



Notice of Meeting and Meeting Agenda Electoral Area Services Committee

Wednesday, February 17, 2016

1:35 PM

Room 107

COMMITTEE MEMBERS:

DIRECTORS: M. Hicks (Chair), W. McIntyre (Vice-Chair), D. Howe, B. Desjardins (Board Chair, ex-officio)

1. Approval of Agenda

2. Adoption of Minutes

2.1. 16-240 Minutes of the January 20, 2016 Electoral Area Services Committee Meeting

Recommendation: That the minutes of the January 20, 2016 Electoral Area Services Committee meeting be adopted as circulated.

Attachments: [January 20, 2016 Minutes](#)

3. Chair's Remarks

4. Presentations/Delegations

5. Committee Business

5.1. 16-220 Community Works Fund Allocation - Southern Gulf Islands/Salt Spring Island Electoral Areas - Experience the Gulf Islands Concept Plan

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

1. Authorize a contribution of \$25,000 from the Salt Spring Island Electoral Area Community Works Fund and \$35,000 from the Southern Gulf Islands Electoral Area Community Works Fund to undertake the Experience the Gulf Islands Concept Plan.

Attachments: [Report:CWF Allocation-SGI/SSI & EA-ExpGulfIslandsConceptPlan](#)
[Schedule A-SGI CWF & SSI CWF](#)

5.2. 16-218 Procurement of Self Contained Breathing Apparatus (SCBA) for the Pender Islands and South Galiano Island Fire Departments

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

1. Approve the procurement of a combined purchase of Self Contained Breathing Apparatus for the Pender Islands and South Galiano Island Fire Departments from Rocky Mountain Phoenix in the amount of \$312,739.

Attachments: [Staff Report: Procurement of SCBA for Pender & S Galiano FD](#)

5.3. 16-243 Juan De Fuca and Southern Gulf Islands Local Area Parks Bylaw Amendment

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

That the Bylaws listed herein be introduced and read a first and a second time, read a third time and adopted:

- a. Bylaw No. 4064, "Community Parks Participating Electoral Areas By-law No. 1, 1975, Amendment Bylaw No. 3, 2016";
- b. Bylaw No. 4065, "Community Parks Participating Electoral Areas By-law No. 1, 1992, Amendment Bylaw No. 2, 2016"
- c. Bylaw No. 4066, "Community Parks Participating Electoral Areas By-law No. 2, 1998, Amendment Bylaw No. 1, 2016"
- d. Bylaw No. 4067, "Community Parks Participating Electoral Areas By-law No. 1, 1995, Amendment Bylaw No. 2, 2016"
- e. Bylaw No. 4068, "Community Parks Participating Electoral Areas By-law No. 1, 1988, Amendment Bylaw No. 1, 2016"

Attachments: [Staff Report: JdF & SGI Local Area Pks BL Amendment](#)

[Bylaw 4064 - Juan de Fuca](#)

[Bylaw 4065 - Saturna Island](#)

[Bylaw 4066 - Mayne Island](#)

[Bylaw 4067 - Galiano Island](#)

[Bylaw 4068 - Pender Island](#)

5.4. 16-213 Request for Gas Tax Funding for Juan De Fuca Recreation Project - Sheringham Point Community Park

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

That the Juan de Fuca Electoral Area Parks and Recreation project be funded as an appropriate Gas Tax initiative.

Attachments: [Staff Report: Request for Gas Tax Funding for Juan De Fuca Recreation Projec](#)

5.5. 16-187 Grants-in-Aid

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

That payments be made for the following grant-in-aid applications:

1) Salt Spring Island Grants-in-Aid as approved by Director McIntyre
* Island Pathways \$2,500

2) Southern Gulf Islands Grants-in-Aid as approved by Director Howe

* Mayne Island Conservancy Society \$4,500

* The Galiano Club \$5,700

* South Pender Historical Society \$4,500

Attachments: [Staff Report: Grants-in-Aid](#)

[Appendix A: Grants-in-Aid](#)

5.6. 16-238 Combining Salt Spring Island Sewer and Liquid Waste Local Area Services Commissions (Ganges, Maliview and Liquid Waste)

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

1. That staff consult with the Ganges Local Sewer Commission, the Highland Water and Sewer Services Commission and the SSI Liquid Waste Disposal Local Service Commission to determine a proposed governance model for managing liquid waste and sludge on Salt Spring Island; and

2. That based on the consultation, staff be directed to draft a bylaw to create one Salt Spring Island Sewer and Liquid Waste Local Area Service Commission to administer the Ganges sewer, Maliview Estates sewer and SSI liquid waste disposal services.

Attachments: [Staff Report:SSIEA-Combined Sewer & Liquid Waste Commission](#)

6. New Business

7. Motion to Close the Meeting

7.1. 16-244 Motion to Close the Meeting

Recommendation: That the February 17, 2016 Electoral Area Services Committee meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the district considers that disclosure could reasonably be expected to harm the interest of the district.

8. Adjournment

Next Meeting: March 16, 2016

Meeting Minutes
Electoral Area Services Committee

Wednesday, January 20, 2016

1:35 PM

Room 107

PRESENT: DIRECTORS: M. Hicks (Chair), W. McIntyre (Vice-Chair), D. Howe, B. Desjardins, Board Chair (ex-officio)

STAFF: R. Lapham, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; D. Lokken, General Manager, Finance and Technology; T. Robbins, General Manager, Integrated Water Services; S. Carby, Senior Manager, Protective Services; K. Campbell, Senior Manager, Salt Spring Island Administration; R. Gutierrez, Manager, Building Inspection; J. Klassen, Manager, Local Area Planning; B. Reems, Corporate Officer, P. Perna, Committee Clerk (Recorder)

The meeting was called to order at 1:37 pm.

1. Approval of Agenda

**MOVED by Director McIntyre, SECONDED by Director Howe,
That the agenda for the January 20, 2016 Electoral Area Services Committee meeting be adopted as amended to include the Supplementary Agenda and New Business Items 6.1 and 6.2.
CARRIED**

2. Adoption of Minutes

2.1. 16-15 Minutes of the November 18, 2015 Electoral Area Services Committee Meeting

**MOVED by Director Howe, SECONDED by Director McIntyre,
That the minutes of the November 18, 2015 Electoral Area Services Committee meeting be adopted as presented.
CARRIED**

3. Chair's Remarks

None.

4. Presentations/Delegations

4.1. 16-86 Delegation - Ms. Darlene Steele, Salt Spring Indoor Pool Association, Re: Registering Community Support for the Building of a Multipurpose Activity Room at the Rainbow Road Pool

Ms. Darlene Steele, Salt Spring Indoor Pool Association, spoke to a request for funding for a multipurpose activity room at the Rainbow Road Indoor Pool, the needs for and benefits of the room, and the request for \$200,000 be considered

in the 2016 budget review. She advised that the Salt Spring Indoor Pool Association is willing to put \$25,000 towards the project.

R. Lapham provided an overview of the budget process.

**MOVED by Director McIntyre, SECONDED by Director Howe,
That the Electoral Area Services Committee receive the delegation; and
That the request for \$200,000 be brought forward to the 2016 and the 2017 budget review processes for the use of building a multipurpose room at the Rainbow Road Indoor Pool.**

CARRIED

5. Committee Business

5.1. 16-90 2016 CRD Board Standing Committee Terms of Reference and Work Programs

K. Lorette provided an overview of the report and explained the items in the dashboard priorities.

Discussion ensued on the following:

- * wildlife management
- * drinking water priorities and costs
- * Magic Lake sewer system and the costs involved

**MOVED by Director Howe, SECONDED by Director McIntyre,
1. That the terms of reference for the 2016 Electoral Area Services Committee as attached in Appendix A be approved; and
2. That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the Committee priorities and work program as outlined in the Priorities Dashboard, be confirmed.**

CARRIED

5.2. 16-68 Community Works Fund (CWF) Allocation - North Ganges Village Transportation Plan

K. Campbell provided an overview of the report. Director McIntyre advised that the total contribution will be expanded over a four year period.

**MOVED by Director McIntyre, SECONDED by Director Howe,
That the Electoral Area Services Committee recommends that a contribution of \$685,280 from the Salt Spring Island Electoral Area portion of the Capital Regional District's Federal Gas Tax Community Works Fund be authorized for North Ganges Village Transportation Plan infrastructure improvement projects.**

CARRIED

5.3. 16-69 Bylaw No. 4056: Salt Spring Island Arts Contribution Service Establishment Bylaw Amendment

D. Lokken provided an overview of the report and the bylaw.

**MOVED by Director McIntyre, SECONDED by Director Howe,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:**

That Bylaw No. 4056, "Salt Spring Island Arts Contribution Service Establishment Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2016" be introduced and read a first and second time, read a third time and adopted.

