Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, December 9, 2020 | **1:10 PM** | **6th Floor Boardroom, 625 Fisgard Street, Victoria, BC**

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1. 20-782 Minutes of the October 14, 2020, October 28, 2020 and November 18, 2020 Capital Regional District Board Meetings

Recommendation: That the minutes of the Capital Regional District Board meetings of October 14, 2020, October 28, 2020 and November 18, 2020 be adopted as circulated.

Attachments: Minutes - October 14, 2020
Minutes - October 28, 2020
Minutes - November 18, 2020

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. 20-512 Presentation: Dave Cowen (Chair) and Ian Robertson (CEO), Greater Victoria Harbour Authority; Re: Member Agency Report

Attachments: Presentation: GVHA - Member Agency Report to CRD

5.1.2. 20-784 Presentation: Paul Gerrard (CRD Representative) and Geoff Dickson (President/CEO), Victoria Airport Authority; Re: Report to Nominators

Attachments: Presentation: VAA Report to Nominators

5.2. Delegations

5.2.1. 20-799 Delegation - David Calder; Representing Rowing British Columbia: Re: Agenda Item 7.6.: Rowing BC - NextGen Performance Centre - Expression of Interest

6. CONSENT AGENDA

6.1. 20-736 Capital Regional District External Grants Update

Recommendation: The Governance and Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District External Grants Update be received for information.
(NWA)

Attachments: Staff Report: CRD External Grants Update

Appendix A: CRD Grants Dashboard

6.2. 20-726 Parcel Tax Roll Review Panel Appointments

Recommendation: The Governance and Finance Committee recommends to the Capital Regional District Board:
1. That the Parcel Tax Roll Review Panel meeting be held on Wednesday, 10 March 2021, at 12:15 pm in Room 651 of the Capital Regional District offices, 625 Fisgard Street, Victoria, BC., and;
2. That the following individuals be appointed to the Parcel Tax Roll Review Panel for the year 2021:
Colin Plant, CRD Board Chair
Mike Hicks, Director, Juan de Fuca Electoral Area
David Howe, Director, Southern Gulf Islands Electoral Area
Gary Holman, Director, Salt Spring Island Electoral Area
(NWA)

Attachments: Staff Report: Parcel Tax Roll Review Panel Appointments

6.3. 20-751 Service Fee Agreement re Sewer Charges - District of Oak Bay

Recommendation: The Governance and Finance Committee recommends to the Capital Regional District Board:
That the Service Fee Agreement re Sewer Charges - District of Oak Bay report be received for information.
(NWA)

Attachments: Staff Report: Service Fee Agreement Sewer Charges Oak Bay

Appendix A: District of Oak Bay Service Fee Agreement Sewers

Appendix B: Oak Bay Resolution CRD-LWM Agreement

6.4. 20-614 Juan de Fuca Agricultural Land Reserve Application Policy BRD05

Recommendation: [At its October 20, 2020 meeting the Juan de Fuca Land Use Committee amended the recommendation as noted below.]
That the Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
a) That the Agricultural Land Reserve Application Policy be approved, as amended; and
b) That the staff be directed to initiate an amendment to the Juan de Fuca Electoral Area Development Fees and Procedures Bylaw, 2018, Bylaw No. 3885, to increase the application fees for OCP and zoning amendment applications where exclusion from the ALR is also required or requested.
(Voting Block A & B:
Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke
Block B - JDF EA, Central Saanich, Highlands, Langford (Blackwell), Saanich (Haynes))

Attachments: Staff Report
Appendix A: Juan de Fuca Agricultural Land Reserve Application Policy
Amended Juan de Fuca Agricultural Land Reserve Application Policy
LUC Minutes Excerpt

6.5. 20-721 Non-Farm Use Agricultural Land Reserve Application for Section 81, Sooke District - East Sooke Regional Park

Recommendation: The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
That the non-farm use and soil deposit within the Agricultural Land Reserve application AG000081 for expansion of a parking lot and construction of a picnic shelter on Section 81, Sooke District, be supported and forwarded to the Agricultural Land Commission along with any public comments received.
(NWA)

