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**ELECTORAL AREA SERVICES COMMITTEE**  
Notice of Meeting on **Wednesday, March 19, 2014, at 1:30 pm**  
Room 107, 1st Floor, 625 Fisgard Street, Victoria, BC

M. Hicks (Chair)

W. McIntyre (Vice Chair)

D. Howe (S. Olsen)

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**AGENDA**

**HEARING UNDER SECTION 57 OF THE COMMUNITY CHARTER REGARDING NOTICES AGAINST TITLE**

1. Approval of Hearing Agenda
2. Adoption of Hearing Minutes of February 19, 2014
3. Comments by Property Owners on the Recommended Notices on Title
4. Properties to be Considered for Filing Notice against Land Title and Comments by the Building Inspector or Designated Municipal Officer
  - Juan de Fuca
  - Southern Gulf Islands
5. Adjournment

**GENERAL BUSINESS**

1. Approval of Agenda
2. Adoption of Minutes of February 19, 2014
3. Presentations/Delegations
4. Electoral Area Services Budget Update
5. Gardom Pond Service Feasibility
6. Community Works Fund Allocation – Development of a Salt Spring Island (SSI) Cycling and Pedestrian Trail Map
7. Community Works Fund – Active Transportation Innovative Infrastructure Funding Program Application
8. Bylaw No. 3907 – Highland and Fernwood Water System Capital Reserve Fund
9. Bylaw No. 3943 – Capital Reserve Fund for the Salt Spring Island Community Transportation Service

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*To ensure quorum, please advise Nancy More at 250-360-3024 if you or your alternate cannot attend.*

10. Bylaw No. 3947 – Transfer of Funds to the North Galiano Island Fire Protection and Emergency Response Capital Reserve Fund
11. Bylaw No. 3948 – Cedars of Tuam Water System Local Service Area Capital Reserve Fund Amendment
12. Bylaws No. 3924 and 3925 – Fees and Charges Update for Utilities within the Three Electoral Areas
13. Grants-in-Aid
14. New Business
15. Adjournment

**Next Meeting:** April 16, 2014



**Minutes of a Meeting of the Electoral Area Services Committee  
Held Wednesday, February 19, 2014, in Room 107, 625 Fisgard St., Victoria, BC**

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**Present: Directors:** M. Hicks (Chair), W. McIntyre (Vice Chair) and S. Olsen (for D. Howe)  
**Staff:** D. Lokken, General Manager, Finance and Technology; T. Whiting, Acting General Manager, Planning and Protective Services; R. Gutierrez, Manager, Building Inspection; Sue Hallat, Manager, Aboriginal Initiatives; S. Santarossa, Corporate Officer; and S. Asdal (recorder)

**Also Present:** A. Bryson (ex-officio)

The meeting was called to order at 1:42 pm.

1. **MOVED** by Director McIntyre, **SECONDED** by Alternate Director Olsen,

That Item 8, Salt Spring Island Noise Bylaw (Verbal Update), be moved to Item 4 and the agenda be approved as amended with the addition of the supplementary agenda.

**CARRIED**

2. **Adoption of Minutes**

**MOVED** by Director McIntyre, **SECONDED** by Alternate Director Olsen,

That the minutes of the February 19, 2014, meeting be adopted as previously circulated.

3. **Presentations/Delegations**

- 1) Brian Milne, re agenda item 8: spoke of the need for the CRD to provide a residential environment for residents living in close proximity to the Salt Spring Island Rod and Gun Club and expressed concern regarding the validity of the Environmental Noise Assessment. The delegation provided speaking notes which are on file at Legislative Services.

4. **Salt Spring Island Noise Bylaw (Verbal Update)**

T. Whiting reported that Director McIntyre and staff met with a group of the neighbours and with representatives of the Gun Club. The Club has indicated they will be providing an update on mitigation measures. Staff are currently reviewing the use of decibel levels in noise bylaws across different jurisdictions.

**MOVED** by Director McIntyre, **SECONDED** by Alternate Director Olsen,  
That the update be received for information.

**CARRIED**

5. **Referral Request Beecher Bay First Nation Proposed Addition to Reserve**

S. Hallatt provided an overview of the report.

**MOVED** by Alternate Director Olsen, **SECONDED** by Director McIntyre,  
That it be recommended to the Capital Regional District Board:  
That staff be directed to draft a letter of response to Aboriginal Affairs and Northern  
Development citing 'no objection' to the proposed Addition to Beecher Bay First Nation  
Reserve.

**CARRIED**

**6. Mail Ballot Voting & Provincial Voters List**

S. Santarossa provided an overview of the report.

The Committee discussion included the following topics:

- potential costs to implement mail ballot voting
- the difficulty of maintaining an updated CRD voters database
- the importance of making voting more accessible
- implications to school districts if mail ballot voting is not implemented

Director Bryson left the meeting at 2:20 pm.

**MOVED** by Director McIntyre, **SECONDED** by Alternate Director Olsen,  
That it be recommended to the Capital Regional District Board:

- a) That staff work with the Islands Trust and the School Districts to obtain their commitment to implement mail ballot voting in the electoral areas for the 2014 Local Government Election; and
- b) That staff amend the Elections Bylaw to allow for mail ballot voting and to permit the use of the Provincial Voters List to register resident electors only for use in General Local Elections and other voting opportunities.

**CARRIED**

**7. Electronic Participation at Local Service Area Committee and Commission Meetings**

S. Santarossa provided an overview of the report.

The Committee discussion included the following topics:

- Not requiring a quorum to be physically present in the room
- cost savings associated with electronic participation
- challenges of having more than one member participate via electronic means
- limiting the reasons to allow members to participate electronically

**MOVED** by Director McIntyre, **SECONDED** by Alternate Director Olsen,  
That it be recommended to the Governance Committee:

That staff be directed to prepare an amendment to Bylaw No. 3828, "CRD Board Procedures Bylaw, 2012" to allow for electronic participation at local service area committee and commission meetings subject to the following conditions:

- a) The member presiding must not participate electronically;
- b) Only one member may participate via electronic means at a meeting;
- c) If more than one member wishes to participate via electronic means then the member will be chosen by lot;
- d) The member must advise the Corporate Officer or designate at least 24 hours in advance of the meeting; and
- e) Electronic participation will only be permitted where technical capabilities currently exist.

**CARRIED**

**8. Procurement of a Fire Truck for the North Galiano Island Fire Protection and Emergency Response Service**

D. Lokken provided an overview of the report.

**MOVED** by Alternate Director Olsen, **SECONDED** by Director McIntyre,

That it be recommended to the Capital Regional District Board:

That the procurement of a fire truck for the North Galiano Island Fire Protection and Emergency Response Service from Hub Fire Engines & Equipment Ltd. for the price of \$249,631.20 (including taxes) be approved.

**CARRIED**

**9. Correspondence – Western Economic Diversification Canada re: Federal Government Response to Capital Regional District Rural Designation Request**

Director McIntyre provided an overview of the correspondence. The Committee acknowledged the work to date by staff on this issue and that moving forward it will be addressed from a political perspective.

**MOVED** by Alternate Director Olsen, **SECONDED** by Director McIntyre,

That the correspondence be received for information.

**CARRIED**

**10. Correspondence: UBCM Member Release re: Special Committee on BC Ferries**

Director McIntyre provided an overview of the correspondence and reported that a Salt Spring Island Action Alliance has been formed to address the issues regarding BC Ferries service cuts and fare increases. Submissions will be posted on the Alliance's website which will soon go live.

11. **New Business:**

- a) **Request for Patron Participation Entertainment Endorsement New Food Primary (FP) Licence Application at Kemp Lake Music Café – 7875 West Coast Road**

**MOVED** by Alternate Director Olsen, **SECONDED** by Director McIntyre,  
That it be recommended to the Capital Regional District Board:  
That the CRD Board provide a resolution that it does not wish to provide comments or recommendations to the Liquor Control and Licensing Branch with regard to the application for a Patron Participation Entertainment Endorsement New Food Primary (FP) Licence for Kemp Lake Music Café.

**CARRIED**

12. **Motion to Close the Meeting**

**MOVED** by Alternate Director Olsen, **SECONDED** by Director McIntyre,  
That the Committee close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 90(1) (g) litigation or potential litigation affecting the regional district.

**CARRIED**

The Committee moved to the closed session at 3:06 pm.  
The Committee rose from the closed session at 3:20 pm without report.

13. **Adjournment**

**MOVED** by Alternate Director Olsen, **SECONDED** by Director McIntyre,  
That the meeting be adjourned at 3:20 pm.

**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER



Making a difference...together

**REPORT TO ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 19, 2014**

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**SUBJECT     ELECTORAL AREA SERVICES BUDGET UPDATE**

**ISSUE**

This report is intended to provide a high level budget update on the Electoral Area Services (EAS) budgets before the final budget approval on March 26, 2014.

**BACKGROUND**

Under the budget direction provided by the Board, the Electoral Area Services Committee was delegated the review, and recommendation for approval, for all electoral area only service budgets, including the review of Local Services. The EAS committee gave preliminary approval to the budget in November 2013. These budgets are included in the 2014 Financial Plan Bylaw which must be read and adopted by the Board by March 31, 2014.

This report is intended to provide the Committee with a summary of how the EAS budgets have changed from the November 2013 estimates. The budgets have been updated for year-end surplus/deficits, the impact of Grants-in-Lieu and include any changes requested to date. They also reflect any changes in cost-sharing as a result of inclusion of the 2014 Completed Assessment Roll subsequent to November 20, 2013.

A summary of changes in requisition for area-wide electoral area only services is attached (Appendix A). There is a reduction in requisition for these budgets in the change in 2014 requisition/parcel taxes from the November 2013 estimates as follows:

Juan de Fuca Electoral reduction of \$174,874  
Salt Spring Island reduction of \$ 39,510  
Southern Gulf Islands reduction \$109,264

As assessments in the Completed Roll decreased proportionately more for the electoral areas than for the municipalities, the electoral area share of regional services decreased. Similarly, assessments decreased proportionately more for SGI than for JDF and SSI resulting in a decrease for joint electoral area services for SGI and increases for the other electoral areas.

Schedule B attached lists, by electoral area, the requisition/parcel taxes for services that are provided to a portion of an electoral area.

**ALTERNATIVES**

1. That the Electoral Area Services Committee:
  - a. receive the 2014 Electoral Services Financial Plan Update for information; and
  - b. forward the 2014 Electoral Services Financial Plan Update to the Capital Regional District Board as part of the final budget.

2. That the Electoral Area Services Committee request staff to provide further information for the Board with the final budget.

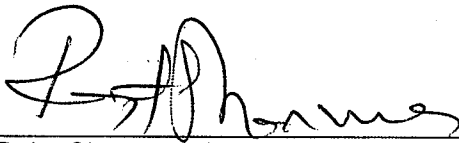
### CONCLUSION

This report is intended to update the Committee on the status of Electoral Area Service budgets after the inclusion of year-end surplus/deficits, changes made subsequent to preliminary approval and the impact on cost sharing of the 2014 Completed Assessment Roll. A summary of the major impacts has been provided to the committee for review and discussion.

### RECOMMENDATION

That the Electoral Area Services Committee:

- a. receive the 2014 Electoral Services Financial Plan Update for information; and
- b. forward the 2014 Electoral Services Financial Plan Update to the Capital Regional District Board as part of the final budget.



Rajat Sharma, MBA, CMA  
Senior Manager, Financial Services



Diana Lokken, CPA, CMA  
General Manager, Finance and Technology Dept.  
Concurrence



Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

- Attachments:
- Appendix A-1 Summary of changes in requisition from preliminary approval – Juan De Fuca
  - Appendix A-2 Summary of changes in requisition from preliminary approval – Salt Spring Island
  - Appendix A-3 Summary of changes in requisition from preliminary approval – Southern Gulf Islands
  - Appendix B-1 Summary of requisition/parcel taxes – Juan De Fuca
  - Appendix B-2 Summary of requisition/parcel taxes – Salt Spring Island
  - Appendix B-3 Summary of requisition/parcel taxes – Southern Gulf Islands



### Change in Requisition from Preliminary Approval for Area-wide Electoral Area Services

	Preliminary Requisition	Revised Requisition	Increase/ (Decrease)	Reasons		
				Assess't shift	Surplus C/F change	Other Changes
<b>Juan De Fuca</b>						
Direct	297,682	289,221	(8,461)	(4,703)		
Parks land levy increase						1,219
Regional Grant-in Aid phasing						(4,977)
Mandated	12,992	13,015	23			23
Contractual	176,497	169,936	(6,561)	(21)		
Emergency Comm. CREST						(6,540)
Delegated	162,010	154,110	(7,900)			
Community Parks reduction						(7,900)
Joint electoral area	194,647	199,966	5,319	2,171		
Noise control deficit						3,148
Own electoral area	1,025,810	875,470	(150,340)			
Admin surplus C/F					(7,870)	370
Grant in Aid surplus C/F					(11,110)	
Econ. Dev't Com surplus C/F					(10,260)	(1,830)
Community Planning					(78,670)	(41,530)
Building numbering					560	
CRD	1,869,638	1,701,718	(167,920)	(2,554)	(107,350)	(58,016)
CRHD	471,608	464,654	(6,954)	(6,954)		
<b>Total</b>	<b>2,341,246</b>	<b>2,166,372</b>	<b>(174,874)</b>	<b>(9,508)</b>	<b>(107,350)</b>	<b>(58,016)</b>

Subject to further changes +/- in assessments.

### Change in Requisition from Preliminary Approval for Area-wide Electoral Area Services

	Preliminary Requisition	Revised Requisition	Increase/ (Decrease)	Reasons		
				Assess't shift	Surplus C/F change	Other Changes
<b>Salt Spring Island</b>						
Direct	615,927	597,602	(18,325)	(10,428)		
Parks land levy increase						2,574
Regional Grant-in Aid phasing						(10,471)
Mandated	275,365	275,555	190			190
Contractual	222,611	225,233	2,622	(108)		
Emergency Comm. CREST						2730
Delegated	1,824,116	1,785,298	(38,818)			
SSI PARC					(68,280)	29,462
Joint electoral area	370,174	380,938	10,764	4,072		
Noise control deficit						6,692
Own electoral area	1,282,920	1,302,760	19,840			
Admin surplus C/F					(33,030)	
EA Management services						85,880
Grant in Aid surplus C/F					(18,590)	
Library reductions						(14,420)
CRD	4,591,113	4,567,386	(23,727)	(6,465)	(119,900)	102,638
CRHD	991,103	975,320	(15,783)	(15,783)		
<b>Total</b>	<b>5,582,216</b>	<b>5,542,706</b>	<b>(39,510)</b>	<b>(22,248)</b>	<b>(119,900)</b>	<b>102,638</b>

Subject to further changes +/- in assessments.

### Change in Requisition from Preliminary Approval for Area-wide Electoral Area Services

	Preliminary Requisition	Revised Requisition	Increase/ (Decrease)	Reasons		
				Assess't shift	Surplus C/F change	Other Changes
<b>Southern Gulf Islands</b>						
Direct	508,668	475,182	(33,486)	(26,547)		
Parks land levy increase						2,044
Regional Grant-in Aid phasing						(8,983)
Contractual	235,305	230,250	(5,055)	(295)		
Emergency Comm. CREST						(4,760)
Delegated	22,970	21,929	(1,041)	(1,041)		
Joint electoral area	312,577	310,831	(1,746)	(7,085)		
Noise control deficit						5,339
Own electoral area	797,570	772,780	(24,790)	0		
Electoral area admin						3800
Econ. Dev't Com. grant red'ns						(5,510)
Harbour Facilities (Cap res)						(23,000)
Grant in aid					(80)	
CRD	1,877,090	1,810,972	(66,118)	(34,968)	(80)	(31,070)
CRHD	820,637	777,491	(43,146)	(43,146)		
<b>Total</b>	<b>2,697,727</b>	<b>2,588,463</b>	<b>(109,264)</b>	<b>(78,114)</b>	<b>(80)</b>	<b>(31,070)</b>

Subject to further changes +/- in assessments.