CARRIED

5.4. 16-71 Grants-In-Aid

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the Electoral Area Services Committee recommends to the Capital Regional District Board:

That payments be made for the following grant-in-aid applications:

- 1) Juan de Fuca Grants-in-Aid as approved by Director Hicks
 - * John Muir Elementary School Parent Advisory Council - \$2,333
 - * Saseenos Elementary School Parent Advisory Council - \$2,333
 - * Sooke Elementary School Parent Advisory Council - \$2,334
- 2) Salt Spring Island Grants-in-Aid as approved by Director McIntyre
 - * Transition Salt Spring Society - \$2,000
- 3) Southern Gulf Islands Grants-in-Aid as approved by Director Howe
 - * Galiano Club - \$3,000
 - * Mayne Island Conservancy: Mayne School Biodiversity Project - \$2,000
 - * Mayne Island Conservancy: Connections Conference 2016 - \$2,000
 - * Mayne Island Integrated Water Systems Services - \$2,000
 - * Mayne Island Volunteer Firefighter Assoc. - \$5,000

CARRIED

5.5. 16-37 Previous Minutes of Other CRD Committees and Commissions, for Information

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the minutes from the Southern Gulf Islands Emergency Program Advisory Commission meetings held on May 19 and September 15, 2015 be received for information.

CARRIED

5.6. 16-101 Burgoyne Bay Septage Facility Project - Action Plan Update

K. Campbell advised that a new action plan update has been developed providing a staff recommended fourth option for the Burgoyne Bay Septage Facility Project. This includes staff management of the project at \$230,000, which includes in-house support design and construction management with IWS supporting with the lead on Salt Spring Island.

R. Lapham also provided further details on the history of the project to where we are at today.

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the Electoral Area Services Committee recommend to the CRD Board:
That staff proceed with direct consultant management to complete the Burgoyne Bay Septage Facility Project and terminate the current project consulting services contract with Worley Parsons.

CARRIED

5.7. 16-102 Salt Spring Island Liquid Waste Disposal 2016 Operating and Capital Budget

K. Campbell provided an overview of the report.

Discussion ensued on sewage sludge hauling and composting on Salt Spring Island.

**MOVED by Director McIntyre, SECONDED by Director Howe,
That the Electoral Services Committee recommends that the Capital Regional District Board:**

- 1. Approve the 2016 operating and capital budget for the Salt Spring Island Liquid Waste Disposal Local Service as presented; and**
- 2. Approve the 2016 Parcel Tax of \$52.10 and the tipping fee of \$0.40 per IGal for both septage and sewage sludge; and**
- 3. Balance the 2015 actual revenue and expense on the 2015 transfer to capital reserve fund.**

CARRIED

6. New Business

6.1. Trans Canada Trail and ETGI Project - Verbal Update

Discussion ensued on the following:

- * ensuring the Gulf Islands are part of the Trans Canada Trail
- * July 2017 is projected for the announcement that the Trans Canada Trail is across Canada
- * confirmation that the Gulf Islands will be included in part of the funding
- * grants based on specific proposals and specific to sections of the trail
- * planning for all parties to meet to identify gaps in the trail

6.2. CRTC Galiano Island Cell Tower - Verbal Update

Discussion ensued as follows:

- * there is a proposal to put a new cell tower on Galiano Island
- * Islands Trust are not in support of the cell tower
- * question of submitting a letter of support to the CRTC through the Board
- * confirmation of Director Howe writing a letter on Southern Gulf Island Electoral Area letterhead in support of the cell tower on Galiano Island

7. Adjournment

**MOVED by Director Howe, SECONDED by Director McIntyre,
That the January 20, 2016 Electoral Area Services Committee meeting be adjourned at 2:52 pm.**

CARRIED

Chair

Recorder



**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 17, 2016**

SUBJECT **Community Works Fund Allocation – Southern Gulf Islands/Salt Spring Island Electoral Areas – Experience the Gulf Islands Concept Plan**

ISSUE

Funding is required for a project to prepare an Experience the Gulf Islands Concept Plan.

BACKGROUND

The purpose of the project is to prepare an Experience the Gulf Islands (ETGI) Concept Plan. ETGI is an integrated geotourism, community and economic development and transportation initiative of the Southern Gulf Islands (SGI) Economic Development Commission (EDC) and the Salt Spring Island (SSI) Community Economic Development Commission (CEDC) working together. To date, the two Commissions have jointly developed an Experience the Gulf Islands Proposal Document and Map. The successful proponent will use the Proposal Document as a starting point for developing the ETGI Concept Plan.

The ETGI Concept Plan will:

- Validate, then fully develop the scope, vision, goals, partnerships, themes, overall program direction, experiences and infrastructure identified in the Experience the Gulf Islands Proposal Document;
- Rationalize and integrate the ideas in the proposal document into a solid inter-island geotourism program;
- Prioritize actions and infrastructure; and
- Establish a sound foundation and requirements for an implementation plan.

The CRD, through Regional Parks, is undertaking separate but integrated trail planning projects including a Cycling and Pedestrian Trail Plan for the SGI and a Regional Trail Plan for the SGI and SSI. In addition, another project, led by Planning and Protective Services, is considering passenger-only inter-island ferry service as well as on-island community bus service which will provide some of the infrastructure required by ETGI.

The ETGI Concept Plan will define the vision, goals, activities and opportunities for services and infrastructure to deliver Experience the Gulf Islands. Once the Concept Plan is finalized an Implementation Plan will be prepared to highlight how the plan components will be delivered.

The project is eligible for Community Works Fund (CWF) as it meets the following terms of the CWF Agreement:

CWF AGREEMENT TERMS	CRITERIA THE PROPOSED PROJECT MEETS
Eligible project category(ies)	Capacity Building
Capacity Building definition	<i>‘Includes investments related to strengthening the ability of Local Governments to develop long-term planning practices’</i>
Ultimate Recipient	CRD – SGI/SSI Electoral Areas Economic Development

The chairs of the SGI EDC and the SSI CEDC support both the project and the funding.

The Electoral Area Directors for the SGI and SSI electoral areas support the allocation of \$60,000 from the CWF for the proposed project (SSI - \$25,000 and SGI - \$35,000).

The CWF contribution will be used for grant-eligible expenditures as outlined in the UBCM-CRD CWF Agreement.

ALTERNATIVES

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

1. Authorize a contribution of \$25,000 from the Salt Spring Island Electoral Area Community Works Fund and \$35,000 from the Southern Gulf Islands Electoral Area Community Works Fund to undertake the Experience the Gulf Islands Concept Plan.
2. That an alternative source of funds be identified for the proposed project.

IMPLICATIONS

Economic:

- Funds for the proposed project are available in the SGI and SSI electoral area`s CWF (see Schedule A).
- The proposed project will impact CRD staff and/or resources through the financial administration of the CWF allocation to the project and production of plan mapping. The plan process will be undertaken by a tourism consultant in conjunction with a volunteer Project Manager and volunteer teams on the islands.
- The project will result in incremental spending using CWF without replacing existing sources of CRD funding.
- ETGI, by providing the infrastructure and services support systems for these enriched experiences, will be a catalyst for community and enhanced economic development, and will support the local businesses throughout the islands.

Social:

- This is a geo-tourism initiative to enrich the lives of residents and visitors through outdoor recreation and direct contact with the land and water, communities, people, events and heritage of the Gulf Islands.

CONCLUSION

Funding is required for a project to prepare an Experience the Gulf Islands Concept Plan. This project is eligible for funding under the CWF Agreement. The required funding is available in the SGI and SSI CWF.

The SSI Electoral Area Director and the SGI Electoral Area Director support the allocation of \$25,000 from the SSI Electoral Area Community Works Fund and \$35,000 from the SGI Electoral Area Community Works Fund to undertake the Experience the Gulf Islands Concept Plan.

RECOMMENDATION

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

1. Authorize a contribution of \$25,000 from the Salt Spring Island Electoral Area Community Works Fund and \$35,000 from the Southern Gulf Islands Electoral Area Community Works Fund to undertake the Experience the Gulf Islands Concept Plan.

