length _____ Port of Registry _____ Boat Make _____

("the Vessel")

For permission to moor the Vessel to a dock or docks operated by the CRD and known as:

_____ **("the Dock")**

For the period of _____ to _____ **("the Term")**

Emergency Contact _____ Phone _____

Moorage Fees Paid \$ _____

1. In consideration of the payment of the fees as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 (**"the Bylaw"**), the CRD grants the Licensee permission to moor the Vessel at the Dock during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid fees and receive a pro rata refund of the prepaid fees.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Vessel where such person is not included in the Agreement;
 - c. All fees are payable in advance of berthing the Vessel;
 - d. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
 - e. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Vessel or Licensee at the Dock;
 - f. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;
 - g. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
 - h. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Vessel and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Vessel, its contents or any of its occupants;
 - i. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;

Schedule "C" to Bylaw No. 2844 (cont'd.)

- j. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Vessel at the Dock;
- k. When requested the Licensee must provide proof of comprehensive liability insurance in the amount of not less than two million dollars per single occurrence and regardless of whether proof is requested the Licensee must maintain said policy for the duration of the Term;
- l. The Licensee affirms that the Vessel is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Vessel afloat. Where the Vessel is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- m. In the event that the Vessel runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Vessel or goods at the Licensee's expense and risk.
- n. The CRD reserves the right to rearrange the position of the Vessel while moored at the Dock or as necessary for the efficient operation of the marina facility, or for other causes such as safety or emergency or for any other reason, without previous notice to the Licensee and at the Licensee's expense and risk;
- o. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- p. The Licensee shall at all times keep the Vessel in a sanitary, clean and tidy condition, in all respects to the entire satisfaction of the CRD;
- q. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, discharged, or left on the Dock except in the receptacles provided for such a purpose;
- r. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Vessel or any act or omission of the Licensee;
- s. When required by the CRD or a wharfinger, the Licensee must raft the Vessel alongside another vessel, provided that no more than two vessels are rafted, or such lower or higher number as specified by the CRD or any sign posted at the Dock;
- t. The Licensee must not leave the Vessel unattended in a loading zone, and must not remain moored in a loading zone for more than 15 minutes;
- u. The Licensee must not moor to an airport, except where the airport includes a loading zone. The Vessel must not be left unattended in a loading zone and the Licensee must vacate the loading zone immediately on the approach of an aircraft intending to use the airport;
- v. The Licensee and his/her guests shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- w. If the Vessel is moored at the Dock without payment of moorage fees for a period in excess of 45 days or, within a 30 day notice period the Vessel is not removed from the Dock under its own power for a period of at least one hour in the presence of a wharfinger or the CRD, the Vessel will be deemed to be abandoned;
- x. Where the CRD believes a Vessel has been abandoned as defined in Section "w" above, and has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- y. Live-aboards are not permitted at the docks unless authorized in writing by the CRD.

Signature of Licensee _____

Date _____

Issued per CRD _____

Date _____

(CRD or wharfinger)

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

SCHEDULE "D"
Bylaw No. 2844

(Bylaw 3417, 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
WATER TAXI, CHARTER BOAT, EMERGENCY SERVICES VESSEL OR BUSINESS MOORAGE AND
LICENSE AGREEMENT (“the Agreement”)

This non-assignable license is granted by the Capital Regional District (“the CRD”) on: _____
(date)

TO: Name _____

Address _____ City _____ Prov. _____

Postal Code _____ Telephone (home) _____ (cell) _____

(“the Licensee”)

Name of Vessel _____ Registration No. _____

Length _____ Port of Registry _____ Boat Make _____

(“the Vessel”)

For permission to moor the Vessel to a dock or docks operated by the CRD and known as:

_____ **(“the Dock”)**

For the period of _____ to _____ **(“the Term”)**

Moorage Fees Paid \$ _____

1. In consideration of the payment of the fees as prescribed in Schedule “A” of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 **(“the Bylaw”)**, the CRD grants the Licensee permission to moor or land the Vessel at the Dock during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid fees and receive a pro rata refund of the prepaid fees.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Vessel where such person is not included in the Agreement;
 - c. All fees are payable in advance of berthing the Vessel. Prepaid annual fees as prescribed in Schedule “A” of the Bylaw are based on estimated annual usage. Usage is subject to audit and the CRD may make an adjustment to the fee based on actual usage;
 - d. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
 - e. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Vessel and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Vessel, its contents or any of its occupants;
 - f. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Vessel or Licensee at the Dock;
 - g. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;
 - h. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
 - i. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee’s use of the Dock;

Schedule "D" to Bylaw No. 2844 (cont'd.)

- j. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Vessel at the Dock;
- k. The Licensee must provide proof of a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Dock by the Licensee in the amount of not less than **three million dollars** per single occurrence and must maintain said policy for the duration of the Term;
- l. The Licensee affirms that the Vessel is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Vessel afloat. Where the Vessel is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- m. In the event that the Vessel runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Vessel or goods at the Licensee's expense and risk.
- n. The Licensee is responsible for the actions of his or her crew, agents and/or employees;
- o. The CRD reserves the right to rearrange the position of the Vessel while moored at the Dock or as necessary for the efficient operation of the marina facility, or for other causes such as safety or emergency or for any other reason, without previous notice to the Licensee and at the Licensee's expense and risk;
- p. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- q. The Licensee must comply with any direction from the CRD regarding the position, time, place and manner in which in which a vessel or watercraft may be moored, loaded or unloaded at a dock;
- r. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, or discharged, or left on the Dock except in the receptacles provided for such a purpose;
- s. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Vessel or any act or omission of the Licensee;
- t. When required by the CRD or a wharfinger, the Licensee must raft the Vessel alongside another vessel, provided that no more than two vessels are rafted, or such lower or higher number as specified by the CRD or any sign posted at the Dock;
- u. The Licensee must not leave the Vessel unattended in a loading zone, and must not remain moored in a loading zone for more than 15 minutes;
- v. The Licensee must not moor to an airport, except where the airport includes a loading zone. Vessels must not be left unattended in a loading zone and the Licensee must vacate the loading zone immediately on the approach of an aircraft intending to use the airport;
- w. The Licensee shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- x. If the Vessel is moored at the Dock without payment of moorage fees for a period in excess of 45 days or, within a 30 day notice period the Vessel is not removed from the Dock under its own power for a period of at least one hour in the presence of a wharfinger or the CRD, the Vessel will be deemed to be abandoned;
- y. Where the CRD believes a Vessel has been abandoned as defined in Section "x" above, and has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.

Signature of Licensee _____

Date _____

Issued per CRD _____
(CRD)

Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

SCHEDULE "E"
Bylaw No. 2844

(Bylaw 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
SEAPLANE LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____
Address _____ City _____ Prov. _____
Postal Code _____ Telephone (home) _____ (cell) _____
(**"the Licensee"**)

For permission to moor the Seaplane to any dock or portion of a dock operated by the CRD that has been designated for use by seaplanes and identified by a red triangle on the dock surface (**"the Airport"**)

For the period of _____ to _____ (**"the Term"**)

Annual Fee Paid \$ _____

1. In consideration of the payment of the annual fee as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 (**"the Bylaw"**) the CRD grants the Licensee permission to land the Seaplane at an Airport during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid annual fee and receive a pro rata refund of the prepaid annual fee.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Seaplane where such person is not included in the Agreement;
 - c. The Licensee shall not land, moor, load or unload the Seaplane at any dock other than a designated Airport. The Licensee must comply with any direction from the CRD, and the wharfingers regarding the position, time, place and manner in which a Seaplane may be moored, loaded or unloaded at an Airport;
 - d. All fees are payable in advance of berthing the Seaplane. Prepaid annual fees as prescribed in Schedule "A" of the Bylaw are based on estimated annual usage. Actual usage is subject to audit and the CRD may make an adjustment to the fee based on actual usage;
 - e. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
 - f. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Seaplane and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Seaplane, its contents or any of its occupants;
 - g. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Seaplane or Licensee while at a dock or docks owned by the CRD, including those portions designated as an Airport (**"the Dock"**);
 - h. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;

Schedule "E" to Bylaw No. 2844 (cont'd.)

- i. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
- j. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;
- k. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Seaplane at the Dock;
- l. The Licensee must provide proof of a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Seaplane by the Licensee in the amount of not less than five million dollars per single occurrence and must maintain said policy for the duration of the Term;
- m. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- n. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, or discharged, or left on the Dock except in the receptacles provided for such a purpose;
- o. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Seaplane or any act or omission of the Licensee;
- p. The Licensee must not leave the Seaplane unattended in an Airport, and must not remain moored in an Airport for more than 30 minutes;
- q. The Licensee shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- r. The CRD may, at its discretion, determine whether the Seaplane is too large, too heavy or is otherwise unsuitable to use or occupy an Airport.
- s. The Licensee affirms that the Seaplane is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Seaplane afloat. Where the Seaplane is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Seaplane, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Seaplane from the Dock and impound, store, or auction the Seaplane in accordance with the Bylaw.
- t. In the event that the Seaplane runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Seaplane or goods at the Licensee's expense and risk.