## Juan de Fuca (BCAA Area H)

Local/Specified/Defined Services		2014 JdF	Cost per Avg. Residential Assessment	2013 JdF	Cost per Avg. Residential Assessment	Difference Increase/ (Decrease)
1.121	Sooke Regional Museum	58,501	\$16.68	60,361	\$17.02	-1,859
1.119	Vancouver Island Regional Library	262,860	\$75.87	248,520	\$70.92	14,340
1.128	Greater Victoria Police Victim Services	658	\$1.63	646	\$1.60	12
1.133	Langford E.A. - Greater Victoria Public Library	27,210	\$67.24	26,720	\$66.37	490
1.232	Port Renfrew Street Lighting	2,974	\$31.76	2,905	\$31.19	69
1.350	Willis Point Fire Protection	119,924	\$514.93	116,837	\$505.54	3,087
1.353	Otter Point Fire Protection	283,759	\$243.49	272,695	\$235.94	11,064
1.354	Malahat Fire Protection	59,700	\$652.77	61,360	\$671.06	-1,660
1.355	Durrance Road Fire Protection	2,490	\$276.22	2,440	\$270.70	50
1.357	East Sooke Fire Protection	507,681	\$626.79	229,014	\$285.23	278,667
1.358	Port Renfrew Fire Protection	64,131	\$197.08	53,425	\$164.71	10,706
1.360	Shirley Fire Protection	139,317	\$435.98	113,599	\$355.76	25,718
1.401	SEAPARC - Facilities & Recreation	268,313	\$76.47	254,596	\$71.76	13,717
1.403	SEAPARC - Swimming Pool	348,101	\$100.47	355,587	\$101.48	-7,486
1.408	JDF EA - Community Recreation	60,480	\$17.24	59,290	\$16.71	1,190
1.421	JDF - Parks & Rec - Ice Arena	5,620	\$37.63	5,300	\$35.02	320
1.422	JDF - Curling Rink	2,900	\$19.42	3,110	\$20.55	-210
1.423	JDF - Centennial Pool - Debt	2,486	\$16.65	2,738	\$18.09	-252
1.423	JDF - Centennial Pool - EA	7,350	\$49.22	7,630	\$50.42	-280
1.424	JDF - Juan de Fuca Park	6,640	\$44.46	10,510	\$69.45	-3,870
1.427	JDF - Sr. Citizens Centre	1,960	\$13.12	1,420	\$9.38	540
1.428	JDF - Community Recreation Progs.	9,790	\$24.19	10,760	\$26.73	-970
1.523	Port Renfrew Refuse Disposal	29,973	\$91.92	29,973	\$92.21	0
2.650	Port Renfrew Water	51,272	\$218.30	51,166	\$217.60	106
2.655	Snuggery Cove Water	31,788	\$217.61	31,801	\$211.91	-13
2.691	Wilderness Mountain	63,242	\$770.32	60,957	\$742.45	2,285
3.700	Septage Disposal - JDF Service Area	255	\$3.11	270	\$3.29	-15
3.755	Regional Source Control - Port Renfrew Sewer	691	\$7.38	679	\$7.29	12
3.850	Port Renfrew Sewer	39,914	\$426.30	39,914	\$428.53	0

**Salt Spring Island (BCAA Area F)**

<b>Electoral Area</b> Local/Specified/Defined Services		<b>2014</b> <b>SSI</b>	<b>Cost per Avg.</b> <b>Residential</b> <b>Assessment</b>	<b>2013</b> <b>SSI</b>	<b>Cost per Avg.</b> <b>Residential</b> <b>Assessment</b>	<b>Difference</b> <b>Increase/</b> <b>(Decrease)</b>
1.234	Salt Spring Island Street Lighting	19,500	\$3.00	19,484	\$3.00	16
2.620	SSI Highland Water System	37,158	\$144.11	37,158	\$144.11	0
2.621	Highland / Fernwood Water - SSI	55,000	\$161.07	50,000	\$146.43	5,000
2.624	Beddis Water	71,591	\$516.62	65,083	\$469.65	6,508
2.626	Fulford Water	74,785	\$612.80	74,785	\$612.80	0
2.628	Cedar Lane Water	21,653	\$585.18	21,653	\$585.18	0
2.660	Fernwood Water	19,494	\$236.80	29,813	\$362.14	-10,319
3.755	Regional Source Control - Ganges Sewer	5,534	\$6.93	5,217	\$6.53	317
3.755	Regional Source Control - Maliview Estates	605	\$6.40	601	\$6.36	4
3.810	Ganges Sewer	67,167	\$84.10	46,527	\$58.26	20,640
3.820	Maliview Estates Sewer System	28,835	\$305.24	28,835	\$305.24	0

**Southern Gulf Islands (BCAA Area G)**

<b>Electoral Area</b>		<b>Cost per Avg.</b>		<b>Cost per Avg.</b>		<b>Difference</b>
Local/Specified/Defined Services		<b>2014</b>	<b>Residential</b>	<b>2013</b>	<b>Residential</b>	<b>Increase/</b>
		<b>SGI</b>	<b>Assessment</b>	<b>SGI</b>	<b>Assessment</b>	<b>(Decrease)</b>
1.137	Galiano Island Library Service	54,200	\$24.51	77,880	\$35.43	-23,680
1.170	Gossip Island Electric Power Supply	53,600	\$24.24	57,250	\$26.05	-3,650
1.352	South Galiano Fire Protection	221,339	\$238.37	236,101	\$256.75	-14,762
1.356	Pender Fire Protection	849,148	\$334.92	840,493	\$332.60	8,655
1.359	N. Galiano Fire Protection	240,602	\$622.80	217,631	\$569.53	22,971
1.363	Saturna Is. Fire Protection	185,950	\$288.44	195,753	\$305.51	-9,803
1.364	N. Pender Fire - 2nd Service - Debt	45,028	\$20.36	45,016	\$20.48	12
1.465	Saturna Is Community Parks	25,880	\$40.27	18,190	\$28.48	7,690
1.468	Saturna Is Community Recreation	5,070	\$7.89	10,640	\$16.66	-5,570
1.475	Mayne Is Community Parks	60,440	\$35.20	64,540	\$37.78	-4,100
1.478	Mayne Is Community Rec	25,600	\$14.91	24,450	\$14.31	1,150
1.485	N & S Pender Community Parks	86,950	\$34.03	85,260	\$33.47	1,690
1.488	N & S Pender Community Rec	52,380	\$20.50	52,920	\$20.78	-540
1.495	Galiano Parks	50,960	\$38.80	49,990	\$38.45	970
1.498	Galiano Community Recreation	26,690	\$20.32	26,690	\$20.53	0
2.630	Magic Lakes Estate Water System	568,994	\$466.55	568,994	\$466.85	0
2.635	Magic Lakes Estate (2)	169,163	\$139.06	169,163	\$139.07	0
2.640	Saturna Island Water System	97,482	\$480.15	90,986	\$455.63	6,496
2.642	Skana Water	19,352	\$263.98	19,352	\$263.98	0
2.665	Sticks Allison Water	5,327	\$139.72	8,384	\$219.94	-3,057
2.667	Surfside Park Estates Water	33,153	\$269.71	33,153	\$269.78	0
3.755	Regional Source Control - Magic Lake Estates	3,128	\$4.35	2,612	\$3.63	516
3.830	Magic Lake Estates Sewer System	281,366	\$391.14	281,366	\$391.13	0

**REPORT TO ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 19, 2014**

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**SUBJECT     GARDOM POND SERVICE FEASIBILITY**

**ISSUE**

A request has been made to consider a new service establishment for the repair, ongoing maintenance and enhancements to fire suppression infrastructure around Gardom Pond Dam.

**BACKGROUND**

Under the Capital Regional District (CRD) New Service Request Toolkit (attachment 1), requests for potential new CRD services are vetted first through the Executive Leadership Team (ELT). This allows for a base line review of the service request and a better understanding of the implications to both the potential service recipients and to internal resources that may be required to support the service. This is the first new service request to go through this new feasibility process. The ELT has reviewed the request (attachment 2) and the next step is to request, through the Electoral Area Services Committee (EASC) and to the Board for funds from the Electoral Area Feasibility Fund to allow for a more complete and comprehensive analysis on the new service to take place.

Gardom Pond Dam is currently maintained by the six water licence holders that are situated on Gardom Pond. The CRD, through the Pender Island Parks and Recreation Commission, holds one of those licences. The dam has been identified as a high risk dam, due to the risk to residents below the dam and the significant impact a dam breach would cause. Currently the dam requires a substantial amount of investment to bring it up to a safe standard. The decision to either repair and maintain the dam, or to alternatively, decommission the dam is the responsibility of those six licence holders.

The CRD received a request from the Pender Island Fire Chief to consider the importance of Gardom Pond as a water source for fire suppression for the residents of Harbour Hill Road and Razor Point Road. The Fire Chief indicated that the loss of Gardom Pond would dramatically decrease the fire department's ability to maintain appropriate water flows at a fire in the area, as the next closest source is much farther away. The Fire Chief also noted that if the required upgrade of the dam were undertaken, they would include a spillway, which may allow a cost effective addition of fire suppression infrastructure, such as gravity fed hydrants which would greatly improve the level of fire suppression capabilities for the area.

A new service would look at the implications of proceeding with the required improvements to the dam and potential fire suppression enhancements, with the service area and costs to include those who receive beneficial use of the service. In this instance, this would include all those historically receiving beneficial use of the pond for fire suppression use which comprises the residents of Harbour Hill Road and Razor Point Road.

The Razor Point Road Improvement District also has an interest in the decision. They currently have a portion of their infrastructure for the residential water supply embedded in the dam and have improvements to that infrastructure in their capital plan. This improvement district includes many of the same residents potentially involved in a new service; however, there is no direct relationship between the Improvement District, its assets or service delivery and the Gardom Pond Dam service under consideration.

The analysis to date conducted by the ELT is high level and needs to undergo a much more comprehensive review to ensure all implications to the potential service participants are

understood. It will also review how to determine who will be in the service. This work will also include engagement with the affected residents to gauge support, address questions and provide clear understandings of the impacts of any decisions going forward.

Once the review is complete, a recommendation on how to proceed will be brought back through the EASC to the Board for consideration.

### **ALTERNATIVES**

That the Electoral Area Services Committee recommends to the Board that:

1. Funding up to \$35,000 be made available from the Electoral Area Services Feasibility Fund for the purpose of considering a new service to support use of Gardom Pond for fire suppression.
2. Staff not proceed with the feasibility study for Gardom Pond at this time.

### **IMPLICATIONS**

#### **Social Implications**

Currently the costs and decision making resides with only six of the water licence holders, rather than all those that potentially receive beneficial use of the pond. Removal of the pond could impact residents along Harbour Hill Road, including future developments north of the pond and the residents of Razor Point Road. Prior to a decision being made, the feasibility analysis will allow a considered look at who the potential participants of a service would be and at what level those participants should be involved in the repair, maintenance and any enhancement to the dam.

#### **Intergovernmental Implications**

The Province of British Columbia's Dam Safety Office has directed the water licencees to take action to improve the dam infrastructure or remove the dam. A decision needs to be made in 2014 so that the selected action can start to be implemented in 2015.

#### **Environmental Implications**

The pond does have areas noted as ecologically sensitive. Decommissioning of the dam would have a negative impact on these areas.

#### **Economic Implications**

The Electoral Area Feasibility Fund is maintained through requisition by the three Electoral Areas for the purpose of undertaking analysis prior to the consideration of a new service. Costs for the analysis from the feasibility fund are repaid by a new service, once it is established. If no service is established, there is no automatic repayment to the fund.

Costs for a feasibility analysis can vary greatly based on information available, level of community engagement, complexity of the service and other factors. In this case, it is expected that \$35,000 will provide coverage for staff resources, third party analysis if required, and support to engage stakeholders throughout the process.

The fund's current balance is \$62,000. There are no other identified projects currently attributed to this budget.

### **CONCLUSION**

The Gardom Pond Dam has been identified as a high risk dam and requires substantial upgrades at this time. Currently, decisions and costs regarding the dam are the direct responsibility of the six water licence holders surrounding Gardom Pond. CRD, through the Pender Island Parks and Recreation Commission, is one of those licence holders. These six licence holders are faced with either repairing the dam and maintaining it through ongoing



investment, or paying for the decommissioning of the pond and the dam. This decision will have a direct impact on those properties in close proximity if the dam and pond were to be removed.

Gardom Pond Dam has provided water for the purposes of fire suppression to the residents of Harbour Hill Road, Razor Point Road and other houses within close proximity. Loss of the pond would result in a dramatic increase in the time for the fire department to refill Water Tenders and make it difficult to maintain appropriate water flows in the event of a fire.

The feasibility fund is in place to provide for a comprehensive look at the financial, operational and legal options and implications around the creation of a CRD service. Cost for the analysis is paid back to the feasibility fund if a new service results.

**RECOMMENDATION**

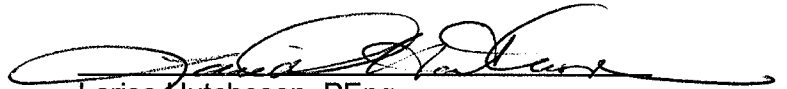
That the Electoral Area Services Committee recommends to the Board that:

1. Funding up to \$35,000 be made available from the Electoral Area Services Feasibility Fund for the purpose of considering a new service to support use of Gardom Pond for fire suppression.



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Travis Whiting  
Acting General Manager,  
Planning and Protective Services



---

Larisa Hutcheson, PEng  
General Manager,  
Parks and Environmental Services  
Concurrence



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Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

TW:tt

Attachments: 2



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**CAPITAL REGIONAL DISTRICT  
CORPORATE POLICY AND PROCEDURE**

Section	Board	
Subsection	Policies, Procedures, Manuals	0340-00
Title	STANDARD FOR ADOPTION OR REVIEW OF SERVICES FUNCTIONS	

**POLICY:**

Standard for Adoption or Review of Service Functions be adopted as a policy and be consistently applied for either the adoption or subsequent review of service functions undertaken by the Capital Regional District (CRD) Board.

All requests for establishment of a new service must be submitted, analyzed, and evaluated according to the procedure described in the CRD New Service Request Toolkit.

**PURPOSE:**

To identify:

- 1) Does the service function meet a clearly defined need or aspiration of the participating area(s) involved?
- 2) Does the service function meet the test of being deliverable at a reasonable cost level?
- 3) Has the regional district examined all possible alternatives the delivery of the service function?

This policy provides a procedure for diligent analysis and evaluation of new service requests in order to ensure establishment of sustainable services that align with the CRD’s mandate. The analysis will vary depending upon the service request drivers. These drivers include:

- Legislative requirement – A mandate imposed by a senior level of government or agency thereof;
- Corporate needs – A requirement resulting from the Board Strategic Plan or operational requirements;
- Community led initiative – A request from an existing service provider to move to the CRD for funding and/or operations and also a new initiative put forward by a community group, municipalities or elected officials.

**RESPONSIBILITIES:**

The CRD Corporate Officer will be responsible to receive the new service request. The CRD Executive Leadership Team will be responsible for the evaluation of the new service request through the applicable department area. The CRD Board will be responsible to approve the, implementation of the new service.

**SCOPE:**

This policy applies to all service requests submitted to the CRD.

**DEFINITIONS:**

CRD New Service Request Toolkit: Defines the resources and procedures for submitting, analyzing and evaluating a new service request (see Appendix A).

Feasibility study: The CRD has a service for feasibility funding for potential new electoral area only services and for new broader regional service considerations.

Funding: Regional District services must define who the participants are (municipalities, electoral areas, portions thereof) and the sources of revenue (fees, tax requisition, etc.)

Approval Date:	May 10, 2000	Approved By:	Moved by Director Amos, Seconded by Director Rice
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			

## D. NEW SERVICE REQUEST WORKSHEET

Please provide as much information as possible concerning the proposed new service by answering the questions below.

### New Service Description and Rationale

#### 1. What is the purpose of the service?

To ensure the continuance of Gardom Pond as a key water source for fire protection to the residents of Razor Point Road and Harbour Hill Road. Establishment of a service would allow for investment in repairing and maintaining Gardom Pond Dam and enhancing fire protection infrastructure through gravity fed standpipes or hydrants along Razor Point Road, lessening the requirement for shuttling of water from Gardom Pond.

Loss of Gardom Pond as a water source would require water to be shuttled from a further distance, reducing the level of fire protection to residents of Harbour Hill Road and Razor Point Road.

**Update** - Participants of the service would be those receiving direct beneficial use from the existence of Gardom Pond Dam, focused primarily on its role in fire protection for those homes. This would include all those currently receiving its beneficial use which are the residents of Razor Point Road and Harbour Hill Road.

#### 2. How does the service relate to the CRD's mandate?

This service would support local fire protection administered through Pender Fire Department, while also protecting an ecologically sensitive area.

#### 3. Which description below best describes the type of service proposed?

- A contribution service by which CRD provides operating funding  
 A service owned and operated by the CRD  
 A service owned by the CRD and operated by a third party on contract  
 Other: please describe:

#### 4. Who will benefit from the service? Identify the municipalities and/or electoral area(s) that would be contributing to funding the service. If the proposed service area is the same as for an existing CRD service, please identify that service.

The direct beneficiaries of the service will be the residents of Razor Point Road and Harbour Hill Road who would receive enhanced fire protection. These residents are within the service area of Pender Fire, but do not currently have water infrastructure that would support fire suppression without Gardom Pond.

#### 5. Explain why the proposed service will be effective if responding to the identified need?

Currently the decisions regarding the maintenance or elimination of Gardom Pond resides exclusively within the six water licence holders on Gardom Pond. The CRD, through the local parks commission, is one of the six water licence holders responsible for the dam which creates

Gardom Pond. Establishing the service will allow all beneficiaries of the enhanced fire protection to take part.