Submitted by:	June Klassen, Manager, Local Area Planning
Concurrence:	Rajat Sharma, B.Eng., MBA, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning and Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

SCHEDULE A

SOUTHERN GULF ISLANDS COMMUNITY WORKS FUNDS					
CWF PROJECT CATEGORY (GL:215093)	DESCRIPTION	APPROVAL DATE (MY)	AMOUNT APPROVED	COMPLETED PROJECT SURPLUSES RETURNED TO EA	CWF BALANCE BASED ON FUNDING TO BE RECEIVED IN 2016
Public Transit/Active Transportation					
Mayne Island Demo Trail	For development of a demonstration trail on Mayne Island	Nov-14	\$ 60,000		
Community Energy Systems					
PI Community Hall	Energy efficiency retrofit - scope analysis	Aug-11	\$ 11,000		
PI Community Hall	Energy efficiency retrofit	Mar-12	\$ 132,000		
Pender School Solar Roof Project	Installation of a solar roof energy system	Feb-16 TBC (\$20,000)			
Greening Saturna Community Hall	Energy audit and implementation of energy efficiency upgrades	Feb-16 TBC (\$30,000)			
Disaster Mitigation					
Gardom Pond lower dam	For emergency repairs to Gardom Pond	Oct-14	\$ 50,000		
Water and Wastewater					
Water Meters	For the purchase of water metering equipment to be installed in a number of SGI water services on the SGI.	May-08	\$ 265,700		
Infrastructure Inventory	Water and sewer infrastructure inventory , inclusive of a complete island-wide standpipe inventory.	Aug-11	\$ 150,000		
Pender Islands Fire Hall No. 1	Water supply infrastructure upgrade for the Pender Islands Fire Hall No. 1	Apr-14	\$ 75,000		
Lyall Harbour/Boot Cove	For the Lyall Harbour/Boot Cover water system project	Aug-12	\$ 120,000		
Lyall Harbour/Boot Cove	For the Lyall Harbour/Boot Cove water system project	Mar-13	\$ 20,000		
North Galiano Fire Hall Well	A well for potable water supply for Nth Galiano Fire Hall	Dec-13	\$ 18,000		
Magic Lake Estates	For the Magic Lake Estates water system project.	May-14	\$ 60,000		
Magic Lake Estates Septic System Upgrade	For phase 1 of the MLE septic system upgrade	Oct-14	\$ 60,000		
Lyall Harbour/Boot Cove	For capital works to LHBC Money Lake #1 Dam	Nov-14	\$ 112,000		
Magic Lake Estates Sewerage Treatment Options	As part of MLE sewer system renewal, the project involves analyzing alternative sewerage treatment system options	Aug-15	\$ 15,000		
Solid Waste management					
Capacity Building					
Cycling/Pedestrian Trail Plan	Cycling and pedestrian trail plan for SGI	Dec-12	\$ 60,000		
Community Quality of Life and Needs Assessment Inventory	To undertake a Community Quality of Life and Needs Assessment Inventory	Jul-13	\$ 15,000		
SGI Food System and Agriculture Strategy	For development of a food system and agriculture strategy	Aug-13	\$ 66,000		
CWF 2005-2016: Summary			\$ 1,289,700	\$ 23,667	\$ 706,989

As of January 31, 2016, approval is pending for:
 •Pender School Solar Roof Project (\$20,000)
 •Greening Saturna Community Hall (\$30,000)

SALT SPRING ISLAND COMMUNITY WORKS FUNDS					
CWF PROJECT CATEGORY (GL: 215092)	DESCRIPTION	APPROVAL DATE (M/Y)	AMOUNT APPROVED	COMPLETED PROJECT SURPLUSES RETURNED TO EA	CWF BALANCE BASED ON FUNDING TO BE RECEIVED IN 2016
Public Transit/Active Transportation					
Pathways	For construction of a 1km multi-use pathway.	Mar-08	\$ 50,000		
Pathways	To complete construction of a .8km multi-use pathway in North Ganges and to prepare detailed designs for the rest of the study area.	Jul-08	\$ 425,000.00		
Nth Ganges Trans Plan	Implementation of the North Ganges Transportation Plan (\$338,134 in 2010 and \$340,540 in 2012)	Nov-10 Apr-12	\$ 678,674.00		
Nth Ganges Trans Plan	For Phase 2 implementation of the the NGVTP	Jul-13	\$ 100,000.00		
Nth Ganges Trans Plan	To implement the second phase of the NGVTP	Feb-16 (TBC) (\$685,280)			
Community Energy Systems					
Water and Wastewater					
Beddis	For completion of a new water treatment plant.	Nov-09	\$ 142,000.00		
Fulford	For water service interconnections and customer metering	Nov-09	\$ 75,000		
Cedars of Tuam	For improvements in access and reliability of the system.	Nov-09	\$ 30,400		
St. Mary's Lake Compressor	Compressor to aerate the lake (Approved at EASC meeting).	Sept-07 (EAS)	\$ 25,000		
Strategic Plan for Sewer and Water	For development of a strategic plan for water and sewer services	Nov-09	\$ 90,000		
Highland/Fernwood	For the Highland and Fernwood water treatment plant upgrade project	Oct-11	\$ 160,000		
Highland/Fernwood	For completion of the Highland and Fernwood water treatment plant upgrade project.	Dec-12	\$ 200,000		
Maliview Sewer System	For upgrades to the Maliview sewer system	May-15	\$ 35,000		
Solid Waste management					
Composting Pilot	Pilot project to compost liquid waste.	Jul-08	\$ 30,000		
Capacity Building					
Cycling/Pedestrian Trail Map (Experience the Gulf Islands)	For development of a cycling/pedestrian trail map	May-14	\$ 25,000		
St. Mary's Lake Water Quality Assessment	Water quality assessment study for St. Mary's Lake	May-14	\$ 35,000		
Ganges Transportation Management/ Conceptual Design	Preparation of conceptual design.	Oct-06	\$ 30,000		
CWF 2005-2016: Summary			\$ 2,131,074	\$ 4,228	\$ 1,846,359



**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 17, 2016**

SUBJECT Procurement of Self Contained Breathing Apparatus (SCBA) for the Pender Islands and South Galiano Island Fire Departments

ISSUE

Board approval for the procurement of Self Contained Breathing Apparatus (SCBA) for the Pender Islands and South Galiano Island Fire Departments.

BACKGROUND

The Capital Regional District's (CRD) Protective Service Division has undertaken to facilitate group purchasing where possible to ensure each respective service obtain the best pricing possible. The 2016 capital expenditure plan as approved in the fall of 2015 includes \$212,000 for Pender Islands and \$120,000 for South Galiano Island for the procurement of new SCBA. In compliance with the CRD Procurement Policy, a request for proposals (RFP) was posted on BC Bid from December 10 to the closing date of January 8 2016. A total of five bids were received and opened on January 8, two bids were immediately rejected for not meeting stipulated criteria. The remaining proponents were assessed by the respective fire departments using a qualitative assessments methodologies provided within the RFP. The assessment criteria addressed all requisite live fire performance requirements in addition to price.

Rocky Mountain Phoenix's submission provided a superior product meeting or exceeding all assessment criteria including firefighter comfort and visibility and becomes the recommended supplier.

Subsequent to the RFP being issued and receipt of the response, Pender Island determined they required three (3) additional masks (\$975) and South Galiano determined that they needed an additional complete unit (\$7,444). As all proponents quoted unit prices this increase does not violate the procurement process, however increased the cost from \$304,320 to \$312,739 (net of recoverable taxes). The following table provides a complete breakdown of each department's requirements.

Pender

Quantity	Item	Unit price	Total
21	MSA-G1FS (ATO)	5,206	\$109,326
42	MSA G1 4500psi cyl.	1,119	46,998
29	G1 Facepiece 2-Sm, 25 Med, 2 Lg	325	9,425
3	RIT Packs as quoted	4,069	12,207
3	60 Min bottles RIT	1,372	4,116
		Total	182,072

South Galiano

15	MSA-G1FS (ATO)	5,206	78,090
30	MSA G1 4500 psi cyl.	1,119	33,570
25	G1 Facepiece 3-Sm, 21 Med, 1 Lg.	325	8,125
2	RIT Packs as quoted	4,069	8,138
2	60 Min bottles RIT	1,372	2,744
		Total	130,667

Total Award RMP	\$312,739
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Pender Island Fire Protection Society approved the purchase at their Board meeting of January 25, 2016. The South Galiano Volunteer Fire Department Society gave authority to the Fire Chief to pursue purchase on September 9, 2015.

ALTERNATIVES

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

1. That the combined purchase of Self Contained Breathing Apparatus for the Pender Islands and South Galiano Island Fire Departments from Rocky Mountain Phoenix in the amount of \$312,739 be approved.
2. Not approve the purchase of the equipment.

FINANCIAL IMPLICATIONS

This safety equipment is PST exempt, after the goods and services tax (GST) rebate is applied to the total purchase price of the preferred bid, the actual cost of the equipment to the CRD is \$312,739.

This amount is within the limit of \$332,000 set for the SCBA in the combined 2016 CRD capital expenditure plan. The Pender Island Fire Protection Society has a balance of \$270,497 in its Equipment Replacement Funds to pay for their share of the SCBA purchase. The South Galiano Volunteer Fire Department Society has a nominal projected shortfall after 2016 capital contributions and surplus transfer which will be funded through their operating budget.