Signature of Licensee _____

Date _____

Issued per CRD _____
(CRD)

Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

2. MOORAGE FEES (include applicale taxes)		CURRENT	PROPOSED	CURRENT	PROPOSED
2-3 to 12 hours, between 8 AM to 8 PM	\$	0.50	\$ 0.60	per lineal foot per day	
12+ to 24 hours, or overnight	\$	1.00	\$ 1.15	per linear foot	

Prepaid Long-Term Moorage Fees		CURRENT	PROPOSED
Per Lineal Foot			
Monthly	\$	5.80	\$ 6.70
Quarterly	\$	15.40	\$ 18.00
Annual	\$	55.30	\$ 64.00

Long-term Moorage Fees (Dinghy)		CURRENT	PROPOSED
Monthly	\$	30.00	\$ 35.00
Quarterly	\$	80.00	\$ 90.00
Annual	\$	280.00	\$ 325.00

Springline Moorage Fees		CURRENT	PROPOSED
Monthly	\$	75.00	\$ 87.00
Quarterly	\$	210.00	\$ 242.00

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES		CURRENT	PROPOSED	CURRENT	PROPOSED
Annual Licence	\$	62.50	\$ 70.00	per annum	
Frequency of Use - Landings/month/dock		Monthly		Annual	
0 - 2		No Charge	No Charge	N/A	N/A
3 - 15	\$	27.00	\$ 31.00	\$ 260.00	\$ 300.00
16 - 30	\$	45.00	\$ 52.00	\$ 440.00	\$ 510.00
31+	\$	72.00	\$ 85.00	\$ 720.00	\$ 830.00

4. SEAPLANES		CURRENT	PROPOSED
Annual Licence	\$	62.50	\$ 70.00
Casual Use - Loading/Unloading	\$	20.00	\$ 23.00
Frequency of Use - Landings per year per airport		Annual Fee Per Airport	
3 - 48	\$	270.00	\$ 310.00
49 - 200	\$	520.00	\$ 600.00
200 +	\$	720.00	\$ 830.00
Moorage Fees		N/A	

6. RESERVED BERTHS

Reserved berths - 1.5 times the applicable (Quarterly and Annual moorage fees)

7. REMOVAL AND IMPOUNDMENT		CURRENT	PROPOSED
Impoundment Fee	\$	150.00	\$ 175.00
Towing Fee (for towing or removal to storage location)	\$	275.00	\$ 320.00
Hauling Out Fee	\$	275.00	\$ 320.00
Fee for Placing on Blocks/Removal from Trailer	\$	275.00	\$ 320.00
Salvage Fee \$/hour		N/A	\$ 490.00
Storage Costs for Vessel	\$	5.25	\$ 6.05

*or actual cost, whichever is greater

**CRD may charge an additional 10% on top of fees or actual costs to cover administrative task and time spent



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 11, 2024**

SUBJECT **Bylaw No 4625: Lyall Harbour/Boot Cove Water Local Service Committee
Bylaw Amendment – Conditional Water License Holder and Committee
Membership**

ISSUE SUMMARY

To amend the Bylaw No. 1875, “Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990”, to remove the requirement for a current holder or representative of Conditional Water License No. 26480 and other general housekeeping items.

BACKGROUND

Bylaw No. 1875, “Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990”, states that the committee shall consist of the Director representing the Electoral Area of the Outer Gulf Islands plus four other persons to be appointed by resolution by the Regional Board, plus the current holder or representative of the holder of Conditional Water License No. 26480.

In March 2020, the Capital Regional District (CRD) acquired 30 hectares of land near Money Lake on Saturna Island via donations (Appendix A). CRD is the holder of the Conditional Water License and thereby the representation of the current holder or representative of Conditional Water License No. 26480 on the committee is no longer required.

Staff wish to amend Bylaw No. 1875 to remove the continuous committee membership of the holder of Conditional Water License No. 26480. This amendment will result in a Committee of four plus the Electoral Area Director.

Additional housekeeping items include adding reference to the Electoral Area Director in Section 1(a) to provide clarity around the Committee’s allotment of votes, updating the reference from Chief Engineer to CRD Board and the reference from Outer Gulf Islands to Southern Gulf Islands.

Appendix B shows the redlined version of the unofficial consolidation of Bylaw No. 1875 and Appendix C is the amending Bylaw No. 4625.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4625 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time.
2. That Bylaw No. 4625 be adopted.

Alternative 2

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

CONCLUSION

The Capital Regional District (CRD) has acquired and is now the registered owner of 30 hectares of land around Money Lake on Saturna Island and with that, the CRD is now the holder of Conditional Water License No. 26480. Amendments to Bylaw No. 1875 are required to remove this condition of membership and to provide general housekeeping updates including clarity around the allotment of votes.

RECOMMENDATION

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

1. That Bylaw No. 4625 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time.
2. That Bylaw No. 4625 be adopted.

Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Media Release – CRD Acquires 30 Hectares of Land Near Money Lake on Saturna Island
- Appendix B: Bylaw No. 1875 Unofficial Redlined Consolidation
- Appendix C: Bylaw No. 4625, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024"



Capital Regional District



[CRD Home](#) > [About CRD](#) > [Media Room](#) > [Article](#) > [CRD Acquires 30 Hectares of Land Near Money Lake on Saturna Island](#)

Media Room

[Community Events](#)

CRD Acquires 30 Hectares of Land Near Money Lake on Saturna Island

Mar 20, 2020

Victoria, BC- The Capital Regional District (CRD) is pleased to announce the acquisition of 30 hectares of land near Money Lake on Saturna Island via donations. Ten hectares of the property will be managed by the CRD's Lyall Harbour/Boot Cove Water Service and the remaining 20 hectares will be used for a community park managed by the Saturna Island Parks and Recreation Commission.

The 30-hectare property was owned by Money Family Projects Ltd (MFPL) since 1945. The land was valued at \$759,300 and MFPL donated the majority of the value to the CRD subject to receiving a donation receipt for \$506,000 and financial compensation of \$253,000. The CRD was pleased to receive a cash donation of \$253,000 from a separate donor to enable the acquisition to be completed.

The Lyall Harbour/Boot Cove Water Service is now able to manage the forested lands around the Money Lake Reservoir and the additional lands within the John Money Watershed immediately west of Harris Road. The Saturna Island Parks and Recreation Commission is excited to be able to manage the remaining 20 hectares of the forested property as Community Park. This will become the largest Community Park on Saturna Island.

Attachment: [Map](#) (PDF)

Proud to be recognized as one of BC's Top Employers and Canada's Greenest Employers, the CRD delivers regional, sub-regional and local services to 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands. Governed by a 24-member Board of Directors, the CRD works collaboratively with First Nations and all levels of government to enable sustainable growth, foster community well-being, and develop cost-effective infrastructure while continuing to provide core services to residents throughout the region. Visit us online at www.crd.bc.ca.

-30-

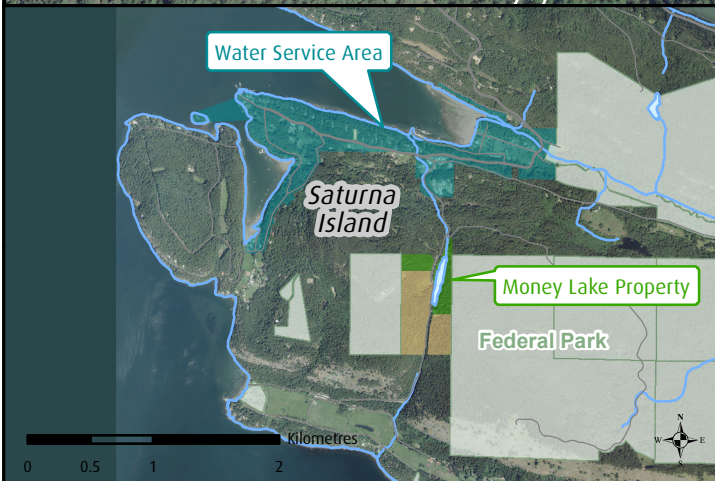
For media inquiries, please contact:

Andy Orr, Senior Manager

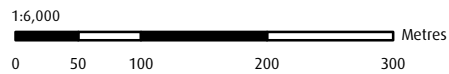
CRD Corporate Communications

Tel: 250.360.3229

Cell: 250.216.5492



The Money Lake Property donated to the CRD with areas to be managed by the respective CRD Water, and Parks and Recreation Services



UTM Zone 10N NAD 1983



DISCLAIMER

This map is for general information only and may contain inaccuracies.