**6. What evidence is there to demonstrate community need and support for the service? (E.g.: Petition for Electoral Area services as per Section 797.4 of the LGA).**

We have received a briefing note prepared by the Pender Island Fire Chief. Parks staff has been in contact with Razor Point residents, but no formal discussions have taken place.

Parks staff has also been in contact with the other water licence holders for Gardom Pond and indicate support for keeping Gardom Pond and its dam in place.

**Update** - A letter received February 14 by Parks indicates that they would like to have discussions on this project, especially in relation to their need to upgrade the pipe that currently runs through the dam.

**7. How would you characterize the community's current understanding/expectations concerning the implications of the service in terms of cost, service level, and service management?**

Only initial discussions have taken place with the community. Water licence holders have been in receipt of cost estimates from AECOM in regards to either repairing the dam and required spillway or removing the dam and reducing Gardom Pond to its original state (wetland).

**Update** - There has been no formal engagement. There are significant implications to all potential stakeholders, including spreading future liability for the dam across a larger number of residents. Razor Point Improvement District has a distinct interest in this moving forward, whichever direction is chosen, as they require capital upgrades to their infrastructure which would include portions within Gardom Pond Dam.

## Service Cost and Operation

**8. Does the new service involve capital expenditures?  YES  NO**  
If YES, specify the expenditures and their approximate costs.

- AECOM has provided a quote of 940K to repair the dam and associated spillway.
  - Additional costs for hydrant or standpipe infrastructure has not been estimated.
- Removal of the dam is estimated at 400K

**9. What is the estimated annual operating cost of the service?**

Estimated annual operating costs are \$11k - \$15k, plus costs for maintaining the fire enhancements based on the comments below:

*An estimate of annual operating costs has been provided by Sigi Gudavicius. He notes:*

*Gardom Pond dam annual inspection costs, which include a weekly visit by IWS operators on Pender Island and an annual inspection by our Fraser Hall, Lead Dam*

*Safety Technician, are about \$5,000 (\$4,000 for the weekly visits and \$1,000 for the annual inspection).*

*There may be additional maintenance costs such as mowing the lawn on the dam. Dams are supposed to have minimal vegetation so you can see items like cracks and leaks easily.*

*He also noted:*

*Last year a leak developed in a pipe which was installed in the top metre of the dam. While the Razor Point Improvement District picked the costs for repair, Fraser Hall had to go out there to check on the leak and the dam (to make sure the dam was not compromised because of the leak). These sorts of things can happen unexpectedly, so you may want to add a contingency.*

*Brad Drew recommended an overall contingency in the area of \$6k - \$10K be budgeted.*

*The comments above do not include operational costs for the "fire enhancements" such as hydrants which would also require annual regular maintenance, potentially through CRD Water or Pender Island Fire.*

**10. Please provide as much information as possible concerning ownership, operation and management of the service:**

QUESTION	Please select one or both as applicable. Space for additional comments is provided below.	
	CRD	OTHER: Please describe.
Who will own the assets of the service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Who will maintain the assets of the service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Who will manage the service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional comments:

**11. Will a local organization be involved in the service?  YES  NO**  
If YES, what role would it have?

Potentially, the Razor Point Improvement District which maintains a well and potable water system to residents of Razor Point Road (not Harbour Hill Road) may be involved, initially as a communication pathway to local stakeholders.

**Update** – Pender Fire Department has distinct interest in the pond as a water supply for fire suppression to that area of the island. Maintaining the pond as is allows for a reasonable turnaround time for shuttling water in the event of a fire. The potential to move to gravity fed hydrants along Razor Point Road would add significantly to the fire protection in that area, potentially positively impacting insurance rates for participants in that area.

**12. Describe how the service would be able to respond to the changing needs of a growing community.**

This area has been developed to include many large homes and is still subject to further subdivision on the north side of Gardom Pond. Timely fire protection for this area is subject to accessing Gardom Pond as there is no other standing water source in the immediate area.

**13. By when is the service required? (DD/MM/YY)**

A decision on the future of the dam is required in a timely manner as the provincial Dam Supervisor has determined this to be a high consequence dam requiring repair.

**Update** – further timing pressure has been added through correspondence received by Parks from Razor Point Improvement District notifying us that a delay in making a decision on this is impacting their ability to undertake capital improvements noted in their Capital Plan.

**14. Who is the primary contact for this service request?**

NAME: Travis Whiting	TEL.: 250.360.3186
ORGANIZATION: CRD	E-MAIL: <a href="mailto:twhiting@crd.bc.ca">twhiting@crd.bc.ca</a>



**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 19, 2014**

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**SUBJECT COMMUNITY WORKS FUND ALLOCATION - DEVELOPMENT OF A SALT SPRING ISLAND (SSI) CYCLING AND PEDESTRIAN TRAIL MAP**

**ISSUE**

The Southern Gulf Islands Community Economic Development Commission (SGI CEDC) has invited the Salt Spring Island Community Economic Development Commission (SSI CEDC) to participate in the "*Experience the Gulf Islands*" initiative through development of a cycling and pedestrian trail map that is complementary to the SGI cycling and pedestrian trail planning project currently in progress.

**BACKGROUND**

The SGI CEDC is implementing the "*Experience the Gulf Islands*" initiative, which includes the development of an SGI-wide cycling and pedestrian trail plan that provides an active transportation network connecting Salt Spring Island (SSI), Vancouver Island, and the Mainland as key elements. With a contribution of \$60,000 from SGI's portion of community works funds (as authorized by the CRD Board in December, 2012), this plan is being prepared for Galiano, Mayne, Pender and Saturna islands, and is supported in the Regional Parks Strategic Plan.

SSI CEDC now has an opportunity to build on this work by developing a complementary trail map for SSI. Together, SGI and SSI will then be well prepared to promote the "*Experience the Gulf Islands*" concept and to connect its active transportation routes with other regional and national initiatives, such as TCT.

The SSI CEDC, at its January 27, 2013 meeting, passed a motion recommending that the CRD work with groups on SSI to integrate a compatible SSI pedestrian and cycling trail map with the SGI project; and further requested a funding contribution in the amount of \$25,000 from the SSI portion of the Gas Tax Community Works Fund (CWF) to develop the trail map.

**ALTERNATIVES**

That the Electoral Area Services Committee recommends to the Regional Parks Committee that:

- 1) The CRD Board authorize the development of a cycling and pedestrian trail map for Salt Spring Island (SSI) to integrate with the "*Experience the Gulf Islands*" initiative, with a contribution of \$25,000 from the SSI portion of the Gas Tax Community Works Fund.
- 2) The Community Economic Development Commission determine an alternative source of funds for developing the Salt Spring Island cycling and pedestrian trail map.



**IMPLICATIONS**

Development of an SSI cycling and pedestrian trail map aligns with the SSI-CEDC objectives of enhancing social, economic, and environmental sustainability; it is also considered an eligible project for Gas Tax funding under the "capacity building" category of the Gas Tax Agreement.

The proposed project falls under the CRD Parks and Community Services mandate, and it is supported in the CRD Regional Parks Strategic Plan. Operationally, CRD Regional Parks can provide administrative oversight of the project as an extension of the work it is already doing on the complementary SGI cycling and pedestrian trail planning initiative.

Funds for development of the SSI cycling and pedestrian trail map are available in the SSI's portion of the Gas Tax CWF. The SSI Electoral Area Director supports the allocation of \$25,000 from SSI's portion of the Gas Tax CWF for this project.

**CONCLUSION**

The SGI CEDC has invited the SSI CEDC to collaborate on developing the "Experience the Gulf Islands" initiative by developing a map of cycling and pedestrian trails which is complementary to the SGI cycling and pedestrian plan.

The proposed project builds on the work CRD Regional Parks is doing to develop the SGI cycling and pedestrian trail plan. It is eligible for funding under the Gas Tax Agreement, and the SSI Electoral Area Director supports the allocation of \$25,000 from the SSI's remaining portion of the Gas Tax CWF to this project.

**RECOMMENDATION**

That the Electoral Area Services Committee recommends to the Regional Parks Committee that:

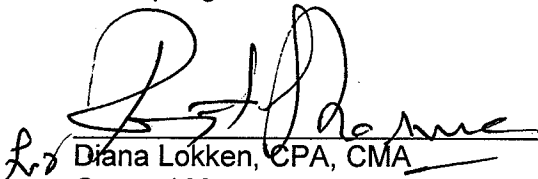
The CRD Board authorize the development of a cycling and pedestrian trail map for Salt Spring Island (SSI) to integrate with the Experience the Gulf Islands initiative, with a contribution of \$25,000 from the SSI portion of the Gas Tax Community Works Fund.



Karla Campbell  
Senior Manager,  
Salt Spring Island Electoral Area



Larisa Hutcheson, P. Eng.  
General Manager  
Parks & Environmental Services  
Concurrence



Diana Lokken, CPA, CMA  
General Manger  
Finance and Technology Dept.  
Concurrence



Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

**REPORT TO ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 19, 2014**

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**SUBJECT      COMMUNITY WORKS FUND – ACTIVE TRANSPORTATION INNOVATIVE  
INFRASTRUCTURE FUNDING PROGRAM APPLICATION**

**ISSUE**

Consider a request for an allocation of the Juan de Fuca (JdF) Electoral Area (EA) Community Works Fund (Federal Gas Tax Rebate program) to contribute funding towards an application to the Capital Regional District's (CRD) Active Transportation Innovative Infrastructure Funding Program.

**BACKGROUND**

The Active Transportation Innovation Infrastructure Funding Program is available to local governments in the CRD to advance innovative active transportation infrastructure across the region (Appendix 1). Funding contributions of up to \$75,000, or 75% of project costs, are available to support municipalities and electoral areas to:

- resolve an existing barrier to walking and cycling in the community;
- increase safety and the perception of safety for cyclists and pedestrians;
- increase universal accessibility for a range of users and abilities; and/or
- increase walking and/or bike ridership.

Local governments in the CRD can submit up to two applications for funding. The application deadline is April 18, 2014 and projects are to be completed by March 31, 2015. The Pedestrian and Cycling Master Plan (PCMP) Adjudication Working Group will evaluate applications based on a number of factors including: alignment with the 2011 PCMP, need and impact, cost effectiveness, visibility and partner cooperation.

The JdF EA has requested innovative active transportation proposals from the JdF EA Parks & Recreation Advisory Committee as well as local groups and associations. All proposals received will be reviewed with the Electoral Area Director to identify two candidate projects to bring forward to the April Electoral Area Services Committee (EASC).

As the maximum Active Transportation Innovation Infrastructure Funding for each project is \$75,000, each project accepted by the EASC would need to access a maximum of \$18,750 in Community Works funding. Due to the short deadlines for proposal submissions staff is requesting Board approval in principle for the Community Works Funding in order to be able to financially support innovative active transportation proposals chosen by the PCMP Adjudication Working Group.

**ALTERNATIVES**

That the Electoral Area Services Committee recommends to the Capital Regional District Board:

1. That the Board authorize in principle contributions from the JdF EA Community Works Fund to support projects proposal to the Active Transportation Innovative Infrastructure Funding Program to a maximum of \$18,750 per application.
2. That CRD staff determine an alternative source of funds for this project.

**FINANCIAL IMPLICATIONS**

It is proposed that funding (maximum of \$18,750 per application) be allocated from the Community Works Fund received from the Federal Gas Tax Rebate program through the Union of British Columbia Municipalities. The funds will be used to contribute 25% towards an application to the Active Transportation Innovative Infrastructure Funding Program.

**SUMMARY**

The Active Transportation Innovation Infrastructure Funding Program is now accepting applications for pedestrian and cycling infrastructure in the CRD. The JdF EA will be bringing forward two candidate projects to the April EASC to be considered as applications to the PCMP Adjudication Working Group. However, due to the short application deadline, staff is requesting Board approval

in principle for the Community Works Funding to support innovative active transportation proposals to a maximum of \$18,750 per project.

**RECOMMENDATION**

That the Electoral Area Services Committee recommends that the Capital Regional District Board:

1. That the Board authorize in principle contributions from the Juan de Fuca Electoral Area Community Works Fund to support projects proposal to the Active Transportation Innovative Infrastructure Funding Program to a maximum of \$18,750 per application.



Emma Taylor, MA  
Planner



June Klassen, MCIP, RPP  
Manager Local Area Planning  
Concurrence



Travis Whiting  
Acting General Manager  
Planning and Protective Services  
Concurrence



Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

Attachment: 1



## **Capital Regional District (CRD)** **Active Transportation** **Innovative Infrastructure** **Funding Program Application**

### **Introduction:**

The CRD Active Transportation Innovative Infrastructure Funding Program is dedicated to advancing the goals identified in the Pedestrian and Cycling Master Plan (PCMP) by advancing innovative active transportation infrastructure across the region.

Funding contributions of up to **\$75,000** are available to support municipalities and electoral areas under the PCMP Implementation Pilot Project, funded by the UBCM- Federal Gas Tax Transfer Agreement and the Capital Regional District.

The program aims to support local projects which:

- Resolve an existing barrier to walking and cycling in the community;
- Increase safety and the perception of safety for cyclists and pedestrians;
- Increase universal accessibility for a range of users and abilities; and/or
- Increase walking and/or bike ridership.

All projects must be designed for public use and benefit, and must demonstrate some level of innovation. Innovation in this program is defined as a new type of cycling or pedestrian infrastructure that has not been applied within the particular community making the application for funding.

Examples of innovative projects may include, but are not limited to: pavement markings and paint treatments, self-serve bicycle repair kitchens, pedestrian amenities, traffic gardens for children, cyclist foot rests at intersections, bicycle pump stations, pedestrian/cyclist-actuated or priority signals, transit/ferry-integrated bicycle storage and multi-modal connections, intersection lighting, traffic calming, pedestrian and cyclist information kiosks, mobile bike parking corrals, and bike sharing stations.

### **Application Process and Schedule:**

February 05, 2014	Application made available to CRD local governments via the PCMP Advisory Committee
April 18, 2014	Application Deadline (4:30 PM)
May 9, 2014	Funding Announcement



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ITEM 8

**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 19, 2014**

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**SUBJECT BYLAW NO. 3907 – HIGHLAND AND FERNWOOD WATER SYSTEM  
CAPITAL RESERVE FUND**

**ISSUE**

The need to establish a capital reserve fund for the Highland and Fernwood Water Service.

**BACKGROUND**

At its December 8, 2010 meeting, the Capital Regional District (CRD) Board approved establishment of the Highland Fernwood Water Service (Bylaw 3753) for servicing the debt related to construction of the new Highland Fernwood water treatment plant. Following completion of this construction project, the CRD Board adopted amendment Bylaw 3878 at its August 14, 2013 meeting to expand the service's scope, as originally intended, to include the operation of the Highland and Fernwood water system and its future capital works.

To help provide for long-term sustainability of this service, it is now timely to establish a capital reserve fund. CRD services use capital reserve funds, established by bylaw, to help accumulate resources for future capital expenditures. Periodically, services transfer either budgeted or operating surplus funds to a capital reserve fund.

The practice of building capital reserves for funding ongoing infrastructure renewal is essential to ensuring long-term sustainability of infrastructure dependent CRD services.

**ALTERNATIVES**

That the Electoral Area Services Committee recommend to the CRD Board that:

1. Bylaw No. 3907, "Highland and Fernwood Water Service Capital Reserve Fund Bylaw No. 1, 2014" be introduced and read a first and second time, read a third time, and adopted.
2. The surplus funds be carried forward as surpluses and offset as contingencies and the capital reserve fund bylaws not be adopted.

**FINANCIAL IMPLICATIONS**

Reserve funds provide a readily available source of funding for capital expenditures. Fund balances earn interest. By transferring unused funds at year end to a reserve fund, the service is more likely to accumulate the resources required for future capital expenditures.

Establishment of a reserve fund does not affect the service budget; it simply provides the Commission with a financial management tool to help ensure the service's long-term sustainability.

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**CONCLUSION**

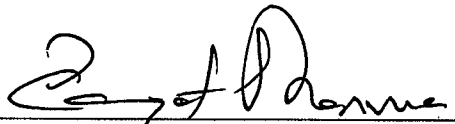
The practice of building capital reserves for funding ongoing infrastructure renewal is essential to ensuring the long-term sustainability of infrastructure-dependent CRD services. As with all capital reserve funds, the resources to build the Highland and Fernwood Capital Reserve Fund can either be part of the budget or result from an operating surplus. The terms of the proposed bylaw specify the kinds of expenditures that are allowed. As well, the reserve funds earn interest.

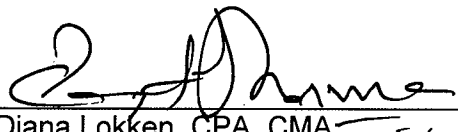
Establishment of a reserve fund does not affect the service budget; it simply provides the Commission with a financial management tool to help ensure the service's long-term sustainability.