CONCLUSION

The CRD received five bids in response to its request for proposal for SCBA equipment. The bid presented by Rocky Mountain Phoenix best meets the CRD's specifications and fire department requirements. The purchase price is within the limit set for purchase within CRD capital expenditure plan.

RECOMMENDATION

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

1. That the combined purchase of Self Contained Breathing Apparatus for the Pender Islands and South Galiano Island Fire Departments from Rocky Mountain Phoenix in the amount of \$312,739 be approved.

Submitted by:	Peter Ensor, CPA, CGA Manager, Electoral Area Fire and Emergency Programs
Concurrence:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning and Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

PE/cp

**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 17, 2016**

**SUBJECT JUAN DE FUCA AND SOUTHERN GULF ISLANDS LOCAL AREA PARKS
BYLAW AMENDMENT**

ISSUE

The need to increase the maximum allowable requisition for Parks services in the Juan de Fuca (JDF) and Southern Gulf Islands (SGI) Electoral Areas.

BACKGROUND

During the period from 1975 to 1998 areas participating in the function of Community Parks within the JDF and SGI Electoral Areas were defined by Bylaws. The maximum allowable levy for each of the areas was set at \$0.12/\$1,000 of total hospital assessments on the net taxable value of land and improvements.

Since that time the operating costs of the functions have increased and, in recent years, assessed values have decreased. As a result the Community Parks services in the JDF and SGI Electoral Areas have reached their maximum requisition levels and are no longer sufficient to support ongoing service delivery.

The Southern Gulf Islands and the Juan de Fuca Electoral Area Directors support the amendment of the service bylaws, and have consented as per the *Local Government Act* (LGA) requirements.

ALTERNATIVES

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

1. That the Bylaws listed herein be introduced and read a first and a second time, read a third time and adopted:
 - a. Bylaw No. 4064, "Community Parks Participating Electoral Areas By-law No. 1, 1975, Amendment Bylaw No. 3, 2016";
 - b. Bylaw No. 4065, "Community Parks Participating Electoral Areas By-law No. 1, 1992, Amendment Bylaw No. 2, 2016"
 - c. Bylaw No. 4066, "Community Parks Participating Electoral Areas By-law No. 2, 1998, Amendment Bylaw No. 1, 2016"
 - d. Bylaw No. 4067, "Community Parks Participating Electoral Areas By-law No. 1, 1995, Amendment Bylaw No. 2, 2016"
 - e. Bylaw No. 4068, "Community Parks Participating Electoral Areas By-law No. 1, 1988, Amendment Bylaw No. 1, 2016"
2. That the Bylaws be deferred pending further information from staff.

IMPLICATIONS

The financial impact of the proposed bylaws for each area is shown below. The bylaw enables the CRD to increase the maximum allowable requisition. However the actual requisition amount will be below the maximum allowable limit as per the 2016 budget.

		<u>JDF</u>	<u>Saturna</u>	<u>Mayne</u>	<u>Galiano</u>	<u>Pender</u>
MAXIMUM REQUISITION						
	2016	203,978	31,269	77,767	73,043	129,565
	2015	163,182	25,015	62,214	58,434	103,652
	Increase	40,796	6,254	15,553	14,609	25,913
COST PER AVG HOUSEHOLD						
	2016	\$49.35	\$48.22	\$45.30	\$54.61	\$50.56
	2015	\$39.48	\$38.58	\$36.24	\$43.69	\$40.45
	Increase	\$9.87	\$9.64	\$9.06	\$10.92	\$10.11

CONCLUSION

The maximum allowable requisitions for local area Community Parks services in the JDF and SGI Electoral Areas is no longer sufficient to ensure a sustainable operating budget in the face of rising operating costs. The proposed bylaw increases the maximum amount of the requisition as required. Given that this increase is less than 25% over five years, the proposed bylaw does not require Inspector approval. The JDF and SGI Electoral Area Directors support the approval of the bylaws.

RECOMMENDATION

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

That the Bylaws listed herein be introduced and read a first and a second time, read a third time and adopted:

- a. Bylaw No. 4064, "Community Parks Participating Electoral Areas By-law No. 1, 1975, Amendment Bylaw No. 3, 2016";
- b. Bylaw No. 4065, "Community Parks Participating Electoral Areas By-law No. 1, 1992, Amendment Bylaw No. 2, 2016"
- c. Bylaw No. 4066, "Community Parks Participating Electoral Areas By-law No. 2, 1998, Amendment Bylaw No. 1, 2016"
- d. Bylaw No. 4067, "Community Parks Participating Electoral Areas By-law No. 1, 1995, Amendment Bylaw No. 2, 2016"
- e. Bylaw No. 4068, "Community Parks Participating Electoral Areas By-law No. 1, 1988, Amendment Bylaw No. 1, 2016"

Submitted by:	Rajat Sharma, CPA, CMA, Senior Manager, Finance
Concurrence:	Diana E. Lokken, CPA, CMA, General Manager, Finance and Technology
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachments: [Bylaw 4064](#)
[Bylaw 4065](#)
[Bylaw 4066](#)
[Bylaw 4067](#)
[Bylaw 4068](#)

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4064

**A BYLAW TO AMEND BYLAW NO. 245 TO INCREASE THE MAXIMUM REQUISITION
DUE TO INCREASING OPERATING COSTS**

WHEREAS:

- A. The Board of the Capital Regional District wishes to amend Capital Regional District Bylaw No. 245, "Community Parks Participating Electoral Areas By-law No. 1, 1975" to increase the maximum amount that may be requisitioned;
- B. Pursuant to Section 349 of the *Local Government Act*, participating area approval is required and consent on behalf the electoral participating area director has been received under Section 801.5 of the *Local Government Act*.

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

- 1. Bylaw No. 245, "Community Parks Participating Electoral Areas By-law No. 1, 1975" is hereby amended as follows:

By replacing Sub Section 2(1) in its entirety with the following:

"In accordance with section 339 (1) (e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Community Parks Service is the greater of:

- a) Two hundred and three thousand, nine hundred and seventy-eight dollars (\$203,978); or
- b) An amount equal to the amount that could be raised by a property tax rate of \$0.15 per One Thousand Dollars (\$1,000), when applied to the net taxable value of lands and improvements for hospital purposes within the Service Area."

- 2. This Bylaw may be cited as "Community Parks Participating Electoral Areas By-law No. 1, 1975, Amendment Bylaw No. 3, 2016".

CONSENTED TO by the Director of the Juan de Fuca Electoral Area.

READ A FIRST TIME THIS	th	day of	2016
READ A SECOND TIME THIS	th	day of	2016
READ A THIRD TIME THIS	th	day of	2016
ADOPTED THIS	th	day of	2016

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 2016

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4065

A BYLAW TO AMEND BYLAW NO. 2080 TO INCREASE THE MAXIMUM REQUISITION
DUE TO INCREASING OPERATING COSTS

WHEREAS:

- A. The Board of the Capital Regional District wishes to amend Capital Regional District Bylaw No. 2080, "Community Parks Participating Electoral Areas By-law No. 1, 1992" to increase the maximum amount that may be requisitioned;
B. Pursuant to Section 349 of the Local Government Act, participating area approval is required and consent on behalf the electoral participating area director has been received under Section 801.5 of the Local Government Act.

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

- 1. Bylaw No. 2080, "Community Parks Participating Electoral Areas By-law No. 1, 1992" is hereby amended as follows:
By adding Section 3 as follows:
"In accordance with section 339 (1) (e) of the Local Government Act, the maximum amount that may be requisitioned for the cost of the Community Parks Service is the greater of:
a) Thirty-one thousand, two hundred and sixty-nine dollars (\$31,269); or
b) An amount equal to the amount that could be raised by a property tax rate of \$0.15 per One Thousand Dollars (\$1,000), when applied to the net taxable value of lands and improvements for hospital purposes within the Service Area."
2. This Bylaw may be cited as "Community Parks Participating Electoral Areas By-law No. 1, 1992, Amendment Bylaw No. 2, 2016".

CONSENTED TO by the Director of the Southern Gulf Islands Electoral Area.

READ A FIRST TIME THIS th day of 2016
READ A SECOND TIME THIS th day of 2016
READ A THIRD TIME THIS th day of 2016
ADOPTED THIS th day of 2016

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 2016

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4066

**A BYLAW TO AMEND BYLAW NO. 1602 TO INCREASE THE MAXIMUM REQUISITION
DUE TO INCREASING OPERATING COSTS**

WHEREAS:

- A. The Board of the Capital Regional District wishes to amend Capital Regional District Bylaw No. 1602, "Community Parks Participating Electoral Areas By-law No. 2, 1988" to increase the maximum amount that may be requisitioned;
- B. Pursuant to Section 349 of the *Local Government Act*, participating area approval is required and consent on behalf the electoral participating area director has been received under Section 801.5 of the *Local Government Act*.