Attachments: Staff Report
Appendix A: Subject Property Map
Appendix B: Non-Farm Use Application
LUC Minutes Excerpt

6.6. 20-720 Radio Communication and Broadcasting Antenna Systems Application for Block A, District Lot 49, Otter District - 3727 Otter Point Road

Recommendation: The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
That a statement of concurrence be provided for the proposed 45.0 m radio communications tower and 48.2 m antenna on Block A, District Lot 49, Otter District for the purpose of improving public safety radio coverage.
(Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments: Staff Report
Appendix A: Subject Property Map
Appendix B: Development Proposal
Appendix C: Comments Received
Appendix D: Applicant's Response Letter
Appendix E: Evaluation Criteria
LUC Minutes Excerpt

6.7. 20-793 2021 Schedule of Regular Board Meetings

Recommendation: That the regular meetings for the Capital Regional District Board will be scheduled on the second Wednesday of each month in 2021: January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11 (at the call of the Chair), September 8, October 13, November 10, December 8.
(NWA)

6.8. 20-794 2021 Standing Committee Terms of Reference

Recommendation: That the Board approve the 2021 Terms of References for Standing Committees attached as Appendix A.

Attachments: Staff Report: 2021 Standing Committee Terms of Reference

Appendix A: 2021 Standing Committees Terms of Reference

6.9. 20-792 2021 Committee and External Membership Appointments

Recommendation: That the Board receive the standing committee appointments and endorse the external appointments and nominations put forward in the attachment.
(NWA)

Attachments: 2021 Board and Committee Membership Appointments

7. ADMINISTRATION REPORTS

7.1. 20-783 Archie Galbraith Memorial Scholarship 2020

Recommendation: That the Capital Region District Board recognize the recommendation of Pearson College selection committee to award the 2020 Archie Galbraith Memorial Scholarship to Brooke O'Toole.
(NWA)

Attachments: Staff Report: Archie Galbraith Memorial Scholarship 2020

Appendix A: Student Profile Brooke O'Toole

7.2. 20-773 Bylaw No. 4396: 2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020

Recommendation: 1. That Bylaw No. 4396, "2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4396 be adopted.
(WA, 2/3rds on adoption)

Attachments: Staff Report: Bylaw No. 4396 Financial Plan Amendment 5, 2020

Appendix A: Bylaw No. 4396 with Schedules A & B

7.3. 20-713 Bylaw Nos. 4389 and 4395: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

Recommendation: 1. That Bylaw No. 4389 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. 9, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4389 be adopted.
(WP - JDF EA & SGI, 2/3rds on adoption)
3. That Bylaw No. 4395 cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2020" be introduced and read a first, second, and third time.
4. That Bylaw No. 4395 be adopted.
(NWA, 2/3rds on adoption)

Attachments: Staff Report: Bylaw Nos. 4389 and 4395, Fees & Charges Electoral Areas

Appendix A: Bylaw No. 4389 SGI & JDF Utility Fees Charges Amendment 9

Appendix B: Bylaw No. 4395 SSI Utility Fees Charges Amendment 14

Appendix C: Bylaws 4389 & 4395 Changes Summary

7.4. 20-750 Bylaws No. 4393, 4394: Florence Lake Improvement District Conversion to CRD Service

Recommendation: 1. That Bylaw No. 4393, Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020, be introduced and read a first, second, and third time;
2. That Elector approval for Bylaw No. 4393 be obtained via alternative approval process, and if successful, referred to the Inspector of Municipalities for approval; (NWA)
3. That Bylaw No. 4394, Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020, be introduced and read a first, second, and third time; and (WA)
That Elector approval for Bylaw No. 4394 be obtained via alternative approval process, and if successful, referred to the Inspector of Municipalities for approval. (NWA)

Attachments: Staff Report: Florence Lake Improvement District Conversion

Appendix A: Bylaw No. 4393

Appendix B: Bylaw No. 4394

7.5. 20-731 Bylaw No. 4371: Salt Spring Island Water, Sewer, and Liquid Waste Disposal Commission Bylaw No. 1, 2010, Amendment No. 1, 2020