**RECOMMENDATION**

That the Electoral Area Services Committee recommend to the CRD Board that:

Bylaw No. 3907, "Highland and Fernwood Water Service Capital Reserve Fund Bylaw No. 1, 2014" be introduced and read a first and second time, read a third time, and adopted.

  
Rajat Sharma, MBA, CMA  
Senior Manager, Financial Services

  
Diana Lokken, CPA, CMA  
General Manager  
Finance and Technology Dept.  
Concurrence

  
Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

Attachment: Bylaw No. 3907

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3907**

\*\*\*\*\*

**A BYLAW TO ESTABLISH A CAPITAL RESERVE FUND  
FOR THE HIGHLAND AND FERNWOOD WATER SERVICE**

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 3753 "Highland and Fernwood Water Service Establishment Bylaw No.1, 2010", as amended, the Capital Regional District established a local service for operating a water supply system in the Highland and Fernwood Water Service area within the electoral area of Salt Spring Island under Sections 800 and 801.5 of the *Local Government Act*;
- B. Pursuant to Section 814(4) of the *Local Government Act*, the Board of the Regional District is empowered by Section 188 of the *Community Charter*, to establish a reserve fund for expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments;
- C. It is deemed desirable to establish a reserve fund for the Highland and Fernwood Water Service Local Service Area to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

**NOW THEREFORE** the Board of the Capital Regional District enacts as follows:

- 1. There shall be and is hereby established a capital reserve fund pursuant to the provisions of Section 188 of the *Community Charter* to be known as the "Highland and Fernwood Water Service Capital Reserve Fund".
- 2. Monies in the reserve fund will be used to provide for capital works, including the planning, study, design, construction of water facilities, conveyance, treatment, storage, distribution of water, land purchases, machinery or equipment necessary for the extension or renewal of existing capital works and related debt servicing payments.
- 3. Surplus monies from the operation of the water service may be paid from time to time into the reserve fund.
- 4. This Bylaw may be cited as the "Highland and Fernwood Water Service Capital Reserve Fund Bylaw No. 1, 2014".

READ A FIRST TIME THIS	th	DAY OF	2014
READ A SECOND TIME THIS	th	DAY OF	2014
READ A THIRD TIME THIS	th	DAY OF	2014
ADOPTED THIS	th	DAY OF	2014

\_\_\_\_\_  
CHAIR

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



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**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 19, 2014**

---

**SUBJECT**     **BYLAW NO. 3943 – CAPITAL RESERVE FUND FOR THE SALT SPRING ISLAND COMMUNITY TRANSPORTATION SERVICE**

**ISSUE**

The need to establish a capital reserve fund for the Salt Spring Island (SSI) Community Transportation Service.

**BACKGROUND**

At its meeting of February 18, 2014, the SSI Transportation Commission adopted a resolution for establishment of a capital reserve fund.

*That the Salt Spring Island Transportation Commission establish a capital reserve fund to provide for expenditures related to capital infrastructure works.*

*CARRIED*

Capital Regional District (CRD) services use capital reserve funds, established by bylaw, to help accumulate resources for future capital expenditures. Periodically, services transfer either budgeted or operating surplus funds to their respective capital reserve fund. The practice of building capital reserves for funding ongoing infrastructure renewal is essential to ensuring long-term sustainability of infrastructure-dependent CRD services.

The SSI Electoral Area Director concurs with the establishment of this proposed capital reserve fund.

**ALTERNATIVES**

That the Electoral Area Services Committee recommends to the CRD Board that:

1. Bylaw No. 3943, "Salt Spring Island Community Transportation Capital Reserve Fund Bylaw No. 1, 2014" be introduced and read a first and second time, read a third time, and adopted.
2. The surplus funds be carried forward as surpluses in each service budget and be offset as contingencies, and that the proposed capital reserve fund bylaws not be adopted.

**FINANCIAL IMPLICATIONS**

Capital reserve funds provide a readily available source of funding for capital expenditures. Fund balances earn interest. By transferring unused funds at year end to a reserve fund, services are more likely to accumulate the required resources for future capital expenditures.

**CONCLUSION**

The practice of building capital reserves for funding ongoing infrastructure renewal is essential to ensuring the long-term sustainability of infrastructure-dependent CRD services. As with all



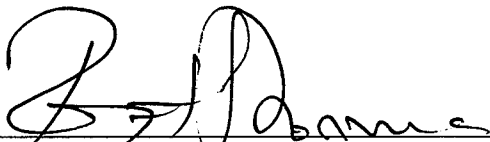
capital reserve funds, the resources to build the proposed capital reserve funds can either be part of the respective service’s budget or result from an operating surplus. The terms of the proposed bylaws specify the kinds of expenditures that are allowed with the reserve funds.

The SSI Electoral Area Director concurs with the establishment of the proposed capital reserve fund.

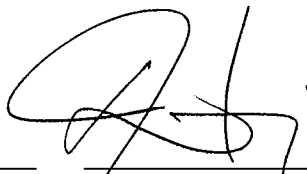
**RECOMMENDATION**

That the Electoral Area Services Committee recommends to the CRD Board that:

1. Bylaw No. 3943, “Salt Spring Island Community Transportation Service Capital Reserve Fund Bylaw No. 1, 2014” be introduced and read a first and second time, read a third time, and adopted.



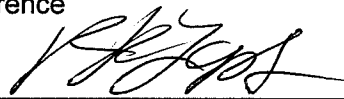
Rajat Sharma, MBA, CMA  
Senior Manager, Financial Services



Travis Whiting  
Acting General Manager  
Planning and Protective Services  
Concurrence



Diana Lokken, CPA, CMA  
General Manager  
Finance and Technology Department  
Concurrence



Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

Attachment: Bylaw No. 3943

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3943

\*\*\*\*\*
A BYLAW TO ESTABLISH A CAPITAL RESERVE FUND
FOR THE SALT SPRING ISLAND COMMUNITY TRANSPORTATION SERVICE
\*\*\*\*\*

WHEREAS:

- A. Under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", the Capital Regional District established a service for the purpose of providing a public passenger transportation system as defined in the British Columbia Transit Act as a community transit service on Salt Spring Island together with a service to address transportation needs within the Electoral Area;
B. Pursuant to Section 814(4) of the Local Government Act, the Board of the Regional District is empowered by Section 188 of the Community Charter to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;
C. It is deemed desirable to establish a reserve fund for the Salt Spring Island Community Transportation Service to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

NOW THEREFORE the Board of the Capital Regional District enacts as follows:

- 1. There shall be and is hereby established a capital reserve fund pursuant to the provisions of Section 188 of the Community Charter to be known as the "Salt Spring Island Community Transportation Service Capital Reserve Fund".
2. Surplus monies from the operation of the service may be paid from time to time into the reserve fund.
3. Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.
4. This Bylaw may be cited as the "Salt Spring Island Community Transportation Capital Reserve Fund Bylaw No. 1, 2014".

READ A FIRST TIME THIS th DAY OF 2014
READ A SECOND TIME THIS th DAY OF 2014
READ A THIRD TIME THIS th DAY OF 2014
ADOPTED THIS th DAY OF 2014

CHAIR

CORPORATE OFFICER



**REPORT TO ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 19, 2014**

---

**SUBJECT      BYLAW NO. 3947 – TRANSFER OF FUNDS TO THE NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE CAPITAL RESERVE FUND**

**ISSUE**

This report seeks approval to authorize the transfer of monies from the Galiano Community Use Building Capital Reserve Fund to the North Galiano Island Fire Protection and Emergency Response Capital Reserve Fund.

**BACKGROUND**

Construction of the Galiano Community Use Building was substantially completed in 2013 at a cost of \$1,011,810. This is below the projected cost of \$1,280,000 upon which \$600,000 was borrowed to fund the project. Given that the project was completed under budget, the excess amount of the loan - \$290,000 - is in the Galiano Community Use Capital Reserve Fund (CRF) as an unappropriated balance.

With the North Galiano Firehall now under construction and requiring a loan, it is timely to transfer the unappropriated borrowed funds currently in the Galiano Community Use Building CRF to the North Galiano Island Fire Protection and Emergency Response CRF. The latter service will assume the debt servicing cost of the transferred funds.

The Southern Gulf Islands Electoral Area Director concurs with this capital reserve fund transfer that the proposed Bylaw No. 3947 would enable.

**ALTERNATIVES**

That the Electoral Area Services Committee recommend to the Board that:

1. Bylaw No. 3947 cited as the "North Galiano Island Fire Protection and Emergency Response Capital Reserve Fund Transfer Bylaw No. 1, 2014" be introduced and read a first and second time, read a third time and adopted;
2. Bylaw No. 3947 be deferred pending further information from staff.

**IMPLICATIONS**

The proposed bylaw will transfer unappropriated borrowed funds from the Galiano Community Use Building Service to the North Galiano Island Fire Protection and Emergency Response Service so that they can be used to finance construction of the new firehall now in progress; the latter service would assume the debt servicing cost of the transferred funds.

**CONCLUSION**

The Galiano Community Use Building Capital Reserve Fund has an unappropriated balance of \$290,000 which results from remaining borrowed funds for construction of the Galiano Community Use Building that came in under budget. This is a timely opportunity to transfer these borrowed funds to finance construction of the North Galiano Firehall now in progress. The participating area for the North Galiano Firehall will assume the debt servicing cost for these transferred funds.

**RECOMMENDATION**

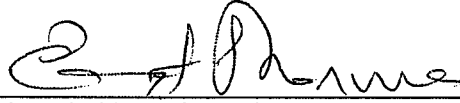
That the Electoral Area Services Committee recommend to the CRD Board that:

Bylaw No. 3947 cited as the “North Galiano Island Fire Protection and Emergency Response Capital Reserve Fund Transfer Bylaw No. 1, 2014” be introduced and read a first and second time, read a third time and adopted.



Rajat Sharma, MBA, CMA  
Senior Manager, Financial Services

for



Diana Lokken, CPA, CMA  
General Manager, Finance and Technology Dept.  
Concurrence



Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

Attachment: Bylaw 3947

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3947

\*\*\*\*\*
A BYLAW TO AUTHORIZE THE TRANSFER OF MONIES FROM THE
GALIANO ISLAND COMMUNITY USE BUILDING CAPITAL RESERVE FUND (CRF) TO THE
NORTH GALIANO ISLAND FIRE PROTECTION AND EMERGENCY RESPONSE CRF
\*\*\*\*\*

WHEREAS:

- A. By Bylaw No. 3944, the Regional District established the North Galiano Island Fire Protection and Emergency Response Capital Reserve Fund;
B. By Bylaw No. 3939, the Regional District established the Galiano Island Community Use Building Capital Reserve Fund;
C. The Regional District is empowered by Section 189 of the Community Charter to transfer all or part of the amount in one reserve fund to another reserve fund;
D. There is an unappropriated balance in the Galiano Island Community Use Building Capital Reserve Fund, which amounts to \$290,000 (Two Hundred Ninety Thousand Dollars);
E. It is deemed desirable to transfer all of the monies to the North Galiano Island Fire Protection and Emergency Response Capital Reserve Fund for or in respect of capital projects and land, machinery or equipment necessary for the capital projects, and extension or renewal of existing capital works.

NOW THEREFORE, the Board of the Capital Regional District enacts as follows:

- 1. The sum of \$290,000 (Two Hundred Ninety Thousand Dollars) shall be transferred to the North Galiano Island Fire Protection and Emergency Response Capital Reserve Fund for or in respect of capital projects and land, machinery or equipment necessary for the capital projects, and extension or renewal of existing capital works.
2. This bylaw may be cited as the "North Galiano Island Fire Protection and Emergency Response Capital Reserve Fund Transfer Bylaw No. 1, 2014".

READ A FIRST TIME THIS th day of 2014
READ A SECOND TIME THIS th day of 2014
READ A THIRD TIME THIS th day of 2014
ADOPTED THIS th day of 2014

CHAIR

CORPORATE OFFICER



Making a difference...together

**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 19, 2014**

---

**SUBJECT BYLAW NO. 3948 – CEDARS OF TUAM WATER SYSTEM LOCAL SERVICE  
AREA CAPITAL RESERVE FUND AMENDMENT**

**ISSUE**

The need to amend the capital reserve fund bylaw to include capital works related debt servicing costs in the fund's specified purpose definition.

**BACKGROUND**

In March, 2004, the Capital Regional District established a capital reserve fund for the Cedars of Tuam Water System Local Service (Bylaw No. 3136); at that time, debt servicing costs related to capital works could not be covered by a reserve fund.

Since then, the *Local Government Act* (LGA) has been amended to broaden the definition of reserve funds. Pursuant to Section 814(4) of the *Local Government Act* (LGA), the Board is empowered by Section 188 (1) of the *Community Charter* "to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund". This broader definition enables the use of reserve funds for covering debt servicing costs directly related to the specified purpose for which the reserve fund was established.

The proposed bylaw amends the Cedars of Tuam Water System Local Service Area Capital Reserve Fund bylaw to add capital works related debt servicing costs to the fund's specified purpose definition.

**ALTERNATIVES**

That the Electoral Area Services Committee recommend to the CRD Board that:

1. Bylaw No. 3948, "Cedars of Tuam Water System Local Service Area Capital Reserve Fund Bylaw No. 1, 2004, Amendment Bylaw No. 1, 2014" be introduced and read a first and second time, read a third time, and adopted.
2. Bylaw No. 3948 be deferred pending further information from staff.

**FINANCIAL IMPLICATIONS**

The proposed bylaw amendment does not affect the service budget; it simply clarifies the full range of allowable expenditures related to the specified purpose of the capital reserve fund, including capital works related debt servicing costs. Accordingly, this aligns financial management of the fund with the provisions of the LGA, which in turn supports the Commission's efforts to ensure the service's long-term sustainability.

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**CONCLUSION**

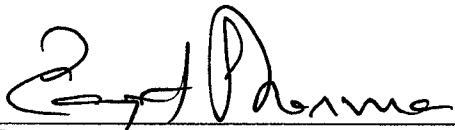
Since the Cedars of Tuam Water System Local Service Area Capital Reserve Fund was established, the LGA has been amended to broaden the definition of a reserve fund. This enables the inclusion of capital works related debt servicing costs in the specified purpose definition of a capital reserve fund bylaw, as is proposed in the bylaw amendment.

The bylaw amendment does not impact the service budget; it simply aligns administration of the reserve fund with the provisions of the LGA, which in turn ensures the fund serves as a helpful tool for the Commission to ensure the service's long-term sustainability.

**RECOMMENDATION**

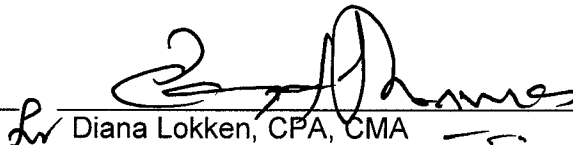
That the Electoral Area Services Committee recommend to the CRD Board that:

Bylaw No. 3948, "Cedars of Tuam Water System Local Service Area Capital Reserve Fund Bylaw No. 1, 2004, Amendment Bylaw No. 1, 2014" be introduced and read a first and second time, read a third time, and adopted.



---

Rajat Sharma, MBA, CMA  
Senior Manager, Financial Services



---

Diana Lokken, CPA, CMA  
General Manager  
Finance and Technology Dept.  
Concurrence



---

Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

Attachment: Bylaw No. 3948

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3948**

\*\*\*\*\*  
**A BYLAW TO AMEND BYLAW NO. 3136 TO INCLUDE CAPITAL WORKS RELATED  
DEBT SERVICING PAYMENTS AS AN ELIGIBLE EXPENDITURE**  
\*\*\*\*\*

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 3136, "Cedars of Tuam Water System Local Service Area Capital Reserve Fund Bylaw No. 1, 2004", is amended as follows:
  - (a) By removing recital "C" in the preamble of the bylaw and replacing it with:

"C. It is deemed desirable to establish a reserve fund for the Cedars of Tuam Water System Local Service Area to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments."
  - (b) By adding Section 2:

"2. Monies in the reserve fund will be used to provide for capital works, including the planning, study, design, construction of water facilities, conveyance, treatment, storage, distribution of water, land purchases, machinery or equipment necessary for the extension or renewal of existing capital works and related debt servicing payments."
  - (c) By renumbering Section 2 to Section 3;
  - (d) By renumbering Section 3 to Section 4.
2. This Bylaw may be cited as "Cedars of Tuam Water System Local Service Area Capital Reserve Fund Bylaw No. 1, 2004, Amendment Bylaw No. 1, 2014".

READ A FIRST TIME THIS	th	day of	2014
READ A SECOND TIME THIS	th	day of	2014
READ A THIRD TIME THIS	th	day of	2014
ADOPTED THIS	th	day of	2014

\_\_\_\_\_  
CHAIR

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





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**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 19, 2014**

---

**SUBJECT**     **BYLAWS NO. 3924 AND 3925 - FEES AND CHARGES UPDATE FOR UTILITIES WITHIN THE THREE ELECTORAL AREAS**

**ISSUE**

The fees and charges for utilities within the three Electoral Areas need to be updated.