March 2020 | LyallHarbourWater_ProposedSubdivisionPark.mxd | helpdesk@crd.bc.ca



BYLAW NO. 1875

**LYALL HARBOUR/BOOT COVE WATER LOCAL SERVICES
COMMITTEE BYLAW, 1990**

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED DECEMBER 12, 1990
(Consolidated with Amending Bylaw 4446, 4625)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 1875**

**A BYLAW FOR THE ESTABLISHMENT OF THE LYALL HARBOUR/BOOT COVE
WATER LOCAL SERVICES COMMITTEE**

WHEREAS:

The Regional Board of the Capital Regional District has the authority to establish a committee, as a standing committee of the Board, to which it may delegate any or all of the administrative powers of the Regional Board by bylaw adopted by at least two thirds of the votes cast.

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

1. ~~(a) A standing committee to be known as the Lyall Harbour/Boot Cove Water Local Services Committee" is hereby established and shall consist of the Director representing the Electoral Area of the Outer Gulf Islands plus four other persons to be appointed by resolution by the Regional Board, plus the current holder or representative of the holder of Conditional Water License No. 26480.~~
 - ~~(b) Of the four persons to be appointed by the Regional Board, all shall be owners or residents of the area as defined in Schedule "A" annexed to Bylaw No. 2920 and they, as well as the holder of Conditional Water License No. 26480, shall each have one vote on all matters coming before the Committee.~~

(a) A committee to be known as the "Lyall Harbour/Boot Cove Water Local Services Committee" (the "Committee") is hereby established and shall consist of the Director representing the Electoral Area of the Southern Gulf Islands plus four other persons to be appointed by resolution by the Regional Board. Each person shall have one vote on matters coming before the Committee.

(b) Of the four persons to be appointed by the Regional Board, all shall be owners or residents of the area as defined in Schedule "A" annexed to Bylaw No. 2920, "Lyall Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001".
(Bylaw 4446, 4625)
2. (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.
 - (b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.
 - (c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations

but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.

(d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.

(e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.

(f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.

(g) Qualified persons serving as committee members serve without remuneration.
(Bylaw 4446)

3. The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment.
(Bylaw 4446)
4. In the event of death, resignation, or disqualification of a member of the Committee, the Regional Board shall appoint a successor for the remainder of the term. ~~The holder of the Conditional Water License shall be a continuous member of the Committee.~~
(Bylaw 4625)
5. The Committee shall, each year, elect a Chairperson from amongst its members.
6. A quorum of the Committee is a majority of all members.
7. Rules of Procedure for the Committee shall not be inconsistent with the procedures governing the Regional Board.
8. The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaw No. 2920. The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery. The operational functions of the local service shall be performed by the staff of the Regional District.
(Bylaw 4446)
9. Notwithstanding the provisions of Clause 8, of this Bylaw, the Regional Board retains the right of approval of operational rules, procedures, and policies and the levels of taxes, fees and other charges to be established by Bylaw of the Regional Board.

10. Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan. *(Bylaw 4446)*
11. No expenditures, other than those provided for in the approved budgets of the Committee as included in the approved budget of the Regional Board, shall be made by the Committee.
12. Any facilities or equipment acquired by the Committee in their administrative capacity shall be acquired in the name of the Regional District, shall be the property of the Regional District and shall not be disposed of without the approval of the **Chief Engineer Board** of the Regional District.
13. This Bylaw may be cited as the "Lyll Harbour/Boot Cove Water Local Services Committee Bylaw, 1990".

READ A FIRST TIME THIS	28th	DAY OF	November	2001
READ A SECOND TIME THIS	28th	DAY OF	November	2001
READ A THIRD TIME THIS	28th	DAY OF	November	2001
ADOPTED THIS	9th	DAY OF	January	2001

Original Signed
CHAIR

Original Signed
CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4625

**A BYLAW TO AMEND APPOINTMENTS FOR THE LYALL HARBOUR/BOOT
COVE WATER LOCAL SERVICES COMMITTEE (BYLAW NO. 1875)**

WHEREAS:

- A. Under Bylaw No. 1875, "Lyll Harbour/Boot Cove Water Local Services Committee Bylaw, 1990", the Regional Board established the Lyall Harbour/Boot Cove Water Local Services Committee (the "Committee") to administer a water supply local service established by Bylaw No. 2920, Lyall Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001;
- B. Bylaw No. 1875 provides that the Committee shall consist of the Director representing the Electoral Area of the Outer Gulf Islands (now referred to as the Southern Gulf Islands), four other persons to be appointed by the Regional Board each of whom shall be owners or residents of the service area, and the current holder or representative of the holder of Conditional Water License No. 26480;
- C. The Capital Regional District is the current holder of the Conditional Water Licence (now Licence No. C130293); and
- D. The Board wishes to amend Bylaw No. 1875 to remove the continuous Committee membership of the holder of the Conditional Water Licence;

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

- 1. Bylaw No. 1875, "Lyll Harbour/Boot Cove Water Local Services Committee Bylaw, 1990" is hereby amended as follows:
 - (a) By replacing section 1 in its entirety with the following:
 - (a) A committee to be known as the "Lyll Harbour/Boot Cove Water Local Services Committee" (the "Committee") is hereby established and shall consist of the Director representing the Electoral Area of the Southern Gulf Islands plus four other persons to be appointed by resolution by the Regional Board. Each person shall have one vote on matters coming before the Committee.
 - (b) Of the four persons to be appointed by the Regional Board, all shall be owners or residents of the area as defined in Schedule "A" annexed to Bylaw No. 2920, "Lyll Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001".
 - (b) By deleting from section 4 the following sentence: "The holder of the Conditional Water License shall be a continuous member of the Committee."
 - (c) By deleting from section 12 the words "Chief Engineer" and substituting "Board".
- 2. This bylaw comes into force on January 1, 2025.

3. This bylaw may be cited for all purposes as “Lyll Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024”.

READ A FIRST TIME THIS	th	day of	2024
READ A SECOND TIME THIS	th	day of	2024
READ A THIRD TIME THIS	th	day of	2024
ADOPTED THIS	th	day of	2024

CHAIR

CORPORATE OFFICER

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z 0Z8

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach (Chair), Al Wickheim (Director), Ed Helm (Treasurer), Wendy Herring, Mike Yeager, Vicki Graham, Anita Preto

FD Present: Chief Nathan Pocock
Guest: Chris Vrabel, Manager, CRD Fire Services
Public Present: 3

COMMITTEE MEETING: October 23rd, 2024, 1900 hours

1. Adoption of Agenda

MOTION: To adopt the Agenda as presented.

MOVED: Ed SECONDED: Mike CARRIED

2. Public Request to Speak to an Agenda Item

No participation was requested.

3. Adoption of Minutes from September 2024

MOTION: To adopt the Minutes of the September 25th, 2024 meeting as prepared.

MOVED: Mike SECONDED: Wendy CARRIED

4. Reports

a. Chair's report

There was no Chair's report.

b. Fire Chief's report

As Per Addendum.

In addition:

Training Plan – Service Level: There is possibly one more recruit soon, for a total of three recruits.

Records Management: Operations will mount the tablet holders into the trucks. It is now possible to print the reports for a paper back-up copy.

Benefits for Members: Chris Vrabel advised that a CRD benefits package for firefighters is still in the investigative stage. The target year for implementation is 2026. The Brigade President advised that the criteria for coverage is training to the 1001 level plus a high level of attendance. The Chair suggested that for the insurance coverage, the Brigade need not wait for the 2026 CRD report but to try for a 2025 coverage start date as the funding has been cleared. If the coverage is satisfactory, then the funds will be transferred to the Brigade for that purpose.

JdF Automatic Mutual Aid: Chris Vrabel has been in discussions with the Fire Departments.

JdF Search and Rescue: The goal for the combined training is to have JdF SAR and the ESVFD using matching systems for rope rescue.

Additional Fire Hydrants: The CRD has now taken on marking the new hydrants with the flow ratings.

SOG Review: Chris Vrabel advised that the CRD has almost completed its SOG review and compilation. The Standard Operating Guidelines will be in a searchable PDF format and the individual Fire Departments will be able to select the most appropriate version for incorporating into the Department.

MOTION: To adopt the Chief's report as presented.