Recommendation: The Fernwood Water Local Service Commission and the Highland Water and Sewer Services Commission recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw 4371, "Salt Spring Island Water, Sewer, and Liquid Waste Disposal Commission Bylaw No. 1, 2010, Amendment No. 1, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4371 be adopted.
(NWA, 2/3rds on adoption)

Attachments: Staff Report: SSI Water and Sewer Commission Update

Appendix A: Bylaw 4371

7.6. 20-798 Rowing BC - NextGen Performance Centre - Expression of Interest

Recommendation: That the Capital Regional District Board endorse staff responding to the Rowing BC Expression of Interest in order to continue exploring the concept of the NextGen Performance Centre to be located at Elk/Beaver Lake Regional Park.

Attachments: Staff Report: Rowing BC, NextGen Performance Centre, Expression of Interest

Appendix A: BC NextGen Performance Centre - EOI and RFP

8. REPORTS OF COMMITTEES

Arts Commission

8.1. 20-754 Bylaw 4367: to Broaden Access to the Arts Advisory Council and Introduce a Conflict of Interest and Recusal Mechanism

Recommendation: The Arts Commission recommends to Capital Regional District Board:
1. That Bylaw No. 4367, "CRD Arts Advisory Council Bylaw, 2002, Amendment Bylaw No. 3, 2020" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4367 be adopted.
(WP - Esquimalt, Highlands, Metchosin, Oak Bay, Saanich, Sooke, SGI, Victoria , View Royal, 2/3rds on adoption)

Attachments: Staff Report: Bylaw 4367 Broaden Access to Arts Advisory Council

Appendix A: Bylaw 4367 Arts Advisory Council Amending 2973

Committee of the Whole

8.2. 20-787 Transportation Gap Summary

Recommendation: That the Committee of the Whole recommends to the Capital Regional District Board
That staff work with jurisdictional partners to develop a list of potential transportation priorities that would be most beneficial to the region as a whole and report back to the Board for prioritization.
(NWA)

Attachments: Staff Report: Transportation Gap Summary

Appendix A: Transportation Related Plans

Appendix B: Transportation Timeline

Appendix C: Transportation Jurisdictional Roles & Responsibilities

Appendix D: CRD involvement in external projects

Appendix E: Recent and Planned MoTI Transportation Projects in the CRD

Appendix F: Regional Transportation Plan

Presentation: Transportation Gap Summary

Governance and Finance Committee

8.3. 20-725 Bylaw No. 4392: Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020

Recommendation: The Governance and Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4392, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4392 be adopted.
(WA, 2/3rds on adoption)

Attachments: Staff Report: Bylaw No. 4392 Revenue Anticipation Borrowing CRD

Appendix A: Bylaw No. 4392 Revenue Anticipation Borrowing

8.4. 20-735 COVID-19 Safe Restart Grants for Local Governments

Recommendation: [At the December 2, 2020 Governance and Finance Committee meeting, the following motion was amended and carried with the addition of items #4 and #5:]
The Governance and Finance Committee recommends to the Capital Regional District Board:
1. That staff allocate the $1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services;
4. That the CRD Board Chair, after consulting with the Union of British Columbia Municipalities, write and meet with the Premier and Minister responsible to advocate for an additional allocation of funding for electoral areas and First Nations;
5. That the CRD Board consider re-distributing any unspent funds from the Regional Services allocation prior to the end of 2021.
(NWA)

Attachments:
- Staff Report: COVID-19 Safe Restart Grants for Local Govts
- Appendix A: Safe Restart Allocation Letter from Ministry
- Appendix B: Regional Districts & Municipal Allocation of Grants
- Appendix C: Demographics, Population Estimates, CRD July 1
- Appendix D: Summary of the Grant Allocation

Juan de Fuca Land Use Committee

8.5. 20-547 Regional Growth Strategy Consistency - Port Renfrew Comprehensive Community Development Plan

Recommendation: [At the October 14, 2020 Capital Regional District Board meeting, this item was POSTPONED to December 9, 2020]