**BACKGROUND**

On an annual basis and subsequent to the service budget review process, CRD staff propose amendments to the two Electoral Area utilities fees and charges bylaws so that they align with the service budgets for the forthcoming year. The service commissions have all recommended their respective 2014 budgets, inclusive of the fees and charges changes in the proposed bylaw amendments, for Board approval.

The first quarter billing for 2014 is scheduled for invoicing in the first week of April. The proposed rates require Board review and approval prior to taking effect in the billing process.

**ALTERNATIVES**

That the Electoral Area Services Committee recommend to the CRD Board that:

1. a) Bylaw No. 3924, 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. 2, 2014" be introduced and read a first and second time, read a third time and adopted.  
  
b) Bylaw No. 3925, cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2014" be introduced and read a first and second time, read a third time and adopted.
2. Bylaws No. 3924 and 3925 be referred back to the local service committees for further review.

**FINANCIAL IMPLICATIONS**

Fees and charges remain the same as 2013, except for 3 services where increases are required due primarily to: fund higher troubleshooting and operating costs of a new water treatment plant in 2013 (18% increase); and high emergency repairs in 2013 for a sewer service (33% increase). It is important to note that there is one water service for which the 2014 rate will be reviewed by the Commission on March 17, 2014. A final updated rate schedule will be circulated for inclusion with the bylaw at the March 19, 2014 EASC meeting.

The bylaw will be submitted for Board approval March 26, 2014. This approval is required prior to applying the proposed rates. If these rates are not approved in time for the 2014 first quarter billing in April, revenues will be less than forecasted in the 2014 service budgets.

**CONCLUSION**

Three utilities require fees and charges changes due primarily to higher troubleshooting and operating costs of new water treatment plant in 2013, and higher emergency repairs in a sewer service in 2013.

The Commissions have all, except one water service, recommended their respective 2014 service budget for Board approval. This approval is required prior to the April 2014 first quarter billing in order to attain the revenue targets specified in the 2014 service budgets.

**RECOMMENDATION**

That the Electoral Area Services Committee recommend to the CRD Board that:

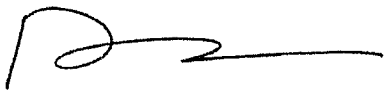
- a) Bylaw No. 3924, cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2014" be introduced and read a first and second time, read a third time and adopted.
- b) Bylaw No. 3925, cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2014" be introduced and read a first and second time, read a third time and adopted.



Rajat Sharma, MBA, CMA  
Senior Manager, Financial Services



Diana Lokken, CPA, CMA  
General Manager, Finance and Technology Dept.  
Concurrence



Ted Robbins, B.Sc., C. Tech.  
General Manager, Integrated Water Services  
Concurrence



Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

for

Attachments: Bylaws No. 3924 and 3925

**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 3924**

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

The Board of the Capital Regional District, in open meeting assembled, 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 amended as follows:
  - a) By removing SCHEDULE "A" in its entirety and replacing it with SCHEDULE "A" attached hereto.
  - b) By removing SCHEDULE "B" in its entirety and replacing it with SCHEDULE "B" attached hereto.
  - c) By removing SCHEDULE "C" in its entirety and replacing it with SCHEDULE "C" attached hereto.

2. Citation:

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. 2, 2014".

READ A FIRST TIME THIS	th	DAY OF	2014
READ A SECOND TIME THIS	th	DAY OF	2014
READ A THIRD TIME THIS	th	DAY OF	2014
ADOPTED THIS	th	DAY OF	2014

\_\_\_\_\_  
CHAIR

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

**SCHEDULE "A"**

1. Water and Sewer Service Connections and Charges

The British Columbia Plumbing Code shall apply to all connections made to a CRD water or sewer system, together with the conditions as set forth hereinafter:

- (a) Any connections not conforming to the requirements set out in the British Columbia Plumbing Code shall not be connected to a CRD water or sewer system.
- (b) The connection charge for a water or sewer service connection shall be the actual cost for the connection, calculated as follows:
  - (i) Engineering Costs:  
Including survey, design, permit acquisition, layout, inspection and as-constructed drawings \$ \_\_\_\_\_
  - (ii) Construction Costs:  
Including labour, materials, and equipment \$ \_\_\_\_\_
  - (iii) Administration Costs:  
At 15% of the sum of (i) + (ii) \$ \_\_\_\_\_

ACTUAL COST = Sum of (i) + (ii) + (iii) \$ \_\_\_\_\_
- (c) Despite subsection 1(b),
  - (i) In the Skana Water Service Area, the minimum connection charge shall be \$1,000.
  - (ii) In the Magic Lake Estates Sewer Service Area and the Magic Lake Estates Water System Service Area, the minimum connection charge shall be \$500.
  - (iii) For all other Service Areas, the minimum connection charge shall be \$400.
- (d) Estimated fees payable herein shall be paid to the CRD on application for connection to the utility. The difference between fees paid upon application and the actual cost for the connection will be billed or refunded to the Applicant.

2. Water or Sewer Service Abandonment Fee

Pursuant to Section 5, the fee for abandonment of a water or sewer service connection is the actual cost to the CRD to remove the service connection, calculated in accordance with the formula set out in the above Section 1 of Schedule "A" hereto.

**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.

<u>Service Area</u>	<u>During Normal Working Hours</u> (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays)	<u>During Non-Working Hours</u>
Lyll Harbour / Boot Cove Water	No fee	No fee
Magic Lake Estates Water Sticks Allison Water	No fee	\$25.00
Skana Water Surfside Park Estates Water	\$25.00	\$75.00
Wilderness Mountain Water	\$50.00	\$50.00

**SCHEDULE "C"**

1. Water, Sewer, and Port Renfrew Street Lighting

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

<b>Service Area</b>	<b>Annual Charge - 25% of which is billed each 3 months</b>
Skana Water	\$813.00 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	\$953.30 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	\$272.00 per Single Family Equivalent connected to the sewer system
Lyll Harbour/Boot Cove Water	\$461.14 per Single Family Equivalent connected to the water system
Magic Lake Estates Water	\$250.00 per Single Family Equivalent connected to the water system Quarterly Consumption Charge, effective as of July 1, 2013: >50 m <sup>3</sup> = \$0.50 m <sup>3</sup> >80 m <sup>3</sup> = \$1.00 per m <sup>3</sup>
Sticks Allison Water	\$1,149.12 per Single Family Equivalent connected to the water system Excess Consumption Fee - for metered water use per service connection in excess of 136 cubic metres per three months: \$2.20 per cubic metre
Wilderness Mountain Water	Consumption Charge: \$18.00 per month for each Single Family Equivalent connected to the water system. Annual User Charge: \$566.50 per annum for each Single Family Equivalent connected to the water system.
Port Renfrew Water Annual User Charge	\$210.71 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	\$421.18 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	\$34.18 per parcel

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.

<b>Use</b>	<b>"N"</b>
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

<b>Continued from page 2</b>	
<b>Commercial building housing 1 business</b>	
Up to 3 employees	1.25
4 or more employees	1.50
<b>Commercial building housing more than 1 business</b>	
Each business up to 3 employees:	1.25
Each business with 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 <i>BC Health Act</i> .	1.00

c) For the Lyall Harbour / Boot Cove Water Service Area:

<b>Use</b>	<b>"N"</b>
<b>Commercial building housing 1 business</b>	
Up to 3 employees	1.00
4 or more employees	2.00
<b>Commercial building housing more than 1 business</b>	
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.

**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 3925**

\*\*\*\*\*  
**A BYLAW TO AMEND BYLAW 3864 TO UPDATE FEES AND CHARGES FOR UTILITY SERVICES AND LIQUID WASTE DISPOSAL WITHIN THE SALT SPRING ISLAND ELECTORAL AREA**  
\*\*\*\*\*

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

1. Bylaw No. 3864 "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012" is amended as follows:
  - a) By removing SCHEDULE "A" in its entirety and replacing it with SCHEDULE "A" attached hereto.
  - b) By removing SCHEDULE "B" in its entirety and replacing it with SCHEDULE "B" attached hereto.
2. Citation:

This Bylaw may be cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2014".

READ A FIRST TIME THIS	th	DAY OF	2014
READ A SECOND TIME THIS	th	DAY OF	2014
READ A THIRD TIME THIS	th	DAY OF	2014
ADOPTED THIS	th	DAY OF	2014

\_\_\_\_\_  
CHAIR

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



**SCHEDULE "A"**

1. Water and Sewer Service Connections and Charges

The British Columbia Plumbing Code shall apply to all connections made to CRD water or sewer system, together with the conditions as set forth hereinafter:

- (a) Any connections not conforming to the requirements set out in the British Columbia Plumbing Code shall not be connected to a CRD water or sewer system.
- (b) The connection charge for a water or sewer service connection shall be the actual cost for the connection, calculated as follows:
  - (i) Engineering Costs:  
Including survey, design, permit acquisition, layout, inspection and as-constructed drawings \$ \_\_\_\_\_
  - (ii) Construction Costs:  
Including labour, materials, and equipment \$ \_\_\_\_\_
  - (iii) Administration Costs:  
At 15% of the sum of (i) + (ii) \$ \_\_\_\_\_

ACTUAL COST = Sum of (i) + (ii) + (iii) \$ \_\_\_\_\_
- (c) Fees or estimated fees payable herein shall be paid to the CRD on application for connection to the utility. Where applicable, the difference between fees paid upon application and the actual cost for the connection will be billed or refunded to the Applicant.

2. Water or Sewer Service Abandonment Fee

Pursuant to Section 5, the fee for abandonment of a water or sewer service connection is the actual cost to the CRD to remove the service connection, calculated in accordance with the formula set out in the above Section 1 of Schedule "A" hereto.

**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): \$50.00
- (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	\$1,373.62 per water service connection
Cedar Lane	\$763.11 per water service connection
Beddis	\$324.56 per single family dwelling unit or equivalent
Highland	\$0 per water service connection
Fernwood	\$0 per water service connection
Maliview	\$532.85 per sewer service connection
Fulford	\$1,251.00 per single family dwelling unit or equivalent Other: No Fixed Fee
Highland and Fernwood	\$522.71 per water service connection

(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	\$0.90 per cubic metre
	Greater than 38.0 cubic metres	\$7.70 per cubic metre
Cedar Lane	First 38.0 cubic metres or portion	\$2.25 per cubic metre
	Next 68.0 cubic metres or portion	\$8.00 per cubic metre
	Greater than 105 cubic metres	\$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	\$2.00 per cubic metre
	Next 68.0 cubic metres or portion	\$4.50 per cubic metre
	Greater than 105 cubic metres	\$6.00 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	\$0.50 per cubic metre
	Next 68.0 cubic metres or portion	\$1.00 per cubic metre
	Greater than 105 cubic metres	\$4.00 per cubic metre
Maliview	\$1.75 per cubic metre of total water provided or delivered to the building served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other: \$3.27 per cubic metre Minimum Consumption Charge per three months is \$312.75 per service connection.	

REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 19, 2014

**SUBJECT**    GRANTS-IN-AID

**ISSUE**

To approve the grants-in-aid applications for the Electoral Areas.

**BACKGROUND**

The Supplementary Letters Patent for grants-in-aid require that Board approval be obtained before any payments for grants-in-aid are made on behalf of one or more member electoral Areas to any organization deemed by the Board of the Capital Regional District to be contributing to the general interests and advantage of the area. This service covers the Electoral Areas.

Before exercising the powers described above, the Supplementary Letters Patent require that the Board shall obtain the written approval of the Director of each Electoral Area to the proposed grant-in-aid for such Electoral Area.

**FINANCIAL IMPLICATIONS**

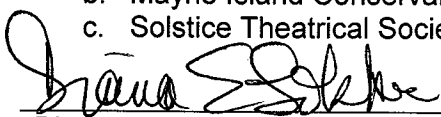
These grants-in-aid are within the budgeted amount requisitioned for the current year.


**RECOMMENDATION**

That the Electoral Area Services Committee recommend to the CRD Board that:

Payments be made for the following grants-in-aid:

- 1) Juan de Fuca Grant-in-Aid as approved by Director Hicks
  - a. School Crossing Guard Program:
    - i. John Muir Elementary School Parent Advisory Council           \$ 2,333
    - ii. Saseenos Elementary School Parent Advisory Council           \$ 2,333
    - iii. Sooke Elementary School Parent Advisory Council           \$ 2,334
  - b. Scouts Canada – Camp Barnard   \$ 500
  - c. Willis Point Community Association                                   \$ 1,780
- 2) Salt Spring Island Grant-in-Aid as approved by Director McIntyre
  - a. Central Community Hall Society   \$ 1,500
- 3) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
  - a. Moving Around Pender Alternative Transport Society           \$ 4,400
  - b. Mayne Island Conservancy Society                                     \$ 3,280
  - c. Solstice Theatrical Society   \$ 2,500

  
 \_\_\_\_\_  
 Diana Lokken, CPA, CMA  
 General Manager, Finance & Technology Dept.  
 Concurrence

  
 \_\_\_\_\_  
 Robert Lapham, MCIP, RPP  
 Chief Administrative Officer  
 Concurrence

February 11, 2014

CRD EAS Committee Members,

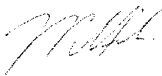
**RE: GRANT-IN-AID APPLICATIONS FOR CROSSING GUARD PROGRAM**

I wish to provide a brief background for the three PAC grant in aid applications before you. The District of Sooke has been paying for the crossing guards at three Elementary Schools on the Sooke highway. Although one third of the students are from the Juan de Fuca Electoral Area, Sooke has been paying 100% of the costs.

With increased logging truck traffic on the highway and the growing concern from Sooke regarding budgeting for the crossing guards, I felt it imperative to fund the JDF share of the crossing guards. The total cost is \$21,000 per year for the 3 crossing guards. The JDF share is \$7,000.

The School Board pays the crossing guards on their payroll and because it is forbidden to fund a taxing authority from my Grant in Aid funds, I am funding the 3 separate PAC Associations. They in turn, send the CRD's contribution to the School Board to fund 1/3 of the cost of the crossing guards. The District of Sooke contributes the remaining 2/3.

Thank you,



Mike Hicks  
Regional Director  
Juan de Fuca Electoral Area

**GRANT IN AID REQUEST FORM (Vendor 900)**

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: 11/02/14  
(dd/mm/yy)

FROM: Director Mike Hicks

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Juan de Fuca

Organization for which the Grant in Aid is requested:

John Mair Elementary School Parent Advisory Council

Amount Approved: \$ 2,333

Tax Code:

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 – JDF <input checked="" type="checkbox"/> 100083 – SSI <input type="checkbox"/> 100085 – SGI <input type="checkbox"/>

Requested by:   
Director's Signature

Director Mike Hicks  
Print Name

\_\_\_\_\_  
Date Received (dd/mm)yy

*FINANCE ONLY*

Request received and acted upon by:

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

**Applicant Profile**

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

Assist students crossing the road in your manner on a very busy highway

These services are not available from another organization or agency

2. Describe the geographic area that receives services or benefits from your organization.

John Muir Elementary School

3. Is your organization voluntary and non-profit?  YES  NO

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (crossing guards)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

Our crossing guard makes sure that each and every parent + child makes it safely across Sooke Rd. To not have a crossing guard at our school would only lead to potential accidents involving small children.

3. Please describe how this proposal will benefit the community.

Keeping our crossing guards at our schools will help to ensure that children stay safe when crossing Sooke Rd which is a very busy road in Sooke.



**Funding and Financial Information**

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o total cost of project / proposal,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)?      YES  NO

*If yes, complete the following chart. If no, please explain \_\_\_\_\_*

Name of Grant or Funding Agency	# Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

     YES  NO

*If yes, please complete the following chart.*

Year	\$ Amount	Purpose for which assistance was used

4. Does your organization:

Offer direct financial assistance to individuals or families?  Yes  No

Provide services that fall within the mandate of either a senior government or a local service agency?  Yes  No

Provide an opportunity for individuals to make direct Contributions to the project (e.g., fundraising for the project)?  Yes  No

Or, is your organization:

part of a Provincial or National fund raising campaign?  Yes  No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the **Grant-In-Aid - Application Completion Guide** regarding the following:

1. Acknowledgement

2. Reporting



DO NOT MAIL

# GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: 11/02/14  
(dd/mm/yy)

FROM: Director Mike Hicks

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Juan de Fuca

Organization for which the Grant in Aid is requested:

Saseenos Elementary School Parent Advisory Council

Amount Approved: \$ 2,333

Tax Code:

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 - JDF   
100083 - SSI   
100085 - SGI

Requested by:   
Director's Signature

Director Mike Hicks  
Print Name

FINANCE ONLY

Request received and acted upon by:  

---

  
Signature  

---

  
Print Name

---

Date Received (dd/mm/yy)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

SASEENOS PAC FUNDRAISES TO PROVIDE  
BOOKS, ART SUPPLIES, COMPUTER EQUIPMENT,  
SPORTS EQUIPMENT, LUNCHES, ENTERTAINMENT,  
FUN, CULTURAL ENHANCEMENTS, ETC, ETC TO  
THE STUDENTS OF SASEENOS. THESE SERVICES  
ARE NOT AVAILABLE FROM OTHERS.