MOVED: Mike SECONDED: AI CARRIED

c. **Finance report**

As per Addendum.

Ed Helm reviewed the finances of the Fire Department. It is running approximately 8.4% under the 9-months budget as of the end of September.

The Chair suggested that if the Labour Consumption expenses were to be subtracted from the current All Other Expenses report line and added to the Vehicle Expenses line, then the vehicle expenses would reflect more clearly the cost of maintaining the vehicles.

MOTION: To adopt the Treasurer's report as presented.

MOVED: Wendy SECONDED: Mike CARRIED

d. **Community Hall report**

As per Addendum.

In addition:

The new outer doors are still on order.

New cleaners have started on a trial basis.

The rental for the Provincial Election went well.

Two new one-day rentals have been booked.

Liability Insurance:

The CRD has moved liability insurance coverage for public events at the Community Hall to Instant Risk. Instant Risk is the insurer and CRD is the insured. Instant Risk assesses risk, calculates the premium and collects payment before issuing coverage. All policies have a minimum coverage of \$2 million as required by CRD and comply with any other conditions set by CRD. On receipt of payment of the premium, copies of the Policy are provided to the renter, the CRD, and the East Sooke Community Hall Group. The Insurance coverage has a deductible of \$1,500 and some hosts/organizers of community events find this unacceptable.

MOTION: That in the event of a claim for liability against an insured event at the East Sooke Community Hall, the East Sooke Volunteer Fire Department would refund to the renter the paid deductible portion of the insurance claim, upon proof of payment and to a maximum of \$1,500. This reimbursement would ONLY apply to rentals meeting the following:

1. The renter was a resident of East Sooke at the time of the rental;
2. The function was a not-for-profit event for members of the public;
3. The event was insured through Instant Risk Coverage Inc., using the CRD portal.

MOVED: Anita SECONDED: Mike CARRIED

MOTION: To adopt the Community Hall report as presented.

MOVED: Ed SECONDED: Al CARRIED

5. Old Business

a. **Annual General Meeting – 2024 November 27**

The Notice has been posted on the website, and in the Sooke News Mirror. The 30-days' notice requirement has been met.

An Information Sheet has been prepared and will be sent out for a final review prior to printing.

6. New Business

There was no new business to discuss.

7. Request for an In Camera Meeting

MOVED: Mike SECONDED: Al CARRIED

8. Adjournment of public meeting

Meeting adjourned at 18:00 hours.

MOVED: Wendy SECONDED: Mike CARRIED

Next meeting: Wednesday, October 23rd, 2024.

Chair's report – 2024 October

There was no Chair's Report for this month.

Chief's report – 2024 October



East Sooke Volunteer Fire Department

Fire Chief's Report – October 2024

Membership Status – 23 total

- Interior FFs on pagers: 14
- Exterior FFs on pagers: 0
- FR/Support on pagers: 5
- FR/Support not on pagers: 1
- Interior FFs on leave from department: 1
- Recruit(s) not on pagers: 2

Note: 2 fire officer level 2 or higher qualified firefighters live outside of the district

Hours of members *Hours are based on starting period until October 20th 2024 at 16:30*

Category	Period starting	Cumulative Hours	Weekly Average (Hrs)
Calls	Nov 1 st '23	695	15.7
Training	Jan 1 st '24	3,457	82.3
Chief*	Jan 1 st '24	1449	34.5
Admin*	Jan 1 st '24	851	20.3

Note: Chief completed 105.5% of yearly contracted hours

- Currently two additional firefighters to those listed above are over 16 hrs/week

Callouts *November 1st 2023 – October 20th 2024 16:30.*

Type of Call	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Alarm Bells												3	13
Duty Calls								2	2	2	2	1	17
Hydro									1		1		6
Medical								8	5	9	7	5	74
MVI													6
Rescue								2	3	1			12
Structure Fire								1			2	1	14*
Wildfire									3				6
Car/garbage/other fire								1		1		1	7
Smoke investigation									2	4	3		11
Overall Total								14	10	17	15	11	166

Notes:

- *12 Automatic mutual aid calls
- Calls without minimums since Nov'23 = Structure fires: 5; Medical calls: 4; Other: 0

Training

Highlights

- 5 students enrolled in Hazmat Operations (expected to be full-service members post-training)
- 1 more member completed and received FR license
- 4 more members have started their required NFPA 1002 pump operator and driver training programs
- First responder scope upgrade; Schedules December 7-8

Training Plan ESFR Training Plan

Training Level Completed

Service Level	Target	Total Trained	Training Status
Recruits	3	2	One new recruit has started FR training other starts November FR
Full Service	15	6	
Interior	10	8	A 9 th member on leave of absence
Exterior	0	4	
Support	0	2	
Qualification training			
NFPA 1407 members	15	11	Hope to host another 2 weekends in 2025 for members to refresh and others to be certified.
NFPA 1002 Drivers	12	5	A new class of 4 has started their 1002 training
Roper Rescue	12	7	None in progress
FR license	25	16	
Leadership Training			
Officer Mentorship program	4	0	4 Members currently starting this process
Fire Officer 1 Qualification	2	1	2 members in mentorship program have enrolled in Fire Officer 1 training.
Fire Officer 2 Qualification	2	1	
Fire Officer 3 Qualification	1	0	
Fire Officer 4 Qualification	1	1	

Projects/Initiatives

Administration & Planning

2024 Grant/ 2025 Grant

Status: *In Progress*

Progress: 2024 Grant application approved. 2025 Grant has been submitted to CRD

Next Steps:

- 2024 Grant we are waiting for ordered equipment to put into service which has been delayed to a January 2025 delivery. We will need invoicing before January 2025 to apply to the grant.
- 2025 Grant Fire Chief has put in a grant proposal for additional hose and equipment to bring our flows up to industry and NFPA standards. \$5000.00 of this grant proposal will go to a joint CRD fund towards a contracted CRD training coordinator position.

Records Management

Status: In progress

Progress: First due is in operations in a trial and familiarization stage for truck checks, incident reports and training reports.

Next Steps:

- Continue to familiarize crews on the new forms and format.
- Continue to work with East Sooke members, IT support and CRD to work out bugs in the system.

Training and Development

Training Building

Status: *In progress*

Progress: Ongoing development of the training facility. Planning installation of a fire department standpipe on the hose tower, looking to construct propane fire props for NFPA 1001 training.

Next Steps: Complete the installation to facilitate training for NFPA 1001 and 1002 certifications. Project currently limited by hours available for volunteers to work and budget for cost of materials.

Recruitment and Retention

Benefits for Members

Status: *Paused*

Progress: Brigade has chosen several policies they like and have received quotes for them.

Next Steps: Brigade will finalize a list of candidates using the attendance policy to be able to take forward to a vendor for hopeful January 2025 start. Brigade is waiting for approval of 2025 budget to be able to go ahead with benefits.

Recruitment

Status: *Ongoing*

Progress: New recruitment poster created. Recruitment Video created

Next Steps: Started a recruitment

- One recruit has started FR training as of October 11th.
- Second recruit starting FR training as of November

Community Engagement

FireSmart:

- Continues to be a steady stream of assessments being done
- Another chipper day is being planned at this time for spring

Community Resiliency Plan:

Status: On hold

Progress: Fire Chief has not yet had the time for review of the document.

Juan De Fuca Automatic Mutual Aid (AMA)

Status: In progress

Progress: Meeting held on May 2nd. Agreed on the need for more trained firefighters and officers. Plan to initiate a uniform accountability system.

Next Steps:

- Implement the new accountability system across the JDF area immediately, East Sooke Completed this July 18th 2024
- Another regional JDF chiefs meeting held September 5th lead to further discussion of auto aid needs being a minimum 4 interior, along the understanding and emphasis that for commercial structures and multifamily buildings command needs to be aware interior members are not signed off to operate interior at these structures.
- Currently this has been now left for the municipalities to take back to the CRD for discussion.

Juan De Fuca Search and Rescue

Status: In progress

Progress: Meeting held with JDF SAR manager August 28th to work on areas of collaboration

Next Steps:

- JDF search manager and JDF lead manager attended training session on September 3rd, and documentation was shared to support a driver program being created for Juan De Fuca SAR.
- Looking to create the ability to have JDF SAR support East Sooke Fire Rescue's rope rescue training and standards along with joint incident command training opportunities.

Juan De Fuca Emergency Management Lead

Status: In progress

Progress: Meeting held on September 11th 2024

Next Steps:

- Hosting joint community outreach education event at the Fire Hall November 30th 2024
- Equipment and Maintenance

Annual Maintenance and Tests: Cold air intake for Compressor

Status: In Progress

Progress: Operations team has purchased needed equipment and is going to install it themselves when they have time.