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

- 1. Bylaw No. 1602, "Community Parks Participating Electoral Areas By-law No. 2, 1988" is hereby amended as follows:

By adding Section 3 as follows:

"In accordance with section 339 (1) (e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Community Parks Service is the greater of:

- a) Seventy-seven thousand, seven hundred and sixty-seven dollars (\$77,767); or
- b) An amount equal to the amount that could be raised by a property tax rate of \$0.15 per One Thousand Dollars (\$1,000), when applied to the net taxable value of lands and improvements for hospital purposes within the Service Area."

- 2. This Bylaw may be cited as "Community Parks Participating Electoral Areas By-law No. 2, 1988, Amendment Bylaw No. 1, 2016".

CONSENTED TO by the Director of the Southern Gulf Islands Electoral Area.

READ A FIRST TIME THIS	th	day of	2016
READ A SECOND TIME THIS	th	day of	2016
READ A THIRD TIME THIS	th	day of	2016
ADOPTED THIS	th	day of	2016

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 2016

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4067

A BYLAW TO AMEND BYLAW NO. 2294 TO INCREASE THE MAXIMUM REQUISITION
DUE TO INCREASING OPERATING COSTS

WHEREAS:

- A. The Board of the Capital Regional District wishes to amend Capital Regional District Bylaw No. 2294, "Community Parks Participating Electoral Areas By-law No. 1, 1995" to increase the maximum amount that may be requisitioned;
B. Pursuant to Section 349 of the Local Government Act, participating area approval is required and consent on behalf the electoral participating area director has been received under Section 801.5 of the Local Government Act.

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

- 1. Bylaw No. 2294, "Community Parks Participating Electoral Areas By-law No. 1, 1995" is hereby amended as follows:

By replacing Section 2 in its entirety with the following:

"In accordance with section 339 (1) (e) of the Local Government Act, the maximum amount that may be requisitioned for the cost of the Community Parks Service is the greater of:

- a) Seventy-three thousand and forty-three dollars (\$73,043); or
b) An amount equal to the amount that could be raised by a property tax rate of \$0.15 per One Thousand Dollars (\$1,000), when applied to the net taxable value of lands and improvements for hospital purposes within the Service Area."

- 2. This Bylaw may be cited as "Community Parks Participating Electoral Areas By-law No. 1, 1995, Amendment Bylaw No. 2, 2016".

CONSENTED TO by the Director of the Southern Gulf Islands Electoral Area.

READ A FIRST TIME THIS th day of 2016
READ A SECOND TIME THIS th day of 2016
READ A THIRD TIME THIS th day of 2016
ADOPTED THIS th day of 2016

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 2016

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4068

**A BYLAW TO AMEND BYLAW NO. 1601 TO INCREASE THE MAXIMUM REQUISITION
DUE TO INCREASING OPERATING COSTS**

WHEREAS:

- A. The Board of the Capital Regional District wishes to amend Capital Regional District Bylaw No. 1601, "Community Parks Participating Electoral Areas By-law No. 1, 1988" to increase the maximum amount that may be requisitioned;
- B. Pursuant to Section 349 of the *Local Government Act*, participating area approval is required and consent on behalf the electoral participating area director has been received under Section 801.5 of the *Local Government Act*.

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

- 1. Bylaw No. 1601, "Community Parks Participating Electoral Areas By-law No. 1, 1988" is hereby amended as follows:

By adding Section 3 as follows:

"In accordance with section 339 (1) (e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Community Parks Service is the greater of:

- a) One hundred and twenty-nine thousand, five hundred and sixty-five dollars (\$129,565); or
- b) An amount equal to the amount that could be raised by a property tax rate of \$0.15 per One Thousand Dollars (\$1,000), when applied to the net taxable value of lands and improvements for hospital purposes within the Service Area."

- 2. This Bylaw may be cited as "Community Parks Participating Electoral Areas By-law No. 1, 1988, Amendment Bylaw No. 1, 2016".

CONSENTED TO by the Director of the Southern Gulf Islands Electoral Area.

READ A FIRST TIME THIS	th	day of	2016
READ A SECOND TIME THIS	th	day of	2016
READ A THIRD TIME THIS	th	day of	2016
ADOPTED THIS	th	day of	2016

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS

day of

2016



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**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 17, 2016**

SUBJECT **Request for Gas Tax Funding for Juan De Fuca Recreation Project –
Sheringham Point Community Park**

ISSUE

Juan de Fuca Parks and Recreation is seeking approval from the Electoral Area Services Committee for \$23,000 of Gas Tax funding to establish a new parking area and trail head for Sheringham Point Community Park, Shirley Community.

BACKGROUND

The Capital Regional District (CRD) is entering into an Operating Agreement with the Sheringham Point Lighthouse Preservation Society (SPLPS). The SPLPS has requested use of the CRD Statutory Right of Way on Sheringham Point Private (strata) road, and lower parking area, previously created for public access to the community park, in order to invite its visitors to the lighthouse property. As part of the Operating Agreement, the SPLPS will be responsible for road improvements and ongoing maintenance of the road Statutory Right of Way. Juan de Fuca Parks and Recreation will create a new parking area and trail head at the upper parking area of Sheringham Point Road, as the primary public access point to the park.

The project will include:

- Construction of a new parking area to accommodate up to 10 vehicles.
- New section of trail from the upper parking area joining the adjacent community park trail.
- Trail head information kiosk (map and park information).
- Traffic and hiker information signs along Sheringham Point Public road, park trail junctions and trail heads.

Gas Tax Funding Requested: \$23,000

ALTERNATIVES

Alternative 1

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

That the Juan de Fuca Electoral Area Parks and Recreation project be funded as appropriate Gas Tax initiatives.

Alternative 2

That the Electoral Services Committee not recommend to the Capital Regional District Board that the Juan de Fuca Electoral Area Parks and Recreation projects be funded as appropriate Gas Tax initiatives and direct staff to investigate other sources of funding including reallocation from within existing budgets.

ECONOMIC IMPLICATIONS

The requested gas tax funding should be sufficient to cover all costs of the project. Any cost over-runs will be covered by the Juan de Fuca Community Parks program funding.

SOCIAL IMPLICATIONS

The Operating Agreement with the SPLPS enables the Society to invite its visitors to its private lands, while improving the safety of the road they will be using. As public access on the Sheringham Point Private road to the lighthouse lands could increase significantly, the new Sheringham Point Community Park parking area and trail head will enable better separation of these user groups and reduce potential parking and congestion conflicts.

CONCLUSION

This funding will enable implementation of terms and conditions specified in the CRD/SPLPS Operating Agreement, and provide for an alternative access point for park trail users.

RECOMMENDATION

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

That the Juan de Fuca Electoral Area Parks and Recreation project be funded as an appropriate Gas Tax initiative.

Submitted by:	Mike MacIntyre, Acting Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Rajat Sharma, B.Eng., MBA, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

RH:km



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GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES
FINANCE & TECHNOLOGY DEPARTMENT

DATE: Jun. 28/16
(dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Salt Spring Island

Organization for which the Grant in Aid is requested:

Island Pathways

Amount Approved: \$ 2,500

Tax Code:

Account Assignment:

B/A

G/L

Cost Centre

Requested by: 
Director's Signature

Wayne McIntyre
Print Name

FINANCE ONLY

Request received and acted upon by:

Signature: _____

Print Name: _____

January 28, 2016

Date Received (dd/mm/yy)

CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By

Name and Address of Applicant: Island Pathways
Box 684 Ganges P.O.
Salt Spring Island,
V8K 2W3

Contact: Jean Gelwicks 250-537-4859

gellam@saltspring.com

Contact: Val Short 250-537-5987

vshort@telus.net

Application Summary

Project or purpose for which you require assistance: Island Pathway's (IP) is creating a much wanted / needed Walking Map of Salt Spring Island which will include all the trails and pathways on SSI that are open to the public. Those trails in BC, CRD, and local parks as well as those on private lands owned by organizations like the SSI Conservancy, Trust Fund Board etc. This map will show where all the trails and pathway are and give a brief description of each.

I can provide letters of support from the Information Centre folk and Economic Development Commission if you need them.

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

Jean Gelwicks

Island Pathway Board Member

(Signature of authorized signatory)

(Title)

(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?**

Island Pathway was formed in 1988 and became a non-profit society in 1997. We work to promote a safe, non-motorized environment option on SSI. Our goal is to make it safe for residents to walk or cycle to desired destinations.