The Planning, Transportation and Protective Services Committee recommends to the Capital Regional District Board:
That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 10, 2018" be reviewed as it relates to Bylaw No. 4017 "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016" and be deemed consistent with the 2018 RGS Bylaw No. 4017.
(WA - except SGI & SSI)

Attachments:
- Staff Report: RGS Consistency-Port Renfrew Comprehensive Comm Dev Plan
- Appendix A: RGS Evaluation Table – Bylaw 4096
- Appendix B: Local Area Planning Staff Report to JdF LUC
- Appendix B Supplementary: Amended Supplementary Report to LUC

8.6. 20-329 Comprehensive Community Development Plan Amendment Application for:
That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342);
Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125);

That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and
Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

Recommendation: [At the October 14, 2020 Capital Regional District Board meeting, this item was POSTPONED to December 9, 2020]

[At the September 15, 2020 Juan de Fuca Land Use Committee meeting, the following motion was amended:]
That the Land Use Committee recommends to the Capital Regional District (CRD) Board:
a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;
b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;
c) That in accordance with the provisions of Section 469 of the Local Government Act, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096; and
d) That prior to adoption of the bylaws, the applicant:
i. Register a covenant on the title of the lands pursuant to Section 219 of the Land Title Act in favour of the CRD securing the Archaeological Impact Assessment prepared by Duncan McLaren, PhD, dated July 31, 2018, and the geotechnical report prepared by Bruce Dagg, P.Eng., dated November 19, 2015, and require that any land alteration requiring blasting or excavation within 100 m of a sea cave be reviewed and monitored by a geotechnical engineer and monitored by a representative from the Pacheedaht;
e) That Plan Nos. 1 and 2 of Bylaw No. 4096 be amended to remove a part of Lot 1, Section 97, Renfrew District, Plan EPP24972 prior to public hearing.
(Voting Block A: JDF EA, Colwood, Langford*, Metchosin, Sooke)

Attachments:
Amended Supplementary Staff Report
Appendix A (Amended Supplementary): Correspondence-Pacheedaht FN
Appendix B (Amended Supplementary): Bylaw No. 4096
Proposed Bylaw No. 4096 - As Amended September 15, 2020
Supplementary Staff Report
Appendix A (Supplementary): Correspondence-Pacheedaht FN
Staff Report
Appendix A: Subject Property Map
Appendix B: Orthophoto Plan
Appendix C: Site Plans
Appendix D: Concept Sketch
Appendix E: Proposed Bylaw No. 4096
Appendix F: Referral Comments
Appendix G: Environmental Report
LUC Minutes Excerpt

9. BYLAWS

9.1. 20-737 Regional Water Supply - Fee and Charge Bylaw Amendment

Recommendation: 1. That Bylaw No. 4386 cited as "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 22, 2020"be introduced and read a first, second, and third time.
2. That Bylaw No. 4386 be adopted.
(WP - All except SGI & SSI, 2/3rds on adoption)

Attachments: Bylaw: 4386 Water Supply Fee Charge Amendment 2021

9.2. 20-738 Juan de Fuca Water Distribution Service - Conditions, Fees and Charges Bylaw Amendment

Recommendation: 1. That Bylaw No. 4387 cited as "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 10, 2020" be introduced and read a first, second, and a third time.
2. That Bylaw No. 4387 be adopted.
(WP - Colwood, Langford, Metchosin, Sooke, View Royal, JDF EA, 2/3rds on adoption)

Attachments: Bylaw: 4387 Water Distribution Local Service Amendment 2021

9.3. 20-739 Saanich Peninsula Water Service - Bulk Water Rate Bylaw Amendment

Recommendation: 1. That Bylaw No. 4388 cited as "Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 40, 2020" be introduced and read a first, second, and a third time.
2. That Bylaw No. 4388 be adopted.
(WP - Central Saanich, North Saanich & Sidney, 2/3rds on adoption)

Attachments: Bylaw: 4388 Bulk Water Rates Bylaw Amendment 2021

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. 20-780 Motion to Close the Meeting

Recommendation: 1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [1 item]
2. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter.
3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 item]
4. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [1 item]