Annual Maintenance and Tests: Bay heaters

Status: in progress

Progress: Electrician has all wires in place and is wait for required rely switches to ship in the mail to finish the job.

Tender 2's Tank

Status: *In Progress*

Progress: An engineer from Sealift engineering LTD came out and inspected the tank with the Fire Chief. There was no concern for immediate or catastrophic collapse but concerns or wear in 3 locations.

Next steps:

- the only concerns were at this point the blistering side sections near the forward end of the tank on both sides and a small blister further back on the passenger side. The engineer would like to see NDE conducted on all three areas. The Engineer would like to see the paint removed, without removing any of the steel beneath
- Need to apply steel patches to effected areas and have them welded into place.
- Waiting to hear more from engineer and CRD fleet to move forward.

Truck Repairs

Status: *In Progress*

Progress: Tender 1 and Car 1 have had emergency light failures that have caused a need for replacement of the lights.

Next steps:

- Tender 1 has had both rotary lights on the rear of the apparatus replaced with LEDs
- Car 1's light bar has stopped working on one half of the light bar. Currently waiting for a worker to come out to replace a electrical relay to fix the problem.

Garage Doors

Status: *Complete*

Progress: We had to bring in Harbour door to repair Tender 2 bay door which had frayed exposed wires and was not opening fully, we also had frayed and exposed wire on Squad 1's bay door.

Next steps: monitor doors for more wear and tear

Mobile Terminals

Status: In progress

Progress: Two trial terminals have been purchased and initially set up by firefighter Neilson.

Next steps:

- Mounting brackets have been purchased to be installed on each apparatus.
- Fire Chief and operations has had time to install the mounting brackets yet to allow in truck use.

Squad replacement

Status: In progress

Progress: Has gone back to vendors to look for an option within the approved budget

Next Steps:

- Waiting to hear back from vendors on options before being able to move forward bidding closes October 28th.
- Have acquired a wildland skid unit free from CRD to help lower costs of new squad while increasing its capacity to service the community. Currently working to find a way to deliver this unit to the fire hall.
-

Additional Fire Hydrants

Status: In progress

Progress: CRD has installed all hydrants on Seagirt road and two of the three additional hydrants requested on existing water mains. (1500 wood cock and Coppermine and Brecon)

Next Steps:

- Still waiting for CRD water works to get us the flow testing numbers for all hydrants new and affected with the water valve change so we can update hydrant flow markings.

[Emergency Response Protocols](#)

SOG Review

Status: *Paused*

Progress: CRD has shared a draft OG manual for review.

Next Steps:

- Develop a plan with the Officer group and CRD to integrate CRD OH&S policies into the East Sooke Fire Department operations.
- Joint CRD fire service OH&S committees first meeting to be September 5th
- Review, draft and update current standard operational policies within the department.
- **Hoping OH&S committee members can help lead this for the department.**

Treasurer's report – 2024 October meeting

East Sooke Fire Commission
Ed Helm, Treasurer

Monthly Report
Year-to-Date ending September 2024

	Budget - Annual			Year-to-date		
	2023	2024	%change	Budget	Actual	%diff.
REVENUES						
Service Fee to Sooke for Silver Spray	\$56,350	\$69,350	23.07%	\$69,350	\$77,166	11.3%
Interest Income	\$1,060	\$1,060	0.00%	\$1,060	\$1,374	29.6%
MFA Debt Reserve Fund	\$380	\$380	0.00%	\$285	\$0	-100.0%
Requisition - Electoral Area	\$468,579	\$477,950	2.00%	\$477,950	\$477,950	0.0%
Total Revenues	\$526,369	\$548,740	4.25%	\$548,645	\$556,490	1.4%
EXPENSES						
Principal for loan	\$97,959	\$97,959	0.0%	\$0	\$0	
Interest on loan	\$57,150	\$57,150	0.0%	\$28,575	\$28,575	0.0%
Transfer to Reserve - CRF	\$103,362	\$100,000	-3.3%	\$75,000	\$72,091	-3.9%
Operations	\$267,518	\$292,130	9.2%	\$219,098	\$181,296	-17.3%
Total Expenses	\$525,989	\$547,239	4.0%	\$322,673	\$281,962	-12.6%

Selection of significant OPERATIONS cost centers

	Budget - Annual			Year-to-date		
	2023	2024	%change	Budget	Actual	%diff.
Wages and Stipends	\$74,930	\$80,175	7.0%	\$90,109	\$48,534	-3.1%
Vehicles	\$35,150	\$37,611	7.0%	\$28,208	\$20,317	-28.0%
Contract for Services	\$9,550	\$11,019	15.4%	\$8,264	\$3,558	-56.9%
Purchase Maint. Buildings	\$7,200	\$7,704	7.0%	\$5,778	\$5,663	-2.0%
Training	\$25,000	\$26,750	7.0%	\$20,063	\$18,879	-5.9%
Propane	\$2,500	\$2,675	7.0%	\$2,006	\$6,702	234.1%
Electricity	\$9,600	\$10,272	7.0%	\$7,704	\$6,484	-15.8%
Med. Supplies	\$5,630	\$6,024	7.0%	\$4,518	\$1,683	-62.7%
Supplies Operating	\$14,719	\$13,030	-11.5%	\$9,773	\$9,829	0.6%
Protective Clothing	\$6,763	\$8,236	21.8%	\$6,177	\$6,519	5.5%
Contingency Fund	\$15,000	\$15,000	0.0%	\$0	\$0	#DIV/0!
All other expenses	\$61,476	\$73,634	19.8%	\$55,226	\$53,128	-3.8%
Total Expenses - Operations	\$267,518	\$292,130	9.2%	\$197,826	\$181,296	-8.4%

Comments:

- (1) Fees - Service Silver Spray budget of \$69,350 with actual agreement generating fees of \$77,166. Consequently we will have an additional \$7,816 of available funding within this year's budget.
- (2) Wages & Stipends actual amounts are to the end of September. Budget amount however is 7.5 months to reflect capacity to year-end
- (3) Propane expense YTD of \$6,702 (annual budget of \$2,675). Due to carry over of expense from late 2023. The 2025 budget will reflect correct annual costs. Conversion from electrical to propane occurred in late 2021. Electrical savings annually since 2022 equal to increased annual propane costs.
- (4) Contingency Fund has a budget of \$15,000 not reported year-to-date. This budget amount allows for any unanticipated expenditures by year-end not otherwise budgeted.
- (5) Total expenses 8.4% under budget. Y-T-D budget reflects 9/12ths of annual budget except Wages & Stipend and Contingency fund. Expense management requires the Fire Chief to continue monitoring costs.

Community Hall report – 2024 October meeting

East Sooke Community Hall Group – report to ESVFD meeting, 20 October 2024

East Sooke Community Hall Group Minutes 16 August 2024

Present: Bruce Manning, Leslie Leus, Wendy Lane, Wendy Herring, Armin Sielopp.

Call to order at 6.54pm.

Minutes of July 15, 2024. Moved by Bruce, seconded by Leslie. Carried.

Treasurers Report: Leslie presented the monthly financial statements.
Moved by Wendy L to adopt the treasurer report. Seconded by Wendy H. Carried.

Hall Rentals: Wendy H. reported that the Rough Voice singers are returning in October. Karate and yoga are ongoing. Provincial election on October 19th.

Old business:

1. Double entrance/exit door job has been awarded to Orca door installations. Doors have been ordered.
2. Hall cleaning. Ongoing cleaning by users and thanks to Bruce and Wendy H. Armin to meet with Whiskey Jack Cleaning Services for a review.

New business:

1. The hall tray lights will have new tubes and ballasts to replace the burnt out ones. Red Shed Electric to do the work.
2. Armin to purchase a shovel, rake and weed poker for the hall. Will be kept in the "file" room. A thank you to Petra Sielopp for weeding the hall entrance.

The meeting adjourned at 7.43 pm.
Respectfully submitted. Armin Sielopp

.

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

07 November 2024 at 9:00 a.m.

1290 Sturdies Bay Road/Zoom

Present: Commissioners Charlene Dishaw, Murray Scadeng, Barry New, Jim Henshall Cathy Clinton(*EP*), Andrew Simon(*EP*), Gerry Longson(*EP*), Paul Brent(*EP*), Keith Erickson(*EP*)

Staff: Lori Seay (Recording) Emma Davis(CRD) *EP*

Guests: Steven Rybak, Enna Munoz.

EP=Electronic Participation

1. **CALL TO ORDER & LAND ACKNOWLEDGEMENT**

Call to order at 9:00 a.m. Chair provided a territorial acknowledgement.