Island Pathways is known for:

- The Community Pathways we construct that are a part of the Ganges Village Pathway Network.
- Our information Kiosks by the Information Centre.
- The numerous colorful bike racks around Salt Spring Island (around 30 to date).
- Our Helmet for Life Program and school bike safety rodeos (we have put 500 students into safe bike helmets).
- Our award winning Heritage Map with bike routes. Now in its third printing. It is the most accurate map of SSI.
- Our Bicycle Working group that is working towards safe bike lanes on our main roads, from all ferry terminals into Ganges.
- Our work on a number of community committees (OCP, PARC, Climate Action, Chamber etc.).
- For Velo-Village that brought hundreds of cyclists to SSI on the first ever Bicycle ONLY BC Ferry.
- Generally, for making SSI more bike and pedestrian friendly.

Island Pathways has been in existence for almost 25 years. No one else in the community provides all the services we do.

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

Most Salt Spring Islanders receive services and benefits from our projects. Tourists and residents will greatly benefit from this project. We:

- Are constructing multi-use pathways that are a part of the Ganges Village Pathway Network that benefit residents who live within walking and Riding distance of Ganges and many visitors.
- Supplied the islands with many of their bike racks (around 30)
- Produce the best map of Salt Spring
- Run the Helmets for Life program and road safety rodeos in all the elementary Schools on Salt Spring.

3. Is your organization voluntary and non-profit? YES

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

We have no paid staff. We have very little overhead as we have no office. Our organization runs entirely on volunteer labour. We have a membership of about 100 residents. The cost of membership covers the cost of newsletters back to our members. We raise funds through grant writing for specific projects, donations, including Country Grocer's sales slips and the Thrifty Smile Card program, and the sale of our Bicycle/Heritage Map.

Please indicate the number of member/volunteers in your organization and how long your organization has been in operation? We have been in operation for 27 years. We have about 100 members and about 60 volunteers that mainly help with pathway construction. On this particular project we have around 25 volunteers. When we ground truth the map we will most likely add on another 30 volunteers.

Project /Proposal Profile

- 1. Assistance is being requested for: Walking Map**
- 2. Please describe the proposal for which you are requesting assistance.**

Island Pathways is creating a Walking/Hiking Map of Salt Spring Island. We are GPSing all public trails, taking notes and photographs. All this collected information will be placed on a map. We are working with all the land owners (BC Parks, CRD Parks, PARC, SSI Conservancy, Trust Fund Board etc.) to make sure they are happy with the map. This is something that the Information Centre has been asking for, for years. We have a volunteer coordinator, a team of volunteers who are GPSing all the trails and gathering the needed information, a volunteer computer wiz that is putting all the data into the computer and a volunteer writer who will do the write up on each of the trails. We will have to pay for our map to be designed and for printing of the maps. Volunteers will ground truth the map.

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

Salt Spring Islander and visitors will finally have a map of all the public trails on Salt Spring and will know a bit about the difficulty of each, length of time it will take to hike, highlights they will encounter on the way and other details. This will help them make

good decisions about which trails to hike. Hopefully, this map will encourage more people, especially families, to hike more often.

Visitors who are asking the Information Centre for just such a map will now have what they are looking for and will have less of a tendency to get lost or make a poor decision about a trail because they will have sound information about the trails and can select wisely.

Funding and Financial Information

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

- Total cost of project / proposal
- Grants / funding from other sources
- Funding contributed by applicant through fund raising activities or other sources of revenue and
- Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

Budget for Walking Map.

Volunteer orientation meeting.	\$150
Design of the Map	\$3500
Printing of maps to be ground truthed	\$500
Ground truthing event	\$500
Volunteer appreciation	\$300
Printing of map	\$5000
Other printing costs and miscellaneous	\$50
Total	- \$10,000

Volunteers will be donating approximately \$10,000 worth of in-kind hours to this project.

2. Have you applied for a grant / funding from another source (s)? YES

Name of Grant	Amount applied for	Approved	Denied	Pending
---------------	--------------------	----------	--------	---------

Victoria Foundation	\$3000	*		
---------------------	--------	---	--	--

TOTAL = \$2500

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

Yes, **Partners Creating Pathways** received money from the CRD director for our first pathway in front of Brinkworthy in 2008. Island Pathways has received funding

in the past for our Bike Rack program and we received a Grant in aid for Velo Village of \$4,500 in March of 2012.

4. Does your organization?:

Offer direct financial assistance to individuals or families	No
Provide services that fall within the mandate of either a senior government or a local service agency	No
Provide an opportunity for individuals to make direct Contribution to the project.	No
Or, is your organization:	
Part of a Provincial or National fundraising campaign?	No



August 21, 2015

Jean Gelwicks
Island Pathways
PO Box 684
Salt Spring Island, BC
V8K 2W3

RE: Island Pathways Pedestrian Map of Salt Spring Island

I am writing to signal the strong support of the Salt Spring Island Chamber of Commerce for Island Pathways proposed Walking Map of Salt Spring Island.

This map would prove very useful to both residents and visitors to Salt Spring Island. In our Visitor Information Centre, which the Chamber of Commerce manages, we have close to 40,000 local and tourist visits per year. An increasing number of these visitors are travelling by foot and are walking on BC Ferries, which operates 3 ferry terminals on the island.

Based on our central location in Ganges Village, we are a drop-off and pick-up location for the Salt Spring BC Transit bus service. The ability to offer a good quality walking map of the island, which features pedestrian pathways and hiking trails, would be an excellent addition to the materials that we have available for distribution.

Please feel free to contact me if you require any further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Janet Clouston", written in a cursive style.

Janet Clouston
Executive Director
Chamber of Commerce & Tourism Salt Spring

The Salt Spring Island Chamber of Commerce, established in 1948, is a not-for-profit organization representing 300 business owners and individuals on the island. We seek to create and maintain a prosperous environment for business and skills development, by advocating to enhance the island's economic viability and sustainability.

121 Lower Ganges Road, Salt Spring Island, BC V8K 2T1 Phone 250.537.4223 Fax 250.537.4276

chamber@saltspringchamber.com

www.saltspringchamber.com

Gateway to a Strong Island Economy



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CRD FINANCE
FEB 02 2016
RECEIVED

GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 01/02/16
(dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

Mayne Island Conservancy Society c/o Michael Hoebel

Amount Approved: \$ 4500

Tax Code:

Account Assignment:

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

Requested by: [Signature]
Director's Signature

David Howe
Print Name

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, c/o Michael Hoebel
798 Georgeson Bay Road
Galiano Island, BC V0N1P0

Contact(s): Michael Hoebel (name) (250) 539-2003 (phone) _____ (fax)
mhoebel@telus.net
Email address

Contact(s): _____ (name) _____ (phone) _____ (fax)

Email address

Application Summary

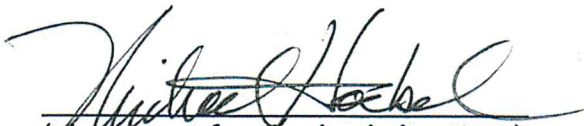
Project or purpose for which you require assistance:

The second annual Active Pass Nature and Arts Festival will be held on Galiano Island on April 22-24, 2016. Funding is needed to help cover general costs of staging the Festival (insurance, advertising and promotion, facilities and transportation expenses, etc).

Amount of grant requested \$ 4,500.00

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**


(signature of authorized signatory)

Chair, Festival Planning Committee
(title)

Michael Hoebel
(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?

Festival Active Pass 2016 will be a celebration of the natural beauty and biodiversity of the Gulf Islands and the vibrant artistic culture found here. It will be an opportunity for islanders to get together and to show visitors what makes the island lifestyle so special. The Festival will bring additional visitors to Galiano this year, to the benefit of island businesses.

The Festival is being organized by volunteers representing a diverse range of Galiano organizations and groups -- the Galiano Club, Galiano Conservancy, Galiano Trails Society, Galiano Museum Society, Galiano Naturalists, Galiano Library, Galiano Chamber of Commerce, and island artists, craftspeople, and musicians. The Festival will be a unique "Experience the Gulf Islands" event.

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

The Festival will attract, and provide educational and recreational activities for, residents and visitors to the Southern Gulf Islands.

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.

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

As described above, the 2016 Festival is being organized by individuals and representatives of a range of different Galiano Island organizations.

The Mayne Island Conservancy was the host of the first Festival in April 2015, and the Mayne Conservancy has offered to hold and disburse any grant funds obtained for the 2016 Festival. (The Festival is intended to rotate between our two islands in alternate years.)

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (This is a unique special event, combining arts and nature activities)

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

Please see the attached information sheet.