2. Describe the geographic area that receives services or benefits from your organization.

EAST SOOKE, NORTH SOOKE & SASEENOS  
AREA.

3. Is your organization voluntary and non-profit?  YES  NO

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

NONE

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

MEMBERS ARE EVERY PARENT/GUARDIAN OF  
THE 123 STUDENTS. ACTIVE MEMBERS ARE  
APPROX. 15-20 PARENTS. THE PAC

HAS BEEN OPERATING IN SASEENOS FOR  
APPROX. 50 YRS.

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( FUNDING OF CROSSING GUARD )

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

WE WOULD LIKE TO RECEIVE THIS GRANT  
& FORWARD IT TO SCHOOL DISTRICT #62  
TO BE USED FOR FUNDING SALARY OF  
OUR CROSSING GUARD.

3. Please describe how this proposal will benefit the community.

CROSSING GUARDS ARE MANDATORY FOR  
SASEENDS AS WE ARE LOCATED ON HWY 14.  
THE SAFETY OF CHILDREN IS OF UTMOST  
IMPORTANCE. HAVING A DEDICATED,  
RELIABLE CROSSING GUARD ENSURES  
SAFETY OF CHILDREN.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o total cost of project / proposal,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)?  YES  NO

*If yes, complete the following chart. If no, please explain* \_\_\_\_\_

Name of Grant or Funding Agency	# Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

YES  NO

*If yes, please complete the following chart.*

Year	\$ Amount	Purpose for which assistance was used

4. Does your organization:

Offer direct financial assistance to individuals or families?  Yes  No

Provide services that fall within the mandate of either  
a senior government or a local service agency?  Yes  No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)?  Yes  No

Or, is your organization:

part of a Provincial or National fund raising campaign?  Yes  No

~~The information provided in Section 4 is for data collection purposes.~~

#### Followup:

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

1. Acknowledgement

2. Reporting



CAPITAL REGIONAL DISTRICT

Corporate Services

524 Yates St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | www.crd.bc.ca

DO NOT MAIL

# GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: 11/02/14  
(dd/mm/yy)

FROM: Director Mike Hicks

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Juan de Fuca

Organization for which the Grant in Aid is requested:

Sooke Elementary School Parent Advisory Council

Amount Approved: \$ 2,334

Tax Code:

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF	<u>  ✓  </u>
100083 – SSI	<u>      </u>
100085 – SGI	<u>      </u>

Requested by:   
Director's Signature

Director Mike Hicks  
Print Name

FINANCE ONLY

Request received and acted upon by:

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Signature

---

Print Name

Date Received (dd/mm/yy)



**Applicant Profile**

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

Support educational + extracurricular activities that benefit the students of Sooke Elementary. Sooke Elementary is a growing school with a population of 200 students.

2. Describe the geographic area that receives services or benefits from your organization.

The catchment area of Sooke Elementary is defined by the school district.

3. Is your organization voluntary and non-profit?  YES  NO We are not a non profit organization - however we operate under the auspices of the school district which
- Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

None

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

Our membership includes 174 families. Not all are active in the organization.

**Project / Proposal Profile**

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (partially pay for a crossing guards)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

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3. Please describe how this proposal will benefit the community.

It is for the safety of the children crossing highway #14 to get to <sup>our</sup> school.

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**Funding and Financial Information**

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o total cost of project / proposal;
  - o grants / funding from other sources;
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? YES  NO

*If yes, complete the following chart. If no, please explain At this time the school district & the municipality of Sooke are in an agreement for this project*

Name of Grant or Funding Agency	# Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

YES  NO *If yes, please complete the following chart.*

Year	\$ Amount	Purpose for which assistance was used

4. Does your organization:

Offer direct financial assistance to individuals or families?  Yes  No

Provide services that fall within the mandate of either a senior government or a local service agency?  Yes  No

Provide an opportunity for individuals to make direct Contributions to the project (e.g., fundraising for the project)?  Yes  No

Or, is your organization:

part of a Provincial or National fund raising campaign?  Yes  No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

1. Acknowledgement
2. Reporting



DO NOT MAIL

# GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: 11 / 02 / 14  
(dd/mm/yy)

FROM: Director Mike Hicks

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Juan de Fuca

Organization for which the Grant in Aid is requested:

Scouts Canada - Camp Barnard

Amount Approved: \$ 500.00

Tax Code:  PO

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 - JDF <input checked="" type="checkbox"/> 100083 - SSI <input type="checkbox"/> 100085 - SGI <input type="checkbox"/>

Requested by:   
Director's Signature

Director Mike Hicks  
Print Name

FINANCE ONLY

Request received and acted upon by:

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_  
Date Received (dd/mm/yy)

**CRD GRANT-IN-AID APPLICATION FORM**

**Application Submitted By**

Name and Address of Applicant: Scouts Canada-Camp Barnard  
3202 Youngs Lake Road  
Otter Point, BC, V9Z 0J6

Contact(s): Grace Seabrook 250 592 5747 \_\_\_\_\_  
 (name) (phone) (fax)  
chair@campbarnard.ca  
 Email address

Contact(s): Rick Lloyd 250 477 7687 \_\_\_\_\_  
 (name) (phone) (fax)  
ricklloyd@telus.net  
 Email address

**Application Summary**

Project or purpose for which you require assistance:  
Keego Washroom

Amount of grant requested \$ 2,500.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- NOT being made on behalf of an industrial, commercial, or business undertaking
- NOT available for the personal benefit of any individual, proprietor, member or shareholder

*Grace Seabrook*  
 (signature of authorized signatory)

*CHAIR, CAMP BARNARD*  
 (title) *COMMITTEE*

*GRACE SEABROOK*  
 (print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

Scouts Canada's Camp Barnard is a well developed camp providing a variety of accomodations and activities. It is used extensively by members of Scout groups and by many other youth groups. Bookings average between 12,000 and 15,000 camper nights per year. In order to keep fees low and thus encourage more use by youth groups, we fundraise approximately one-third of annual operating costs. In 2015 and 2019 we will be hosting Pacific Jamborees, events which will bring at least 2500 youth and their leaders to the area for a week.

Camp Barnard is unique in that any organization may use the facility year-round, bringing their own program and cooking staff.

2. Describe the geographic area that receives services or benefits from your organization.

Youth from all parts of Greater Victoria and beyond spend time at Camp Barnard. It is also the weekly meeting place for Sooke area Scouting. Larger events such as our Jamborees and some Guide and Cadet camps bring youth from other parts of BC and beyond.

3. Is your organization voluntary and non-profit?  NO  YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

The committee in charge of operating and maintaining Camp Barnard is made up of volunteers. We hire two staff to reside at and look after the camp. Our committee is charged by Scouts Canada with handling all aspects of camp operation. The property must be self-sustaining if it is to remain a camp. Our income is derived from camp fees, fundraising and donations.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

In 1945 the first parcel of land to become Camp Barnard was donated. Since then three other smaller lots have been added to make the current 251 acre property. Greater Victoria Scouting membership currently is at approximately 1100 youth and 350 adults.

**Project / Proposal Profile****1. Assistance is being requested for:**

capital project and / or equipment

special event

other purpose (Capital Project- Keego Washroom )

**2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.**

We are proposing to build a fully accessible washroom to serve an area of the camp that has a 100-seat dining hall and sleeping cabins for 96 but which does not have adequate washroom facilities. The plan is attached. The washroom will be fully accessible and equipped with shower facilities. It will serve the area of Camp Barnard closest to Young Lake and the most popular area to be booked for summer stays when large groups are often in camp for a full week. Showers will be appreciated!

We are hoping that this Grant-in-Aid might be sufficient to cover the building and septic permit and inspection costs that will be incurred in the building of Keego Washroom. These we estimate to be in the neighbourhood of \$2500-3000.

**3. Please describe how this proposal will benefit the community.**

We have endeavoured with all projects undertaken in the past 10 years to make facilities accessible to all. While the percentage of campers requiring such amenities may be small, we believe that being able to participate with peers in outdoor activities is the right of every child.



**Funding and Financial Information**

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)?  NO  YES

*If yes, complete the following chart. If no, please explain \_\_\_\_\_*

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
BC Rehab Foundation	\$ 5,000.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sooke Rotary	\$ 10,000.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clowood Rotary	\$ 1,000.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

NO  YES..... *If yes, please complete the following chart.*

Year	\$ Amount	Purpose for which assistance was used
2012	\$ 1,000.00	Mor Washroom

4. Does your organization:

Offer direct financial assistance to individuals or families?  Yes  No

Provide services that fall within the mandate of either a senior government or a local service agency?  Yes  No

Provide an opportunity for individuals to make direct Contributions to the project (e.g., fundraising for the project)?  Yes  No

Or, is your organization:

part of a Provincial or National fund raising campaign?  Yes  No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

1. Acknowledgement

2. Reporting

<b>KEEGO WASHROOM-CAMP BARNARD</b>	
<b>REVENUE:</b>	
<b>Grants Committed:</b>	
Sooke Rotary	\$10,000
BC Rehab Foundation	\$ 5,000
Camp Barnard Committee Fundraising	\$32,750
Pacific Jamboree Committee	\$10,000
Colwood Rotary	\$ 1,000
<b>Grants Pending:</b>	
Sooke Community Grant	\$10,000
Corix	\$ 5,000
Vancouver Foundation	\$10,000
JDF Grant in Aid	\$ 2,500
<b>TOTAL REVENUE:</b>	<b>\$86,250</b>

<b>EXPENSES:</b>	
Site preparation	\$2,000
Permits & Inspections	\$ 2,500
Foundations & footings	\$14,250
Walls & roofing	\$15,750
Mechanical, Electrical, Heating	\$36,000
Septic System	\$15,750
<b>TOTAL EXPENSES:</b>	<b>\$86,250.00</b>

## Camp Barnard Financial Summary -- 2012/13

### Revenue

Camp Fees			
Scouts		\$26,538	
Guides		5,194	
All Other (2)		30,699	
	<b>Total, Camp Fees</b>		<b>\$62,431</b>
Activity Fees		1,482	
Equipment Rentals		1,447	
Fundraising (3)		42,407	
Grants & Donations		17,575	
		203	
	<b>Total Revenue</b>	<b>\$125,545</b>	

### Expenses

Salaries and Benefits		\$61,867	
Travel and Training		640	
Insurance		7,198	
Programs		339	
Utilities		13,760	
Building Maintenance & Repair		29,498	
Camp Development		380	
Equipment Rental and Purchase		6,871	
Supplies and Operations		9,025	
Other Expenses		1,462	
	<b>Total Expenses</b>	<b>\$131,040</b>	
	<b>Net Income</b>	<b>-\$5,495</b>	

1. The camp financial year runs from September 1st until August 31st.
2. Camp Barnard is used by a variety of youth organizations, including church groups, school classes, cadets, and community day camps.
3. Camp fundraisers include: Apple Day, Christmas tree sales, the polar bear swim, a business breakfast, a bikeathon, etc.



CRD FINANCE  
FEB 14 2014  
RECEIVED  
DO NOT MAIL

# GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: 13/02/14  
(dd/mm/yy)

FROM: Director Mike Hicks

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Juan de Fuca

Organization for which the Grant in Aid is requested:

Willis Point Community Association

Amount Approved: \$ 1,780.00

Tax Code: P0

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 – JDF <input checked="" type="checkbox"/> 100083 – SSI <input type="checkbox"/> 100085 – SGI <input type="checkbox"/>

Requested by:

Director's Signature

Director Mike Hicks  
Print Name

FINANCE ONLY

Request received and acted upon by:

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_ Date Received (dd/mm/yy)

**CRD GRANT-IN-AID APPLICATION FORM**

***Application Submitted By***

Name and Address of Applicant: Willis Point Community Association  
6933 Willis Point Road  
Victoria, B.C. V9E 2A1

Contact(s): Jeff Irwin 250-544-4494 250-652-6120  
(name) (phone) (fax)  
jeffirwin@me.com  
Email address

Contact(s): Sharon MONTgomery 250-544-0419 \_\_\_\_\_  
(name) (phone) (fax)  
paddle07@telus.net  
Email address

***Application Summary***

Project or purpose for which you require assistance:  
Replacement of plastic windows in Community Hall Annex

Amount of grant requested \$ 1,780.00

**To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:**

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

  
\_\_\_\_\_  
(signature of authorized signatory)

Chair \_\_\_\_\_  
(title)

Jeff Irwin  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

The WPCA is to determine democratically the wishes of the residents of the Victoria Highland District of BC.

2. Describe the geographic area that receives services or benefits from your organization.

The Willis Point Community Association services the Northerly area of the Victoria Highlands District, specifically sections: 23, 25, 42, 43, 44, 45, 45A, 46A, 47, 47A, 51, 52, 53, and 53A

3. Is your organization voluntary and non-profit?  NO  YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

All members of the Association are strictly on a volunteer basis - no remuneration is paid.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

The Association has been in operation since 1994. It is managed by 9 directors, 8 of whom are elected by membership on an alternating basis for a 2 year term.

## **Project / Proposal Profile**

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( \_\_\_\_\_ )

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

The Community Hall is comprised of two buildings, one of which is called an Annex. This Annex currently has windows made of plastic sheets that are both insecure and not environmentally friendly as well as not being asthetically pleasing. The proposal is to replace these windows with proper glass units that will retain heat, provide security, and improve the look of the building for the community.

3. Please describe how this proposal will benefit the community.

This proposal will provide both safety and security for residents using the community hall for community events.



**Funding and Financial Information**

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.
  
2. Have you applied for a grant / funding from another source(s)?  NO  YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

---

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?
  - NO  YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2013	\$ 3,500.00	Computer for Community newspaper, kitchen equipment
2010	\$ 4,000.00	Playground construction
2009	\$ 3,000.00	Playground construction
2008	\$ 480.00	Parks Cleanup Assistance

4. Does your organization:

Offer direct financial assistance to individuals or families?  Yes  No

Provide services that fall within the mandate of either  
a senior government or a local service agency?  Yes  No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)?  Yes  No

Or, is your organization:

part of a Provincial or National fund raising campaign?  Yes  No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

**1. Acknowledgement**

**2. Reporting**

# Knotty Pine Cedar Products

---

Dec 23/13

Jeff Irwin

Willis Point Community Association

Thank you for the opportunity to quote on new windows for the Willis Point Community Annex.

Included in the quote is the removal and installation of three windows on the south side of the annex. Windows will be thermal fixed white vinyl and be trimmed as needed.

Total cost materials and labour \$ 1780.00 + GST

If you have any questions or concerns please feel free to contact me.

Regards,

Darren Pine

Knotty Pine Cedar Products

250 661 2214

# WILLIS POINT COMMUNITY ASSOCIATION

27-Sep-13

## TREASURERS REPORT

Period: Sept. 1/12 to Aug. 31/13

ASSETS	1-Sep-12					
		Chequing Account:				\$ 19,321.47
		Savings Account:				\$ 287.49
		Term Deposit:				\$ 30,029.45
		Term Deposit:				\$ 5,890.33
		CC Shares:				\$ 5.00
						<b>\$ 55,533.74</b>

### Income/ Revenue 2012/2013:

		Memberships:				\$ 30.00
		Advertising:				\$ 13.00
		AGM Bar:				\$ 140.00
		Dart Nite:				\$ 748.00
		Xmas Party Bar:				\$ 303.00
		St. Paddy Bar Share:				\$ 280.00
		CRD Reimbursement: (1 x \$400)				\$ 400.00
		W.P. Book:				\$ 1,040.00
		Xmas funds returned, (2011 & 12):				\$ 444.98
		Misc. Food & Bar Revenue:				\$ 383.00
		CC Shares:				\$ 5.00
		Interest Revenue:	\$13.59	3.56	810.55	\$827.70
		<b>Total Revenue:</b>				<b>\$ 4,614.68</b>

### Expenditures 2012/2013:

		WPCA Expenses:				\$ 26.36	x
		Pointer:			Printing:	\$ 554.94	x
					Equipment:	\$ 582.81	x
		CRD re Society Fees:				\$ 100.00	x
		WPFR/CRD re Tree Removal:				\$ 400.00	x
		Halloween:				\$ 300.00	x
		Xmas Party				\$ 600.00	x
		W.P. Book:				\$ 50.00	x
		Road Cleanup:				\$ 274.32	x
		Bank Fees:				\$ 16.00	
		<b>Total Expenditures:</b>				<b>\$ 2,904.43</b>	
		<b>Net Revenue:</b>					<b>\$ 1,710.25</b>

ASSETS	31-Aug-13					
		Chequing Account:				\$20,241.31
		Savings Account:				\$272.50
		Term Deposit:				\$30,706.96
		Term Deposit:				\$6,023.22
		<b>Total:</b>				<b>\$57,243.99</b>
						<b>\$ 57,243.99</b>

Approved:

Robert Scott, Treasurer  
Willis Point Community Association

  
 Jeff Irwin, Chair  
 Willis Point Community Association



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# GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: February 6/2014  
(dd/mm/yy)

FROM:

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Salt Spring Island

Organization for which the Grant in Aid is requested:

Central Community Hall Society

Amount Approved: \$ 1,500.00

Tax Code:

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 – JDF _____ 100083 – SSI <u>  x  </u> 100085 – SGI _____

Requested by:   
Director's Signature

Wayne McIntyre  
Print Name

January 20, 2014  
Date Received

*FINANCE ONLY*

Request received and acted upon by:

---

Signature

---

Print Name

CENTRAL COMMUNITY HALL  
Salt Spring Island, BC

January 20 2014

Mr Wayne McIntyre  
Director  
Capital Regional District, Salt Spring Island, BC

Dear Mr McIntyre

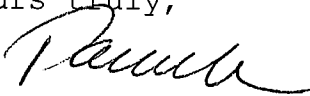
Re: Grant application attached

We are submitting our request for a discretionary grant for Central Hall again. I am aware that we were the happy recipients of grant monies about 2 years ago that enabled us to replace many of the windows on the south side of the building, where the seals had failed. Now we must replace the remainder of the windows.