2. **APPROVAL OF AGENDA**

MOVED by Commissioner Clinton, Seconded by Commissioner Scadeng that the 07 Nov 2024 agenda be approved as amended. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOVED by Commissioner Henshall, Seconded by Commissioner New that the 03 Oct 2024 minutes be approved as circulated. **CARRIED.**

4. **DELEGATIONS:**

Enna Munoz joined the meeting to advocate for the inclusion of funds for floating docks. Chair thanked Enna and invited her to engage in the GIPRC master planning process.

5. **ADMINISTRATION REPORTS**

5.1 Maintenance Contractor's Report: Written report received and circulated prior to the meeting. Commissioner Henshall will follow up with the Contractor regarding mileage costs.

5.2 Parks, Trails and Shore Access Report: Tree work and drainage are the priority following the atmospheric river. A new bench builder will be sought for memorial installations.

5.3 Recreation Report: Commissioners New and Erickson will review the selection process in advance of 2025 grants.

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

07 November 2024 at 9:00 a.m.

1290 Sturdies Bay Road/Zoom

5.4 Volunteer Report: Commissioner Clinton and Lori will identify any accesses without stewards and report to the Chair for outreach. Charlene Dishaw is the new Sturdies Bay Trail steward.

5.5 Betty's Place Operations Subcommittee Report: Downed trees have collapsed the deer fence. Repairs are planned. Porch on the shop has been repaired. Gangways to water tanks need replacement and will be dealt with in the 2024 budget. The Commission agreed to replace the workshop lockbox with a coded electronic lock. Irrigation around the site will be addressed in the master planning report. Wood Stove in the workshop needs repair.

5.6 Betty's Place Master Planning Subcommittee: Minutes of the last planning meeting were circulated prior to the meeting. The asset management report is forthcoming from the contractor. First Nations consultation is a priority and the Committee is requesting support and connections for the Master Planning process. Chair has met with CRD staff regarding First Nations Engagement. CRD is asking that GIPRC include more robust First Nations engagement in the Commission Master Plan, including the master plan for the Kennedy Property.

Chair will recirculate the options document for Kennedy use to the Commission.

5.7 GIPRC Master Planning 2025-2030: Master Planning meeting was held and significant follow up work is underway. First Nations engagement will be driven out of the Master Planning proposal and Communications plans.

MOTION to extend the 2020-2024 GIPRC Master Plan to 2025 to allow for appropriate consultation with community members including First Nations. M-Commissioner Dishaw, S-Commissioner Henshall. **CARRIED.**

5.8 Treasurer's Report: September and October statements were circulated prior to the meeting. Treasurer reviewed funds remaining in the current fiscal year. All capital funds have been expended for 2024.

MOTION to approve the September and October 2024 financial reports as circulated. M-Treasurer Scadeng, S-Commissioner Henshall. **CARRIED.**

6. UPDATE STATUS OF CAPITAL PROJECTS

6.1 Silú Park Completion: Virtual opening and video tour were well attended. Commissioner offered thanks to Commissioner Longson for his leadership in the development of the park and Richard Dewinetz for kiosk donation, and previous Commissioners for their leadership.

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

07 November 2024 at 9:00 a.m.

1290 Sturdies Bay Road/Zoom

6.2 Zuker Georgeson Bay Access Restoration: A plan for continuing cultural work has been submitted to GIPRC from Jeannine Georgeson and will be supported by Commissioner Erickson and Lori.

7. NEW BUSINESS

7.1 Beach Clean Up Partnership: Pilot has been discontinued at Pebble Beach and Conservancy will not be pursuing the partnership further. GIRR will continue to accept marine recycling. GIPRC will leave the Morning Beach collection bin in place and will reassess in fall 2025. Commissioner Scadeng will monitor the site. Educational materials will be circulated to shore stewards with support from Commissioner Clinton, and Chair will include information in the upcoming Active Page article.

7.2 All Trails Meeting/7.3 Sturdies Bay Trail: A monthly gathering of the organizations who build and maintain Galiano trails continues to support trail networking. A mapping project is underway led by the Galiano Trails Society. GIPRC will consider 2025 funds to support the mapping work. Sturdies Bay Trail extension and upgrade is a priority for the group who are researching possible funds including the Active Transportation grant program. Lori offered to connect GIPRC to the Pender project coordinator for their Active Transportation project.

7.3 Mary Ann Road: GIPRC will receive funds from the subdivision on Mary Ann Point. The funds can only be used for parkland acquisition.

7.4 In Camera: MOTION to close the meeting in accordance with the *Community Charter, Par 4, Div. 3, Section 90(1)*. M-Commissioner Dishaw S-Commissioner New.. Commission moved to the closed session at 10:35 a.m.

Commission rose and reported the following from the closed session at 10:55 a.m. The Commission agreed to recommend Eric Sherbine, Frank DeWaard, and Mechele Crocker to the CRD for for appointment to the three vacant seats.

MOTION to recommend for appointment to the Commission for 2025-2026: Eric Sherbine, Frank DeWaard, and Mechelle Crocker. M-Chair Dishaw, S- Commissioner Simon. Commissioner Longson abstained. **CARRIED.**

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

07 November 2024 at 9:00 a.m.

1290 Sturdies Bay Road/Zoom

8. **Unaddressed Thoughts and Concerns:**

8.1 **Meeting location:** Commission agreed to move the meeting to a location with more stable internet to support community involvement. The December meeting will be held at the CRD Office in Sturdies Bay and Emma will ask the library to secure more stable internet service.

9. **Next Meeting:** 9:00 a.m. Thursday December 5 2024.

10. **Adjournment:** 11:00 a.m.

Minutes approved at the 05 Dec. 2024 Meeting:



CHAIR

(signature block)

COMMITTEE CLERK



Minutes for a meeting of the Mayne Island Parks and Recreation Commission

Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC

Date/Time: October 10, 2024

Present: Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)
Jacquie Burrows, (Treasurer) Adrian Wright
Kestutis Banelis Lauren Edwards (Recorder)

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations. We respect and value the longstanding relationship they have with the land and seawaters that continues to this day.

2. Approval of Agenda

Move: 5.2.4 Commissioner Term Renewals to section 8 Closed Meeting

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

CARRIED

3. Adoption of Minutes of September 12, 2024

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that the minutes of September 12, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell thanked Commissioner Banelis and his team for the great work on completing the first base line fence of the baseball diamond. She congratulated Bob Downie for completing the training to become a certified playground inspector for Mayne Island Parks. All commissioners were thanked and appreciated for their work with MIPRC.

ADOPTED

Mayne Island Parks and Recreation Commission
Minutes for: October 10, 2024

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period September 1 - 30, 2024 (report attached)

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that the Treasurer's report for the period September 1 - 30, 2024 be approved as presented.

CARRIED

5.1.2. Finance Report

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission rename Dinner Bay Septic Capital Project to Dinner Bay Septic and Plumbing.

CARRIED

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- Commissioner Kilpatrick informed the Fallow Deer Committee that he no longer represents MIPRC at those committee meetings.
- Volunteer T-shirts have arrived.
- The holiday dinner was scheduled for December 12th after the regular meeting.
- The Dropbox document database is available and a link will be distributed. The MIPRC website will soon be online. .
- The Community Works Fund application was updated and submitted for Director Brent's support.
- The annual fall clean out of the Adachi pavilion fridge and freezer will be completed.
- The bathroom descaler will be done after Thanksgiving weekend.
- Efforts continue to obtain a locked garbage can.
- Equipment operators will be contacted regarding the placement of the rock barrier on Village Bay Road.
- The toadstool teeter-totter and the climbing net have arrived.
- A water catch basin will be purchased and picked up.
- The wet area in Dinner Bay Park on the ball field and water diversion was discussed. It was decided that commissioners will do a site visit to investigate and consider the options.

Mayne Island Parks and Recreation Commission

Minutes for: October 10, 2024

- Remove from the Follow-up report the historical information for St. John Point Regional Park signage.
- Kippen Road staircase will be raised after Thanksgiving weekend.
- Contact will be made with the Mayne Island Conservancy regarding an assessment of the Charter Road Park.
- The hardware store is sourcing heavier gauge metal for boardwalks and steps.
- Hydro power outage notices will be forwarded to MIPRC by the CRD.

5.2.2. Health and Safety Concerns

Fire extinguishers have all been checked and certified. It is required to have a fire extinguisher beside the barbecue when in use. .

5.2.3. Events

A report was received with the agenda.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve the use of Dinner Bay Park, the Adachi Pavilion and the Japanese Memorial Garden by the Mayne Island Quilters Guild on July 17th and 18th, 2026 for a quilt show.