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

As mentioned above, the community will benefit from a unique event to celebrate the unique natural and cultural environment that we enjoy. Visitors coming to Galiano for the Festival will benefit local businesses and accommodation providers. The Festival will also provide an example of the type of "ecotourism" that is being promoted by the Experience the Gulf Islands initiative of the Southern Gulf Islands Economic Development Commission.

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)
Barraclough Foundation	\$ 500.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
McLean Foundation	\$ 5,000.00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
BC Arts Council	\$ 7,250.00	<input type="radio"/>	<input type="radio"/>	<input checked="" 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
2014	\$ 2,000.00	GIA to Mayne Conservancy for 2015 Festival on Mayne
2015	\$ 2,500.00	GIA to Mayne Conservancy for 2015 Festival on Mayne
2015	\$ 2,000.00	GIA to Mayne Conservancy for 2016 Festival on Galiano

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

FESTIVAL ACTIVE PASS 2016

Budget

Revenue

<u>Grants & Sponsors</u>	<u>Amount</u>	<u>Status</u>
Barracough Foundation	500	received
CRD Grant in Aid (2015)	2000	received
CRD Grant in Aid (2016)	4500	pending
BC Arts Council	7250	pending
Sponsorships	3500	pending
Individual donations	1000	pending

Fees and Sales

Registration fees	1500
Festival dinner tickets	6250
Boat tour fees	1440
Workshop fees	500
Other tours and events - fees	3000
T-shirt sales	1000
Arts and crafts mkt	250

TOTAL **32690**

Expenses

Promotion

Advertising	2500
Website	1500
Signage	500

Facilities

Rental	1300
Janitorial	300

Program expenses

Festival dinner	6000
Tour expenses	4000
Speakers expenses & honouraria	2000
Artists/Musicians expenses & honouraria	6000 depends on BC Arts Council grant

Cost of sales

T-shirts	500
----------	-----

Transportation

Shuttle buses and vans rental, fuel	3000
-------------------------------------	------

Administrative

Event insurance	1800
Paypal & Eventbrite for ticket services	250
Printing (program, posters)	1500
Miscellaneous	500

Volunteers

Appreciation dinner	1000
---------------------	------

TOTAL **32650**



Active Pass Nature and Arts Festival

April 22 - 24, 2016

Galiano Island, BC

www.festivalactivepass.com

www.facebook.com/FestivalActivePass

festivalactivepass2016@gmail.com

(250) 539-2003

An "Experience the Gulf Islands" event

What's it all about?

Festival Active Pass is a celebration of the natural beauty and biodiversity of the Gulf Islands, and the vibrant artistic culture found here. It's an opportunity for islanders to get together to welcome the return of spring, and to show visitors what makes the island lifestyle so special. It's going to be a lot of fun!

When and where?

Following the success of the first annual Festival Active Pass on Mayne Island in 2015, the 2016 Festival is being hosted on Galiano Island on Earth Day weekend, from Friday, April 22 to Sunday, April 24. "Festival Central" is the Galiano Lions Hall on Burrill Road, just a short distance from the Sturdies Bay ferry terminal, where there will be displays, live music, delicious food, and an arts and crafts market. Festival events will also take place at the South Galiano Community Hall, the Galiano Community Library, and the Galiano Community School.

What activities will there be?

You can choose from guided hikes, boat tours, and kayaking. Or tour island gardens and artists' studios. Talks and workshops on a variety of topics will be presented, from local archeology and history, to nature photography, to innovative food production methods and solar energy production. View special Festival arts displays and a selection of films about the islands. Attend an exciting concert on Friday evening, the Festival feast for a sampling of locally sourced foods and a community dance on Saturday evening, and a special brunch and play performance on Sunday afternoon.

What about travel, lodging, and meals?

There are convenient morning and evening ferry connections from the Lower Mainland or Vancouver Island, as well as the other nearby islands. On Galiano there will be a special shuttle bus and other local transportation during the Festival to get people to different venues and tours. Camping is available at Montague Park, and a variety of B&Bs, cottage rentals, and inn accommodations are also available. For meals, Galiano provides a wide choice of eating places, from funky food wagons to award-winning fine dining restaurants.

How can Galiano Islanders get involved?

First, plan to attend the Festival and invite your off-island friends! The success of the Festival depends upon community volunteers, so if you can help please contact us. We also want to hear from food and arts vendors who are interested in participating. Many organizations are already supporting the Festival -- the Galiano Club, the Galiano Lions, the Galiano Chamber of Commerce, the Galiano Library, the Galiano Museum Society, the Galiano Trails Society, the Galiano Conservancy Association, and the Galiano Parks and Recreation Commission. More support is welcomed.

How do people register to attend the Festival?

The full Festival program will be posted and online registration will be open early in 2016. Check the website and Facebook page, or ask to be put on an email list for regular updates. Save the dates!



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GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 5/2/16
(dd/mm/yy)

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: SG1

Organization for which the Grant in Aid is requested:

The Galiano Club

Amount Approved: \$ 5,700.00

Tax Code: P0

Account Assignment:

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

Requested by: David Howe
Director's Signature

Director Howe
Print Name

Feb 5, 2016
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: The Galiano Club

141 Sturdies Bay Rd. - Box 219

Galiano Island, B.C. V0N1P0

Contact(s): Jane Wolverton 250 539 2427
(name) (phone) (fax)

jwolverton@telus.net
Email address

Contact(s): Judy Hayes 604 980 7254
(name) (phone) (fax)

kussos@shaw.ca
Email address

Application Summary

Project or purpose for which you require assistance:

We would like to install continuous gutters on the Community Hall and tie these into a water collection system. Only part of the Hall roof has gutters and these are in very poor condition. This upgrade would protect the building and provide water for the grounds and emergencies.

Amount of grant requested \$ 5,700.00

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)

Jane Wolverton
(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 Galiano Club was founded in 1924 to promote social, educational, recreational and agricultural interests on Galiano, as well as to build a community hall. The Community Hall, completed in 1929, has been a focus for community activities ever since. The Club also holds two nature preserves and a community forest in trust for the community. In 2008, the Galiano Club Community Food Program was created to promote food security and social interaction, particularly for the island's seniors. In 2015, the Food Program prepared over 2,000 meals for seniors and others in need. These meals are distributed through the Health Care Clinic, the Food Bank and the Club. The Hall is the site of the only day care (parent run) on the island and the Food Program. The community relies on volunteer supported programs like the Food Program. There is no other organisation providing these services.

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

Galiano Island is the geographic area that benefits from the services of the Galiano Club. The large number of visitors to the island also benefit from the services of the Club.

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.

Officers and members receive no remuneration or other funds. The organisation is entirely volunteer run. There are five part-time paid contractors (they share 120 hours per month) involved in implementing the Galiano Club Community Food Program and in cleaning the Hall.

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

The Galiano Club was founded in 1924 and the Community Hall was completed in 1929. Although it is called a "Club" it is in fact a community association. The term "Club" was popular in the 1920's. The Club averages about 200 members per year and has over 175 active regular volunteers. Given that the total population of permanent residents on Galiano Island is 1,100, a significant portion of the population is involved.

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Gutters and a Rainwater Collection System)

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

The plan for this funding, if it is approved, will be:

1. To replace the partial gutter system on the Hall with a continuous gutter system. At present one whole side of the Hall has no gutters and the other sides have quite old non-functioning gutters. This will protect the Hall siding and walls from deterioration. We recently met with an architect to assess the maintenance and repair schedule for the Hall and were informed that to rebuild the Hall would likely cost between \$1,000,000 and \$2,000,000. We are highly motivated to keep the Hall well maintained and protected.

2. Install a water collection system that will be used for the grounds and also for emergencies in the event of a disaster. The Community Hall is the designated Command Centre and an alternate reception centre.

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

If this proposal for gutters were approved, the community would benefit because the Community Hall exterior siding would be protected from water damage and thus continue to serve the needs of the island for decades to come. The Hall is booked on average 350 times per year. This includes more than one booking per day in some instances.

The rainwater collection system would provide water for the grounds during droughts and also for the community during emergencies. The Community Hall is the Command Centre and alternate Reception Centre in the event of an emergency.

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)
Private Donation	\$ 500.00	<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
2015	\$ 2,500.00	Funds toward the new Hall propane stove and system
2014	\$ 6,500.00	Improvements to the Food Program School Garden
2013	\$ 5,000.00	Funds toward the replacement of fire exit staircase
2011	\$ 5,000.00	Funds toward the replacement of the Hall roof

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

Funding and Financial Information - The Galiano Club Grant in Aid Application – February, 2016

Project Budget

- The estimated costs for the new gutter system are: \$3,400
The estimated costs for the water collection system are: \$2,300

Total for Project: \$5,700

- **Grants/Funding from Other Sources**

Funding is being sought from other sources however we also are trying to raise funds for an on-demand hot water system, panic bars for 3 exit doors and a new emergency staircase.