This application includes our latest financial report & an estimate from a glazier for glass work & installation. You will note it is dated 2 years ago, but the prices are still valid.

Thank you for considering our application.

Yours truly,

  
Pamela Thornley  
Board Member

enc

- ~~Support from Thornley?~~  
- ~~Competitive quote?~~

**CRD GRANT-IN-AID APPLICATION FORM**

**Application Submitted By**

Name and Address of Applicant: Central Hall Community Society  
901 North End Road  
Salt Springs Island V8K 1L7

Contact(s): Pamela Thornley 250 537 8484  
(name) (phone) (fax)  
peony1@shaw.ca  
Email address

Contact(s): Trevor Hutton 250 537 5927  
(name) (phone) (fax)  
trevalie@shaw.ca  
Email address

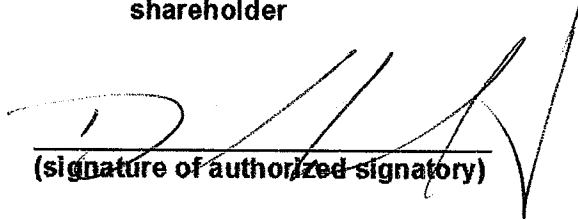
**Application Summary**

Project or purpose for which you require assistance:

Amount of grant requested \$ 4000.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- NOT being made on behalf of an industrial, commercial, or business undertaking
- NOT available for the personal benefit of any individual, proprietor, member or shareholder

  
(signature of authorized signatory)

President  
(title)

DAVID HOLT  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

We provide facilities for public meetings, elections, entertainment, development, etc, for the residents of Salt Springs Island.

Yes - other community halls provide these benefits, but none north of Ganges.

2. Describe the geographic area that receives services or benefits from your organization.

all of Salt Springs Island.

3. Is your organization voluntary and non-profit?  NO  YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

none

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

We were incorporated as a non-profit Society on Oct 6, 1976. The Society is operated by a volunteer board - 10 persons - of directors. Our membership is Salt Springs residents who are of legal age. 2



## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( \_\_\_\_\_ )

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

Owens Hall, built in 1896, was significantly renovated in the 1970's, including replacement of all the windows with double-glazed, aluminum window-frames.

These windows are now failing, being close to 40 years old. We are grateful for the opportunity to replace some of these windows, but now the remainder must be attended to.

3. Please describe how this proposal will benefit the community.

Energy demands required to heat.. and cool.. the building will decrease as windows are replaced.

### Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;

*what is this* →

- Project EXGJH,
- grants / funding from other sources,
- funding contributed by applicant through fund raising activities or other sources of revenue and,

*what is this?* →

- [LQDQFLD] VIDHHPHQW IKDW LHP[L]HV total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)?  NO  YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

NO  YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2011	4000.00	replace windows of lower hall/kitchen/
		2 bathrooms/offices 6, 3, 2, and stage
		area.

4. Does your organization:

Offer direct financial assistance to individuals or families?  Yes  No

Provide services that fall within the mandate of either a senior government or a local service agency?  Yes  No

Provide an opportunity for individuals to make direct Contributions to the project (e.g., fundraising for the project)?  Yes  No

Or, is your organization:

part of a Provincial or National fund raising campaign?  Yes  No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

1. Acknowledgement

2. Reporting

Central Community Hall Society  
Profit & Loss Monthly Comparison  
November 2011 through October 2012

*Revised*

	Nov '11 - Oct '12	Nov '10 - Oct '11	\$ Change
Ordinary Income/Expense			
Income			
2460 · From CRD	0.00	4,000.00	-4,000.00
4230 · Salty Wheels	1,300.00	720.00	580.00
4155 · Misc Rental Revenue	221.65	120.00	101.65
4143 · Lower Hall Rental	4,920.00	5,160.48	-240.48
4130 · Historical Society	160.00	160.00	0.00
4120 · Country Grocer	40.07	0.00	40.07
4110 · Cinema	15,652.59	15,002.41	650.18
Total Income	22,294.31	25,162.89	-2,868.58
Expense			
6960 · Worksafe Expense	64.38	34.79	29.59
5769 · Travel for Materials	0.00	98.20	-98.20
5779 · Miscellaneous R & M	173.30	445.12	-271.82
5774 · Safety/Fire Protection	0.00	164.08	-164.08
5740 · Maintenance - Labour	80.00	3,580.80	-3,500.80
5760 · Maintenance - Materials	188.30	3,324.54	-3,136.24
5660 · Management Commission	3,011.19	3,120.45	-109.26
5300 · Advertising and Promotion	267.91	208.90	59.01
5520 · Bank Service Charges	144.80	44.80	100.00
5610 · Bookkeeping	260.40	349.50	-89.10
5500 · Insurance Expense	5,796.00	5,836.00	-40.00
5610 · Interest Expense	0.00	0.34	-0.34
5700 · Office Expenses	229.50	156.20	73.30
5720 · Postage and Delivery	0.00	25.13	-25.13
5620 · Legal	25.00	25.00	0.00
5710 · Building R & M	15.00	15.00	0.00
5800 · Utilities	5,589.33	5,870.50	-281.17
Total Expense	15,845.11	23,299.35	-7,454.24
Net Ordinary Income	6,449.20	1,863.54	4,585.66
Other Income/Expense			
Other Income			
4404 · Donations	0.00	60.00	-60.00
4477 · Miscellaneous Revenue	53.16	26.78	26.38
4440 · Interest Revenue	800.47	768.94	31.53
Total Other Income	853.63	855.72	-2.09
Net Other Income	853.63	855.72	-2.09
Net Income	7,302.83	2,719.26	4,583.57

## Central Community Hall Society Profit & Loss Monthly Comparison November 2012 through August 2013

	Nov '12 - Aug 13	Nov '11 - Aug 12	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4230 · Salty Wheels	0.00	1,160.00	-1,160.00
4143 · Lower Hall Rental	3,892.00	4,046.00	-154.00
4130 · Historical Society	0.00	0.00	0.00
4120 · Country Grocer	0.00	40.07	-40.07
4110 · Cinema	12,366.08	13,124.39	-758.31
<b>Total Income</b>	16,258.08	18,370.46	-2,112.38
<b>Gross Profit</b>	16,258.08	18,370.46	-2,112.38
<b>Expense</b>			
5950 · Worksafe Expense	28.26	64.38	-36.12
5779 · Miscellaneous R & M	1,126.75	173.30	953.45
5740 · Maintenance - Labour	0.00	40.00	-40.00
5760 · Maintenance - Materials	73.04	0.00	73.04
5650 · Management Commission	3,042.89	2,755.58	287.31
5300 · Advertising and Promotion	140.25	97.29	42.96
5520 · Bank Service Charges	52.50	144.80	-92.30
5610 · Bookkeeping	173.25	0.00	173.25
5500 · Insurance Expense	5,756.00	5,796.00	-40.00
5510 · Interest Expense	4.00	0.00	4.00
5700 · Office Expenses	19.46	0.00	19.46
5620 · Legal	25.00	25.00	0.00
5710 · Building R & M	160.00	15.00	145.00
5800 · Utilities	4,636.17	4,624.42	11.75
<b>Total Expense</b>	15,237.57	13,735.77	1,501.80
<b>Net Ordinary Income</b>	1,020.51	4,634.69	-3,614.18
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4430 · Interest on Term Deposit	1,080.68	795.59	285.09
4477 · Miscellaneous Revenue	0.00	33.54	-33.54
4440 · Interest Revenue	7.40	3.49	3.91
<b>Total Other Income</b>	1,088.08	832.62	255.46
<b>Net Other Income</b>	1,088.08	832.62	255.46
<b>Net Income</b>	2,108.59	5,467.31	-3,358.72







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CRD FINANCE  
MAR - 5 2014  
RECEIVED  
DO NOT MAIL

# GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: 26/02/14  
(dd/mm/yy)

FROM:

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

MAP Survey

Amount Approved: \$ 4,400

Tax Code:

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 - JDF _____ 100083 - SSI _____ 100085 - SGI _____

Requested by: DA Howe  
Director's Signature

David Howe  
Print Name

26/2/14  
Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

\_\_\_\_\_

Signature :

\_\_\_\_\_

Print Name

\_\_\_\_\_

C:\Users\mpender\Documents\CRD SGI\GIA\Grants in Aid - Cover Sheet.doc  
25/02/2014

**CRD GRANT-IN-AID APPLICATION FORM**

***Application Submitted By***

Name and Address of Applicant: Lisa Baile  
3209 Armadale Road  
Pender Island, BC, V0N 2M1

Contact(s): Lisa Baile 250-629-6919 \_\_\_\_\_  
(name) (phone) (fax)  
lbaile@shaw.ca  
Email address

Contact(s): Dean Mills 250-629-6290 \_\_\_\_\_  
(name) (phone) (fax)  
Dean\_Mills @shaw.ca  
Email address

***Application Summary***

Project or purpose for which you require assistance:

To implement, distribute and analyze a questionnaire to assess the commitment and interest of residents of the S. Gulf Islands, and Sydney in using an Inter-Island water-taxi service.

Amount of grant requested \$ 4,463.24

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

  
(signature of authorized signatory)

Treasurer, MAP  
(title)

LISA BAILE  
(print name)



## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

Moving Around Pender Alternative Transportation Society [MAP] is a BC certified Society that was formed to promote alternative forms of transportation. These include bike and pedestrian routes, car-sharing, a network of multi-use trails and inter-island travel using vessels suited to walk-on passengers with or without bicycles.

With respect to this application MAP is acting as the agent for a Southern Gulf Island (SGI) Economic Development Commission (EDC) project team called Experience the Gulf Islands (ETGI). ETGI is an EDC initiative involving teams on each of the four SGIs and on Salt Spring Island. The goal of ETGI is to develop a multi-modal trail system on the Islands linked by a inter-island water transportation system.

2. Describe the geographic area that receives services or benefits from your organization.

MAP includes residents of North & South Pender Island. However, the information derived from the proposed inter-island survey will benefit not only residents of the Penders but those from Saturna, Mayne, Galiano, Salt Spring as well as Sidney-by-the Sea

3. Is your organization voluntary and non-profit?  NO  YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

Members of MAP receive no remuneration and members of the ETGI team are similarly volunteers

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

There are 40 volunteer members of MAP, and over 30 volunteer members of ETGI team on the Gulf Islands.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( SPECIAL EVENT )

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

MAP and ETGI teams have designed a survey to address the issue of inter-Island transportation. Specifically the survey will capture information regarding the feasibility of operating one or more water-taxi services between the Southern Gulf Islands [Saturna, Mayne, Pender, Galiano], including Salt Spring Island and Sidney. The survey is designed to address the need and use of such a service: Who would use it and when, what would it be used for—foot-passengers, cyclists, freight—how often and where to? How much are people be willing to pay? Currently BC Ferries provides service between the Islands. This service is limited, slow, often inconvenient, caters to vehicles rather than foot-passenger & cyclists, and fares continue to increase. The ETGI team's premise is that a fast, efficient, environmentally friendly and affordable inter-Island water-taxi service would address these deficiencies and would be increasingly used by Gulf Islanders and by Vancouver Island Residents wanting to access the SGI and SSI for various reasons. By assessing the need and use of an inter-Island water taxi service before such a service is implemented the data obtained through administering the survey will inform the EDC as to the economic feasibility of such a service.

3. Please describe how this proposal will benefit the community.

There are already one or more proposals for water-taxi services to operate in the spring of 2014. For the proponents of these services to assess their viability and to design a service that meets the needs of potential users a survey of the preferences of SGI and Vancouver Islanders concerning such a service is urgently needed. It is critical to gather information from Island residents as to what kind of service they would envisage BEFORE initiating a water taxi business. To have a chance of succeeding as a viable, sustainable service it should be driven by the needs of the people and not by the water-taxi operators' perception of what they might need. Each community's input is critical to determining if there is or is not a sufficient appetite for alternative inter-island water transportation and what they are willing to pay for such a service.

**Funding and Financial Information**

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)?  NO  YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

NO  YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2012	\$ 1,800.00	Conducted a survey on Pender Is re: cycling use/safety

4. Does your organization:

Offer direct financial assistance to individuals or families?  Yes  No

Provide services that fall within the mandate of either a senior government or a local service agency?  Yes  No

Provide an opportunity for individuals to make direct Contributions to the project (e.g., fundraising for the project)?  Yes  No

Or, is your organization:

part of a Provincial or National fund raising campaign?  Yes  No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

**1. Acknowledgement**

**2. Reporting**

**BUDGET FOR WATER TRANSPORTATION SURVEY: SGI, SALT SPRING, SIDNEY**

ITEM	UNIT COST	\$ COST
HOSTING ONLINE SURVEY	IN KIND CRD	\$0.00
Creation of a 4 page centerfold in the Island Tides containing the survey and Experience the Gulf* Information to be distributed to 14,000 households served by Island Tides	\$1800 plus GST for 4 page color centerfold	\$1,926.00
<b>ADVERTISING</b>		
Island Tides x 4		\$552.00
Island Independent X 4	3 columns x 3"	\$552.00
Peninsula News X 4	4.33" x 4" = \$223.41	\$893.64
Poster Printing x 20	\$10/ poster	\$200.00
Data analysis and graphics 10 hours	\$30/ hour	\$300.00
<b>TOTAL</b>		<b>\$4,423.64</b>

\*14,700 copies delivered by Canada Post to Island households on Gabriola, Salt Spring, Pender, Galiano, Mayne, Saturna, Denman, Hornby, Thetis, Lasqueti, Quadra, Cortes, Read & Texada Islands

\* 3,300 copies at free boxes on BC Ferries, and in Sidney, Saanich, Victoria, Mill Bay, Crofton, Chemainus, Ladysmith, Duncan, Nanaimo, Parksville, Courtenay, Campbell River & Port Alberni

**Budget Justification:**

- Both a paper and an online survey will be used and the results meshed for the final analysis.
- A paper copy of the survey will be delivered as a 4 page centerfold in the Island Tides newspaper to every household to which the Island Tides is delivered. This includes the Penders, Mayne, Galiano, Saturna and Salt Spring as well as the other Islands in the Salish Sea. The cost for this is \$1800 dollars and since the space afforded by a 4 page centerfold is more than needed for the survey there is an opportunity to use the extra space for a description of the Experience the Gulf Island project. Since the center fold is full color this could include color images of the Islands.