CARRIED

The National Day for Truth and Reconciliation event was briefly reported on.

5.2.4. Commissioner term renewals

Moved to Section 8.

5.3. Committees

5.3.1. Fitness Circuit

A report was received with the agenda.

It was reported that:

- The Dinner Bay Park fitness circuit classes are ending due to weather.
- Additional track material will be delivered after the Thanksgiving weekend..

5.3.2. Technology

A report was received with the agenda.

5.3.3. Sanitation

Graphite will be applied to the Miners Bay women's bathroom lock which is sticking.

Mayne Island Parks and Recreation Commission
Minutes for: October 10, 2024

5.4. Parks

5.4.1. Miners Bay

- The replaced sinks will be stored in the library basement until they can be removed to the Hartland land fill.
- It was agreed that the electrical panel in the library basement will be upgraded to a 40 amp breaker. .

5.4.2. Dinner Bay

- A maple tree along the path towards the Japanese Garden gate will be assessed for pruning.
- It was reported that Commissioner Kilpatrick will attend a Lions meeting to discuss donations towards fitness and playground equipment at Dinner Bay Park.
- Discussed the request for playground inspection tools.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the acquisition of inspection tools for the purposes of playground safety inspections as required in an amount not to exceed \$700.
CARRIED

5.4.3. Cotton Park

A report was received with the agenda

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the engagement of arborist D.R. Daylight for tree pruning services at the Japanese Memorial Garden and near the entrance in an amount not to exceed \$2,450.

CARRIED

5.4.5. Trail Network Development and Pocket Parks

- It was discussed and agreed that communication could be initiated with homeowners regarding private property trees that border public trails.
- Discussion occurred regarding changing the trajectory of the Kadonaga Trail. The potential for archaeological significance will be reviewed first..
- The toilet seat at Henderson Hill was replaced.
- Plumper Pass and Chu-an stairs are deteriorating and can be assessed for budgeting purposes in the coming year.

Mayne Island Parks and Recreation Commission
Minutes for: October 10, 2024

- Discussed the seasonal use of the upper part of Conconi Reef trail.

MOVED by Commissioner Wright and **SECONDED** by Commissioner Kilpatrick that the upper part of Conconi Reef Viewpoint Trail be designated a year-round trail.

CARRIED

- Discussed trail guardian use of the trail reporting system. One guardian will be provided access initially.

Sandy Hook Community Park
A report was received with the agenda.

6. Correspondence/Meetings

- 6.1. Submission of Community Works Fund application for Dinner Bay Park facilities improvement.
- 6.2. Emails regarding National Day for Truth and Reconciliation event at Emma and Felix Jack Park and MIPRC support.
- 6.3. Emails with Swing Time and Blue Imp regarding Toadstool Teeter specifications.
- 6.4. Emails and confirmation of Certified Playground Inspector status for volunteer.
- 6.5. Emails and explanation from CRD concerning labour charges for tractor repair.
- 6.6. Thank you email from Terry Fox Run organizers and confirmation 2025 recreation grant application will include food supply reimbursement.

7. New Business

No new business.

8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90

MOVED by Commissioner Bell and **SECONDED** by Banelis, 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

Mayne Island Parks and Recreation Commission
Minutes for: October 10, 2024

9. Rise and Report

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Michael Kilpatrick be reappointed a commissioner for the term commencing January 1, 2025 and ending December 31, 2026.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Kestutis Banelis be reappointed a commissioner for the term commencing January 1, 2025 and ending December 31, 2026.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis, that Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Jacquie Burrows be reappointed a commissioner for the term commencing January 1, 2025 and ending December 31, 2026.

CARRIED

10. Meeting Adjournment

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

CARRIED

The meeting adjourned at 5:25 pm

Original signed by

November 14, 2024

Michael Kilpatrick, Vice Chair

DATE

Original signed by

Lauren Edwards, Recorder

PENDER ISLAND PARKS AND RECREATION COMMISSION
(PIPRC) Minutes of Regular Meeting
21 October 2024 3:00 pm
Zoom/Pender Community Hall

Commissioners: George Leroux (Chair/Treasurer), Erin O'Brien, Andrea Mills, Sandra Tretick, Cecilia Suh, Paul Brent, Lisa Baile, Richard Sullivan (EP).

Guests: Bob Coulson (Magic Lake Property Owners Association), Shauna Huculak (CRD Archeology), Stephen Henderson (CRD Real Estate).
Sarah Labadee.

Staff: Lori Seay-Potter (Recorder), Rob Fawcett (Project Coordinator), Ben Symons (Maintenance), Melody Pender (CRD Liaison).

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:00 p.m.

2. **APPROVAL OF AGENDA:**

MOTION to approve the 21 Oct. 2024 PIPRC agenda.
M-Commissioner Brent, S-Commissioner Mills. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOTION to approve the 09 Sep. 2024 PIPRC minutes as corrected.
M-Commissioner Brent, S-Commissioner Suh. **CARRIED.**

4. **DELEGATIONS:** Bob Coulson from the Magic Lake Property Owners Society joined the meeting to discuss concerns for the proposed BC Hydro project at Thieves Bay.

5. **OPERATION REPORTS**

5.1 **Maintenance:** Report circulated prior to the meeting. Fall work is planned for Shingle Bay, boardwalk extension in the Enchanted Forest and Found Road Signage. Heavy rains have affected Masthead trail, and Ben will talk with CRD Archeology regarding larger culverts at that site. Further tree work at Thieves Bay is on hold until 2025.

5.2 **Restoration:** Report circulated prior to the meeting. Cedar replanting at Capstan Lane was successful. Masthead - Shingle trail work parties are being planned.

5.3 **Capital Projects:** Report circulated prior to the meeting.

- Schooner Way - School Trail: Tendering for phase 1 materials is in development. Construction signage has been erected.
- Pumptrack: Ben and Rob will workplan final works on the site.
- Wind Phone: Heart Trial site has been selected and signage is underway. ●
- Dog Park: Early development options are being reviewed.

PENDER ISLAND PARKS AND RECREATION COMMISSION
(PIPRC) Minutes of Regular Meeting
21 October 2024 3:00 pm
Zoom/Pender Community Hall

6. CORRESPONDENCE AND BUSINESS ARISING

6.1 Community Gym Use and insurance: Insurance costs have significantly increased for organized activities at the gym, increasing user fees. PIPRC has asked CRD/School for more information.

6.2 Boat Storage at Magic Lake: A request for boat storage was received from a community member. The Commission is not planning to provide a boat storage structure. Boat owners store boats onsite at their own risk, and an annual fall clean up of unmarked boats is planned.

6.3 SD64 Field and Rink funds: Following a request for financial support, the Chair confirmed that PIPRC cannot expend funds on sites not CRD / PIPRC owned and/or managed.

6.4 Edgewood Subdivision: Inquiry received regarding possible parkland arising from a proposed new subdivision. Application is pending with Islands Trust and no action is required from PIPRC currently.

6.5 Pumptrack Use Issues: Complaint received about nighttime use and litter. Ben and Rob will address with clear signage and community education.

6.6 Recreation Grants 2024: Two applications were missed during the review and decision process earlier this year. The two applications were submitted via the Community Folders at Dockside Realty. Since this was a process oversight, we reviewed the applications on their own merits and checked with CRD-HQ on options.

MOTION to provide a \$1000 Recreation Grant to Pender Island Junior Sailing in January 2025. M-Commissioner Brent, S-Commissioner Suh. **CARRIED.**

Chair will notify Jr. Sailing of the January 2025 grant and Sandra will provide feedback to the other applicant regarding the need for a more detailed application in 2025.

6.7 Mortimer Spit: Commission has received several requests for road work at Mortimer Spit. Shauna Huculak from CRD joined the meeting and reported that Mortimer Spit is managed under the Heritage Conservation Act (provincial) which severely restricts activities at historically significant sites. Chair and Director Brent will work with CRD-HQ to draft a Community Update regarding Mortimer Spit. The Commission will consider closing the Spit to vehicular access. All Commissioners will visit the site in advance of the next meeting. The Commission thanked Shauna for their assistance.

6.8 Lantern Festival: Application received from Three on the Tree Society.

MOTION to approve the Lantern Festival special event application submitted by Three on the Tree Society for Dec. 28-31, 2024. M- Commissioner Tretick, S-Commissioner Baile. **CARRIED.**

PENDER ISLAND PARKS AND RECREATION COMMISSION
(PIPRC) Minutes of Regular Meeting
21 October 2024 3:00 pm
Zoom/Pender Community Hall

7. TOPICAL ISSUES

7.1 2025 Operations Budget: An updated draft Operations budget was circulated prior to the meeting and reviewed in detail.