- **Funding Contributed by Applicant through Fundraising Activities or Other Sources of Revenue**

The Galiano Club has committed \$500 toward these costs.

- **Total Expenses for the Fiscal Year Including any Monies and/or Benefits Paid to Members or Officers**

See attached Financial Statement for the year ending December 31, 2014. There are no payments and/or benefits paid to Members or Officers.

- **Financial Statement**

The 2015 Statement will be ready for the Galiano AGM in May, 2016. All of the materials are with the accountant.



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GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 09/02/16
(dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

South Pender Historical Society

Amount Approved: \$ 4500.00

Tax Code:

P0

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

FINANCE ONLY

Request received and acted upon by:

Signature: _____

Print Name: _____

Feb 10, 2016
Date Received (dd/mm/yy)

CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By

Name and Address of Applicant: South Pender Historical Society
9911 Jennens Road
South Pender, V0N 2M3

Contact(s): Paul Petrie, director 250 629-3419 _____
(name) (phone) (fax)
pmpetrie@shaw.ca
Email address

Contact(s): Bert Hol, President 604 351-7415 _____
(name) (phone) (fax)
bholhome@gmail.com
Email address

Application Summary

Project or purpose for which you require assistance:

First Nations history series/ Reconciliation Initiative

In 2015 the Society initiated a First Nations history series in cooperation with the Tsawout band who have reserve land on South Pender at Hay Point. The two events in 2015 (First Nations cultural history on Pender - Elder Belinda Claxton; and History and cultural

Amount of grant requested \$ 4,500

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

Paul Petrie
(signature of authorized signatory)

Director, South Pender Historical Society
(title)

Paul Petrie, Director
(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 South Pender Historical Society was established in 2013 under the Societies Act. The purpose of the Society is to document and preserve the history of South Pender Island including land and structures of historical value; and specifically to preserve and maintain the buildings, grounds and Memorial Garden of the Church of the Good Shepherd for the benefit and use of the Pender community and visitors. The Church is now closed and the Anglican Diocese has supported the use of the Church and grounds for community focused events including an annual summer heritage market, local history lectures and a Christmas sing along. In exchange, the Society maintains the Memorial Garden, the Church and the grounds. No other organization provides these services. The Society works in cooperation with other Pender organizations on issues of common interest including, the Pender Museum Society, St Peter's Parish of Pender and Saturna and the Pender Reconciliation Circle.

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

North and South Pender 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.

No remuneration of funds are paid to Society members or directors. The Society's primary source of income is membership dues (\$5) and voluntary donations in conjunction with events.

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

The Society was established in 2013. We currently have 56 members

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 The Society is exploring other funding opportunities, but none have been identifies so far that would provide ti

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

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 Reconciliation Initiative 2016

Our projected budget for the five events in 2016 is \$6000. This will cover travel expenses for Tsawout participants, including ferry, meals and accomodation where appropriate, facility rentals, supplies, publicity, and UVIC Reconciliation Conference registrations. The Society has very limited fundraising capacity and our current finances are from member dues (\$5) and individual donations at events. The Society has \$1500 available in current finances to support this initiative.

We are seeking a grant in aid from the CRD for the remaining \$4,500.

Budget item	total budget	CRD Portion
Travel (Tsawout participation including ferry)	\$1100.	\$825
Guest accommodation where required	540.	480
Guest meals when appropriate	895.	670
Facility rentals	575.	430
Supplies	420.	315
Publicity (posters, Pender Post, Island Tides)	1215.	910
WSÁNEĆ books/ materials for Pender Library	355.	265
UVic Conference on Reconciliation (April 27-29)	925.	605
Total	\$6025.	\$4500

South Pender Historical Society Finances 2015

Assets (bank balance) as of December 31, 2014	\$1,845.47
2015 income	1,522.19
2015 expenses	1,124.52
Assets as of December 31, 2015	\$2,243.14



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**REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 17, 2016**

SUBJECT Combining Salt Spring Island Sewer and Liquid Waste Local Area Services Commissions (Ganges, Maliview, and Liquid Waste)

ISSUE

To consider establishing one sewer and liquid waste local service commission to administer the Ganges sewer, Maliview sewer and Liquid Waste services on Salt Spring Island (SSI).

BACKGROUND

Local services were established for Maliview Estates Sewer (Bylaw No. 1938), Ganges Sewerage (Bylaw No. 1923) and SSI Liquid Waste Disposal (Bylaw. No. 2118). At that time, committees were established by the CRD Board to administer these services. Bylaw No. 3693, "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010", converted these committees to the following commissions and delegated administrative powers to these commissions subject to the policies and procedures of the regional board and limitations in the CRD Delegation Bylaw:

- Ganges Local Sewer Commission
- Highland Water and Sewer Services Commission – includes administration of the Maliview Estates sewer service
- SSI Liquid Waste Disposal Local Service Commission

Bylaw No. 3693 sets out the services for each of these commissions that are comprised of volunteers and each service has a separate infrastructure, budget, and tax base. Operationally, the three services are intended to provide ratepayer direction in the delivery of sewer and liquid waste services, and provide advice on the financial, operational and capital aspects of delivering these services. While the services are established by separate bylaws, the services do integrate in that both the Maliview and Ganges sewer services contribute product and revenue to the Liquid Waste service; and the Maliview sewer or Ganges Sewer have one appointed representative on the Liquid Waste Commission.

There are approximately 12 CRD established commissions on Salt Spring Island to administer various services. These commissions are comprised of volunteers appointed by the CRD Board. The Salt Spring Island Liquid Waste Commission currently does not have sufficient members to establish a quorum and recent efforts to find volunteers from the community to join the commission have been unsuccessful. This has presented an administrative challenge and requires the Electoral Area Services Committee to provide direction on the operating and capital budget and the project delivery approach to complete the Burgoyne Bay Septage Facility Project. The Ganges Local Sewer Commission has one member vacancy following a recent search for members. The Highland Water and Sewer Services Commission that administers the Maliview Estates sewer has had no new members step forward for many years.

ALTERNATIVES

Alternative 1:

1. That staff consult with the Ganges Local Sewer Commission, the Highland Water and Sewer Services Commission and the SSI Liquid Waste Disposal Local Service Commission to determine a proposed governance model for managing liquid waste and sludge on Salt Spring Island; and
2. That based on the consultation, staff be directed to draft a bylaw to create one Salt Spring Island Sewer and Liquid Waste Local Area Service Commission to administer the Ganges sewer, Maliview Estates sewer and SSI liquid waste disposal services.

Alternative 2:

That the report be received for information.

IMPLICATIONS

The CRD Board Strategic Priorities 2 (c) supports 'integrated waste management plans' and 'establishing a systematic process of evaluation for all liquid waste decisions'. The following benefits ensue from integrating these commissions as it relates to liquid waste and sludge:

- provides efficiencies from an organizational and reporting perspective;
- facilitates filling a large number of vacancies to administer three similar functions;
- Salt Spring Island as a whole can provide stewardship for liquid waste management planning and work towards a harmonized framework in managing liquid waste and sludge;
- better service the SSI in a consistent manner;
- one commission will provide a coordinated and uniform approach in providing island solutions; and
- knowledge sharing will be an asset to the Commission and SSI.

Examples where committees were combined to administer a service are (1) Port Renfrew Utility Services Committee (Juan de Fuca Electoral Area) amalgamated sewer, street lighting, water and Snuggery Cover water services; and (2) Highland and Fernwood Water Service joined to fund and facilitate the construction of a joint water treatment facility that services users in both areas.

The creation of one commission to administer these three services will result in administrative time and cost savings as it relates to coordinating meetings and project delivery approvals.

Each service will continue to have separate budgets as required by provincial legislation.

CONCLUSION

The lack of volunteer commission members willing to serve is posing significant administrative challenges. The Salt Spring Island Electoral Area Services division is currently engaged in significant capital infrastructure improvements and asset management planning within each of these services. At the time of establishing these services, the governance model met the needs of the communities it served; however, the current structure and administrative system is challenged in dealing with multiple commissions and commissioners, in particular where their product and representation are already interconnected and impact the Liquid Waste budget, operations, and future infrastructure capacity.

RECOMMENDATION(S)

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

1. That staff consult with the Ganges Local Sewer Commission, the Highland Water and Sewer Services Commission and the SSI Liquid Waste Disposal Local Service Commission to determine a proposed governance model for managing liquid waste and sludge on Salt Spring Island; and
2. That based on the consultation, staff be directed to draft a bylaw to create one Salt Spring Island Sewer and Liquid Waste Local Area Service Commission to administer the Ganges sewer, Maliview Estates sewer and SSI liquid waste disposal services.

Submitted by:	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Ted Robbins, General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

KC:kc