- The paper delivered to Island locations will be collected by volunteers
- An electronic copy of the survey will be developed in collaboration with CRD staff who have experience with similar projects
- The electronic survey will be hosted on the CRD web sites with links on the Sustainable Islands web site, the Local Trust Councils web sites, Moving Around Pender web site, The Galiano Trails Society web site, etc
- The online survey will be advertised in the Island Tides, the Island Independent, the Peninsula News and in local community communications as well as with posters in key community locations
- MAP which is a registered BC Society will function to holder of the funds on behalf of the ETGI teams on the SGI and Salt Spring Island

## Financial Statement for Moving Around Pender [MAP]:

Jan 2013-Jan 2014

DATE	DETAILS	EXPENSES	REVENUE
2013-2-01	ISCU membership fee & yearly statement fee	29.00	
2013	Community Hall rental	80.00	
2013-2-18	Nu-to-You: Reimbursement for Transportation Survey		835.84
2013-2-21	Petty Cash Deposit		155.00
2013-3-19	CRD Grant: Car Stops Program		2332.50
2013-4-6	Tran Sign: Car Stops shipping	16.80	
2013-5-14	Tran Sign: Car Stops signs	1392.96	
2013-5-3	True Value: Spirit \$\$		550.00
2013-6-14	Transfer of account from HSBC to ISCU		3363.90
2013-10-31	Big Dig-Em: Car Stops installation	210.01	
2013-11-4	BC Registry Services: MAP Annual Report	25.00	
2014-01-29	Valhalla Trails Ltd: Cost estimate to construct trail around Einar's Hill	1241.63	
<b>TOTAL</b>		<b>2995.40</b>	<b>7237.24</b>
<b>BALANCE</b>			<b>4241.84</b>



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CRD FINANCE  
MAR - 5 2014  
RECEIVED

DO NOT MAIL

# GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: 26/02/14  
(dd/mm/yy)

FROM:

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

Mayne Island Conservancy Society

Amount Approved: \$ 3,280.-

Tax Code:

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 - JDF _____ 100083 - SSI _____ 100085 - SGI _____

Requested by: David Howe  
Director's Signature

David Howe  
Print Name

26/02/14  
Date Received (dd/mm/yy)

*FINANCE ONLY*

Request received and acted upon by:

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name



**CRD GRANT-IN-AID APPLICATION FORM**

***Application Submitted By***

Name and Address of Applicant: Mayne Island Conservancy Society  
Box 31 Mayne Island, BC V0N 2J0

Contact(s): Michael Dunn 250-539-5168 \_\_\_\_\_  
(name) (phone) (fax)  
ed@conservancyonmayne.com  
Email address

Contact(s): Leanna Boyer 537-8999 \_\_\_\_\_  
(name) (phone) (fax)  
lboyer@shaw.ca  
Email address

***Application Summary***


Project or purpose for which you require assistance:

The Anchor Out for Eelgrass Program is a boater awareness program designed to educate boaters and other users of marine waters on the significance of eelgrass beds to our marine health, the effects of anchors on these beds and practical advice on how to reduce this impact through communication and visual aids. +

Amount of grant requested \$ \$3,280

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

  
(signature of authorized signatory)

Executive Director  
(title)

Michael Dunn  
(print name)

## **Applicant Profile**

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

The Mayne Island Conservancy Society (MICS) works to foster harmony between nature and the community on Mayne Island. MICS encourages community participation in conservation and stewardship through organization & participation in projects encouraging conservation & restoration of Mayne's ecosystems. We organize educational workshops/guest speakers, movie nights, and events related to this goal. MICS staff also trains volunteers and school children to assist with nearshore marine habitat monitoring. The MICS has been mapping and monitoring eelgrass habitat with the help of volunteers since 2009. We have mapped the extent of eelgrass habitat around all of Mayne Island, with funding from CRD. This project will use our eelgrass maps to raise public awareness, particularly boaters, of the importance of reducing our collective impact on these critical habitats.

2. Describe the geographic area that receives services or benefits from your organization.

The Gulf Islands and members of the Seagrass Conservation Working Group (SCWG) will benefit from our project. We will produce outreach material templates that will be shared with other community groups.

3. Is your organization voluntary and non-profit?  NO  YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

No members or officers are remunerated for their volunteer work.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

MICS has been in operation since 2003. In 2013 we had 261 members. MICS has 40 dedicated volunteers, 22 elementary school student volunteers and about 50 one-off volunteers each year.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (project costs

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

Anchor out for Eelgrass is a public education campaign to encourage recreational users of the nearshore to reduce their impact on eelgrass habitat. Anchoring and trampling of eelgrass fragments this critical habitat that has been recognized globally as an indicator of nearshore health and is a nursery for hundreds of marine species. The public will have the opportunity to participate in eelgrass mapping and monitoring and beach walks. A brochure will be created to show, by way of maps, the location and depths of eelgrass and will be distributed to local and visiting boaters. It will also provide recommendations for more habitat friendly mooring and dock construction practices. We will strengthen partnerships with the Association of Mayne Island Boaters (for boater education) and Mayne Island Parks and Recreation and Parks Canada (for permission/support for sign instillation). This project will be featured at Mayne Island's annual Community Oceans Day (June) as a topic of discussion and opportunity to distribute brochures. The public will also learn about eelgrass at Mayne Island's Saturday Markets that run from the May long weekend to Thanksgiving. Educational signage will be installed on public docks, boat launches and beach accesses. Volunteers will be recruited to assist with most aspects of the project.

3. Please describe how this proposal will benefit the community.

Eelgrass grows in calm bays with sandy bottoms, prime locations for anchoring boats, installing mooring and launching kayaks. There are currently no regulations for anchoring or mooring and often people don't realize that they are negatively impacting eelgrass beds because they don't see them or they haven't been mapped. Anchoring and mooring impacts eelgrass in a number of ways. A dragging anchor uproots clumps of eelgrass, creating bare patches and habitat fragmentation. Mooring buoys are typically installed by attaching a heavy chain to a concrete block on the ocean floor that is attached to a buoy at the surface. Over time the chain drags back and forth creating a bare swath in the eelgrass bed. The biggest impact of a float or dock is shading of the plants. Eelgrass is a nursery for numerous species including crabs, sea stars, plankton and fish--all important food sources for marine birds, mammals and salmon. Eelgrass is among the most productive ecosystems on earth feeding deep sea food webs and storing large amounts of carbon for millenia. Protection of this habitat will maintain nearshore food webs that are a source of food for humans, store excess atmospheric carbon and provide enjoyment through wildlife viewing.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)?  NO  YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
TD Friends of the Environme		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

NO  YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2013	\$3,000	Eelgrass mapping in the Gulf Islands
2012	\$3,000	Nearshore-Shoreland Ecosystem Stewardship Program
2011	\$2,000	Coordination and training of volunteers for kelp mapping
2010	\$3,107	Forage Fish Spawning Habitat Survey/Monitoring manual

4. Does your organization:

Offer direct financial assistance to individuals or families?  Yes  No

Provide services that fall within the mandate of either  
a senior government or a local service agency?  Yes  No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)?  Yes  No

Or, is your organization:

part of a Provincial or National fund raising campaign?  Yes  No

The information provided in Section 4 is for data collection purposes.

**Followup:**

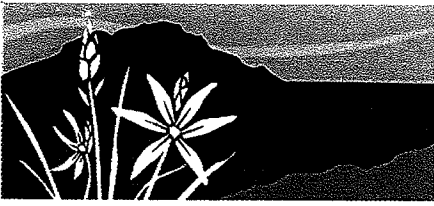
Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

1. Acknowledgement

2. Reporting

	Details	Cash	In Kind	Pending Funding	
				TD	Grant in Aid
<b>Human Resources</b>					
Project management	50 hrs @ \$30/hr	\$1,500			\$1,500
Project Intern	160 hrs @ \$15/hr	\$2,400		\$1,100	\$1,300
Graphic designer	20 hrs @ \$30/hr		\$600		
Volunteer labour	200 hrs @ \$15/hr		\$3,000		
Payroll	10% of intern time	\$240		\$110	\$130
<b>Materials/Supplies</b>					
Signage	2 large signs	\$1,000		\$1,000	
	9 small signs @\$50/ea	\$450		\$450	
Materials for sign	mounting hardware	\$400		\$400	
<b>Travel</b>					
Field travel	100km @ \$0.50/km	\$50			\$50
<b>Communications</b>					
Brochure printing	500 count	\$350		\$350	
Newspaper Ad		\$50		\$50	
<b>Other</b>					
Printing	posters	\$50		\$50	
Office supplies		\$50		\$50	
Shipping costs (signage)	crating/shipping/ insurance	\$95		\$95	
<b>Overhead</b>					
Administration fee (10%)		\$600	\$300	\$0	\$300
	<b>Totals:</b>	<b>\$7,235</b>	<b>\$3,900</b>	<b>\$3,655</b>	<b>\$3,280</b>

\* MICS receives up to \$250/yr in donations to marine related projects.



## ISLANDS TRUST FUND

A Conservancy for Canada's Islands in the Salish Sea

February 6, 2014

To Whom It May Concern:

Re: Letter of Support for the Mayne Island Conservancy's Community Gaming Grant application

On behalf of the Islands Trust Fund, I am pleased to support the Mayne Island Conservancy Society's (MICS) public outreach proposal, **Anchor out for Eelgrass**.

Over the last two years, the Islands Trust Fund, in partnership with the Islands Trust and SeaChange Marine Conservation Society, has been working to map eelgrass beds in the Islands Trust area. Throughout our region we have found that anchors and mooring buoys in eelgrass beds are having an impact on this very important habitat.

MICS has been a leader for shoreline mapping in our region. In 2009, they established the Shoreline Care Program and since then MICS has been mapping and monitoring critical nearshore habitat including eelgrass, bull kelp and forage fish spawning beaches. This program involves the assistance of volunteers and received the Islands Trust Community Stewardship Award in 2013. MICS is repeating its leadership role in community education with **Anchor out for Eelgrass** which will fulfill the need for enhanced boater awareness about the impacts of anchoring or improperly installing moorage in or near eelgrass beds.

Although this project will be delivered on Mayne Island, MICS plans to share templates of a brochure and signage design and lessons learned with other conservation and community groups. This will be of great use to other communities that are working to conserve eelgrass habitat and we hope to be able to use the work to inspire similar programs on other islands. We are hopeful that this project will be fully funded and we eagerly await the brochure and signage templates that will be developed.

Yours truly,

Jennifer Eliason  
Manager, Islands Trust Fund  
(250)405-5191  
jeliason@islandstrust.bc.ca

## Anchor out for Eelgrass

To whom it may concern:

9<sup>th</sup> February, 2014

On behalf of the Mayne Island Local Trust Committee (LTC), I am very pleased to support this public outreach campaign, **Anchor out for Eelgrass**, proposed by the Mayne Island Conservancy Society (MICS).

With support from the Mayne Island LTC, the Shoreline Care Program was established by MICS in 2009. Since then, MICS have continued to map and monitor the critical near-shore habitat including eel grass, bull kelp and forage fish spawning beaches. This volunteer program received the Islands Trust Community Stewardship Award in 2013 and this public outreach campaign is a natural extension of the Shoreline Care Program and full fills the need for enhanced boater awareness about the impacts of anchoring or improperly installing moorage equipment in or near eel grass beds. After being delivered on Mayne Island, MICS will share templates of their campaign brochure, designs and lessons learned with neighbouring conservation and community groups.

The Mayne Island LTC have worked with MICS for many years and fully support this community initiative and wish them every success.

Sincerely,

Brian Crumblehulme  
Mayne Island Local Trustee  
250 539 3027  
bcrumblehulme@islandstrust.bc.ca





DALE MATHESON CARR-HILTON LABONTE LLP  
CHARTERED ACCOUNTANTS & BUSINESS ADVISORS

VANCOUVER  
1500 - 1140 W. Pender Street  
Vancouver, BC V6E 4G1  
TEL 604.687.4747 | FAX 604.689.2778  
  
TRI-CITIES  
700 - 2755 Lougheed Hwy.  
Port Coquitlam, BC V3B 5Y9  
TEL 604.941.8266 | FAX 604.941.0971  
  
WHITE ROCK  
301 - 1656 Martin Drive  
White Rock, BC V4A 6E7  
TEL 604.531.1154 | FAX 604.538.2613  
  
WWW.DMCL.CA

## Review Engagement Report

To the Board Members  
**Mayne Island Conservancy Society**

We have reviewed the statement of financial position of the **Mayne Island Conservancy Society** as at December 31, 2012 and the statement of operations and changes in net assets for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted of enquiry, analytical procedures and discussion related to information supplied to us by the society.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

**DMCL**

Vancouver, Canada,  
March 14, 2013.

Dale Matheson Carr-Hilton LaBonte LLP  
Chartered Accountants

**Mayne Island Conservancy Society**

**STATEMENT OF FINANCIAL POSITION**

Year ended December 31

Unaudited - See Review Engagement Report

	2012	2011
	\$	\$
<b>ASSETS</b>		
Cash and term deposits	63,760	71,037
Accounts receivable	1,911	808
Inventory	988	1,034
Prepaid expense	1,017	964
	<u>67,676</u>	<u>73,843</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current</b>		
Accounts payable	4,493	3,891
Prepaid memberships	510	195
Deferred grant	-	38,819
<b>Total liabilities</b>	<u>5,003</u>	<u>42,905</u>
<b>Net assets</b>		
Unrestricted net assets	<u>62,673</u>	<u>30,938</u>
	<u>67,676</u>	<u>73,843</u>

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

Mayne Island Conservancy Society

**STATEMENT OF OPERATIONS  
AND CHANGES IN NET ASSETS**

Year ended December 31

Unaudited - See Review Engagement Report

	2012 \$	2011 \$
<b>REVENUE</b>		
Memberships	955	1,195
Donations	9,731	8,262
Grants	156,082	41,920
Fund raising and other	8,113	1,675
	<u>174,881</u>	<u>53,052</u>
<b>EXPENDITURES</b>		
Administration	5,171	1,561
Capital assets	2,087	-
Contract fees	4,907	5,373
Guest fees and honoraria	672	857
Insurance	1,160	1,151
Meetings and travel	2,736	2,292
Publicity	10,426	1,645
Rentals	6,917	1,787
Salaries and benefits	103,378	32,062
Workshops and project costs	5,693	2,340
	<u>143,146</u>	<u>49,068</u>
<b>Excess of revenue over expenditures over for the year</b>	<u>31,735</u>	<u>3,984</u>
Net assets, beginning of year	30,938	26,954
<b>Net assets, end of year</b>	<u>62,673</u>	<u>30,938</u>



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CRD FINANCE  
MAR - 5 2014  
RECEIVED  
DO NOT MAIL

# GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES  
CORPORATE SERVICES DEPARTMENT

DATE: 26/02/14  
(dd/mm/yy)

FROM:

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

Solstice Theatrical Society

Amount Approved: \$ 2,500.00

Tax Code:

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 - JDF _____ 100083 - SSI _____ 100085 - SGI _____

Requested by: David Howe  
Director's Signature

David Howe  
Print Name

26/2/14  
Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

**CRD GRANT-IN-AID APPLICATION FORM**

**Application Submitted By**

Name and Address of Applicant: BARRY MATHIAS  
3784 PRIVATES RD.  
PEPPER ISLAND B.C. VON 202

Contact(s): BARRY MATHIAS 250-629-9965  
(name) (phone) (fax)  
mathiascb@shaw.ca  
Email address

Contact(s): \_\_\_\_\_  
(name) (phone) (fax)  
\_\_\_\_\_  
Email address

**Application Summary**

Project or purpose for which you require assistance:

ASSISTANCE TOWARDS COST OF STORAGE  
STRUCTURE FOR THEATRICAL FLATS + STAGE  
PROPS.

Amount of grant requested \$ 2,500

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- NOT being made on behalf of an industrial, commercial, or business undertaking
- NOT available for the personal benefit of any individual, proprietor, member or shareholder

B.M. Mathias  
(signature of authorized signatory)

VICE PRESIDENT  
(title) SOLSTICE THEATRICAL  
SOCIETY.

BARRY MATHIAS  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

*We produce two major theatrical productions each year - three public performances for each play.*

2. Describe the geographic area that receives services or benefits from your organization.

*Pender Islands and visitors*

3. Is your organization voluntary and non-profit?  NO  YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

*NONE*

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

*22 35 members / actors*

*The Society was formed in 1992*

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( capital project )

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

We own a large amount of theatrical materials — flats, stage props etc. Previously, we had been able to store these materials in the Hall. This space has been reclaimed by the Hall and we are, at present, storing these materials in a commercial storage facility. We have been given permission to construct a storage structure in the grounds of the Hall. See enclosed plans.

3. Please describe how this proposal will benefit the community.

It will allow us to protect our materials which will result in better stage sets and increased enjoyment for our audiences.

**Funding and Financial Information**

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.
2. Have you applied for a grant / funding from another source(s)?  NO  YES  
 If yes, complete the following chart. If no, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
<i>Green Angels</i>	<i>\$ 3,000</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?  
 NO  YES..... If yes, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used



4. Does your organization:

\$500 BURSARY  
TO ACTING  
STUDENTS.

- Offer direct financial assistance to individuals or families?  Yes  No
- Provide services that fall within the mandate of either a senior government or a local service agency?  Yes  No
- Provide an opportunity for individuals to make direct Contributions to the project (e.g., fundraising for the project)?  Yes  No

Or, is your organization:

- part of a Provincial or National fund raising campaign?  Yes  No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

1. Acknowledgement

2. Reporting

**FUNDING AND FINANCIAL INFORMATION**

**PROJECT BUDGET : COST OF MATERIALS = APPROX. \$3,000-3,500  
COST OF LABOUR = APPROX. \$3,500  
PLUS TAXES  
TOTAL = APPROX. 7,000 -\$7,500**

**GRANTS: GREEN ANGELS = \$3,000**

**FUNDING CONTRIBUTED BY APPLICANT: SOLSTICE MEMBERS WILL BUT 10  
CORDS OF WOOD...TOTAL \$3,000**

**SOLSTICE THEATRE SOCIETY WILL CONTRIBUTE \$1,000-\$2,000**

**NO FUNDS ARE/EVER HAVE BEEN PAID TO MEMBERS OR OFFICERS**