MOTION to recommend to the CRD the draft 2025 PIPRC budgets, as circulated in advance, and requesting a 7.5% increase to the Operational budget and a 4.0% increase to the Recreation budget as compared to f24. M-Commissioner Leroux, S-Director Brent. **CARRIED.**

7.2 2025 Capital Budget: An updated draft Capital budget was circulated prior to the meeting and reviewed in detail.

MOTION to recommend to the CRD the draft 2025 Capital PIPRC budgets as circulated. M-Director Brent, S-Commissioner Tretick. **CARRIED.**

8. PROJECTS

8.1 Trail Inventory & Map Update: Park and Trail inventory is ongoing. An appropriate base map for the map is being secured.

9. REPORTS

9.1 CRD Director: Significant population increases have spurred increased Recreation funding requests from several Commissions. Decisions on PIPRC's request is pending.

9.2 Chair: No written report. Verbal report of correspondence during past month and budget drafts.

9.3 Treasurer: Budget development was focus of this period.

9.4 Communications: The Pender Post December article will focus on Mortimer Spit and a review of the past year. Chair and Commissioner Tretick will arrange.

10. NEW BUSINESS

10.1 Commissioner Terms Review: Status of Commissioner's terms were reviewed. Lori will contact all Directors regarding terms and willingness to be considered for reappointment.

10.2 Unclaimed funds: PIPRC may have unclaimed funds. Referred to CRD Finance.

10.3 In Camera - Land Acquisition - Chair Leroux left the meeting. Commissioner

PENDER ISLAND PARKS AND RECREATION COMMISSION
(PIPRC) Minutes of Regular Meeting
21 October 2024 3:00 pm
Zoom/Pender Community Hall

Tretick assumed Chair.

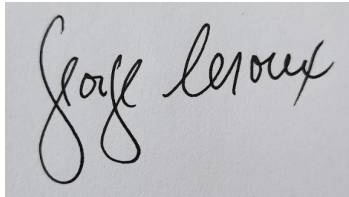
MOTION to close the meeting in accordance with the *Community Charter, Par 4, Div. 3, Section 90(1)*. M-Commissioner Brent, S-Commissioner Tretick.
Commission moved to the closed session at 4:40 p.m.

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

11. **MOTION TO ADJOURN** The meeting adjourned at 5:10 p.m.

12. **NEXT MEETING**: December 2, 2024 at 3 p.m.

Approved at the 02 December 2024 PIPRC meeting:

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and reads "George Leroux".

George Leroux
PIPRC Chair



Making a difference...together

**SOUTHERN GULF ISLANDS ELECTORAL AREA
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

Tuesday, July 23, 2024 at 1:00pm

Held by Zoom Video Conference

MINUTES

SGI CESC Commissioners: Paul Brent, Director, Chair (Saturna), Mike Hoebel, Vice Chair (Galiano), Marcus Farmer (Mayne), Rob Fenton (Pender), Barbara Johnstone (Pender)

Staff: Justine Starke – Manager, SGI Service Delivery, Melody Pender – Recorder/Pender Liaison; SGI Liaisons: Emma Davis (Galiano), Katie Dentry (Saturna)

Guest: Ed Andrusiak – Southern Gulf Islands Community Resource Centre Society

Regrets: Marcus Farmer (Mayne), Kat Ferneyhough (Mayne)

1. Territorial Acknowledgement/Call Meeting to Order

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1:00pm.

2. Approval of the Agenda

MOVED by Commissioner Hoebel, **SECONDED** by Commissioner Fenton to accept the Agenda as presented.

CARRIED

3. Approval of Minutes from May 21, 2024

MOVED by Commissioner Fenton, **SECONDED** by Commissioner Hoebel to accept the minutes from May 21, 2024 as presented.

CARRIED

4. Financial Report – Paul Brent

The Financial Report was shared for information.

5. Southern Gulf Islands Liaisons Update – Liaisons

Emma Davis (Galiano) – Working with the Capital Regional District on the Rural Housing Program and the Ready, Set, Roll Program for active transportation to school. The Galiano activity centre summer program for childcare for ages 5-12 is seeking staff.

Katie Dentry (Saturna) – Roads are getting paved on Saturna, tree limbing for the hydro lines is happening, lines are being painted on the roads, sides of the roads still need to be cleared to improve sightlines. Tourism is in full swing for the summer. A new Italian restaurant has opened, and the vineyard is busy. Saturna has hired a new teaching team for the next school year and the daycare is being developed. Staffing for the daycare is still needed.

Melody Pender (Pender) – Also very busy on Pender with tourists and lines have been painted on the roads as well.



Making a difference...together

6. DRAFT Bylaw – Justine Starke

A draft bylaw has been proposed to revise the powers of the CESC, allowing for more flexibility with funding initiatives and promotion of services. Funding cannot be allocated directly to businesses, but economic development promotional work can be completed by the CESC to support them indirectly. Justine to seek further clarification on specifics and will report back to the Commission.

7. Rural Housing Program Engagement – Justine Starke

The CRD has acquired the Thuthiqut Hulelum' property on Galiano for a proposed 20-unit affordable housing complex. The CRD has also developed a rural housing to provide information on rural housing. A meeting will be held in September for the SGI housing sector to discuss the rural housing program in more detail. The CRD is seeking interested property owners for the proposed accessory dwelling incentive program.

8. Old/New Business

The Food Resilience Alliance report was shared with the Commission for information and the additional statement of work is under review; to be discussed at the next meeting.

9. Next Regular Meeting – TBC, proposed date September 10, 2024.

10. Meeting Adjourned

MOVED by Commissioner Hoebel, ***SECONDED*** by Commissioner Fenton that the meeting be adjourned at 1:55pm.

CARRIED

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

Tuesday, Oct 22, 2024 7:30 PM

Present: Brent Kornelson, Gary Howell, Aran Puritch, Jim Potvin, Brian McCandless, Vern McConnell (Joel Cotter, Director Al Wickheim via video)

Absent:

Guests & Invitees: At Wynans,
Meeting called to order at 7:32 pm

1) Approval of Agenda

MOTION Vern McConnell, **SECONDED** by Brent Kornelson that the Agenda be accepted as presented, **CARRIED**

2) MOTION by Brian McCandless, **SECONDED** by Gary Howell that the minutes of Sept 24, 2024 be accepted as presented, **CARRIED**

3) Fire Chief Report:, finalizing the accounting for last year's grant with approx \$1500 remaining, Replacing 13 year old tires on Engine #1, CRD vehicle maintenance staff are managing this, adding new lights on ATV, Fire Chief attended provincial wildfire conference and provided overview.

4) Hall Managers Report: Aran indicated he is discussing the hall manager's position with a potential recruit; Marian is resigning as of the end of Oct. Suggestions that we should consider a small shipping container placed by back door for chair storage.

5) Budget: Gary announced Rogers has paid their leases and hydro payments, old tower lease payment was paid for only 6 months till March 1 2025. Currently have a \$15 -20K budget surplus.

6) Business Arising:

- a) **Generator:** Brent reports CRD Jessica has sent Rogers a draft amendment to their tower lease for the use of the standby Generator: Terms: Rogers is responsible for all maintenance/repairs including replacement if necessary, limited to 20kw (50% of the total generator capacity) Payment \$3000/year.
- b) **Water Cistern Project:** Brian reports some settling is occurring around the tanks, hydro seeding completed, land owner wanting addition vegetation to be added, potential cost \$500 - \$1000.
- c) **Cell Tower:** Brent reports the damaged access gate has been repaired and tower work complete.
- d) **AGM:** Scheduled for Nov 3, Aran will give report, Vern to be nominating chair, 4 positions up for re-election: Brent and Brian are not standing; Vern has put forth 2 new candidates willing to stand.
- e) **Hall Maintenance:** Brian provided estimate (see attached) for a number of issues that need addressing on the Hall and Annex.

MOTION by Brian McCandless, **SECONDED** by Gary Howell that Brian precede with the capital improvements needed on the Hall and Annex, estimated to cost about \$7500, **CARRIED**

Motion by Brent, seconded by Brian to adjourn meeting 8:50 pm, CARRIED

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

8:43 PM Tue Oct 22

...

VPN 69%

Willis Point Community Hall Repairs Estimates.docx

Willis Point Community Hall Repairs Estimates

Replace approx. 30' plywood and flashing on exterior

\$600

Replace post and concrete block on front deck to raise deck to level

\$300

Replace plywood doors and hinges on outdoor storage shed

\$300

Replace 2 exterior doors on front structure

\$2500

Repair stairs and railings on front building (additional costs if replacing)

\$1500

Replace 1x6 batons at rear of main building

\$500