13. RISE AND REPORT

14. ADJOURNMENT

Votinq Key:
NWA - Non-weighted vote of all Directors
NWP - Non-weighted vote of participants (as listed)
WA - Weighted vote of all Directors
WP - Weighted vote of participants (as listed)

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Capital Regional District Board

Wednesday, October 14, 2020 **1:10 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

PRESENT
Directors: C. Plant (Chair), D. Blackwell (Vice-Chair), S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks, G. Holman, D. Howe, B. Isitt, J. Loveday, C. McNeil-Smith, D. Kobayashi (for R. Martin)(EP), R. Mersereau, K. Murdoch, G. Orr, J. Ranns, D. Screech, L. Seaton, M. Tait, N. Taylor, K. Williams, R. Windsor, G. Young

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services (EP); K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; D. Elliott, Manager, First Nations Relations; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder) T. Pillipow, Committee Clerk (Recorder)

Regrets: Director Martin

EP – Electronic Participation

The meeting was called to order at 1:00 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Director Tait provided a Territorial Acknowledgement in the preceding Capital Regional Housing Corporation Board meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Hicks, SECONDED by Director Loveday,
That the agenda be amended to move items 6.16 and 8.17 directly after the last delegation in section 5.1.
That the agenda for the October 14, 2020 Session of the Capital Regional District Board be approved as amended.
CARRIED

3. ADOPTION OF MINUTES

3.1. 20-612 Minutes of the September 9, 2020 Capital Regional District Board Meeting

MOVED by Director Blackwell, SECONDED by Director Williams,
That the minutes of the Capital Regional District Board meeting of September 9, 2020 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

The Chair thanked everyone for being here and made the Board and Directors aware that if the meeting is long some items may be moved to a future meeting. The provisional budget is to be reviewed at the Committee of the Whole meeting on October 28th and some items may be considered at the Regional District Board meeting that follows.
The Chair expressed his thanks for the committee service planning work especially at the First Nations Relations Committee.

5. PRESENTATIONS/DELEGATIONS

5.1 Presentations

5.1.2. 20-639 Presentation: Pacheedaht First Nation - Chief Jeff Jones: Re: Agenda Item 8.17.: Comprehensive Community Development Plan Amendment Application

Chief Jeff Jones of the Pacheedaht First Nation and Kristine Pearson, Pacheedaht Referrals Coordinator, spoke to the Comprehensive Community Development Plan Amendment Applications regarding the Port Renfrew District Lot, item 8.17.

5.1.1. 20-649 Presentation: Tseycum First Nation - Chief Tanya Jimmy: Re: Agenda Item 8.9.: First Nations Inclusion in CRD Governance

Chief Tanya Jimmy spoke to item 8.9., First Nations Inclusion in CRD Governance.

5.2 Delegations

5.2.3. 20-641 Delegation - Dianne Twamley; Representing the Mt. Work Coalition: Re: Agenda Item 8.5.: Hartland Traffic Study - Follow Up

D. Twamley spoke to item 8.5. - Hartland Traffic Study and in favour of Willis Point Rd. remaining as a residential road.

5.2.8. 20-647 Delegation - Jennifer Cormie; Resident of the Hartland Area: Re: Agenda Item 8.5.: Hartland Traffic Study - Follow Up

J. Cormie spoke to item 8.5. - Hartland Traffic Study and in favour of Willis Point Rd. remaining as a residential road.

5.2.7. 20-646 Delegation - Daniel Kenway; Resident of the Juan de Fuca Electoral Area: Re: Agenda Item 8.6: Solid Waste Management Plan - Next Steps

D. Kenway spoke to item 8.6., the Solid Waste Management Plan and the public engagement responses.

5.2.4. 20-642 Delegation - Dan Klimke; Resident of the Juan de Fuca Electoral Area: Re: Agenda Item 8.6.: Solid Waste Management Plan - Next Steps

D. Klimke spoke to item 8.6. the Solid Waste Management Plan - Next Steps.

5.2.2. 20-640 Delegation - Catherine Stephens; Resident of Juan de Fuca Electoral Area: Re: Agenda Item 8.5.: Hartland Traffic Study - Follow Up

C. Stephens spoke to item 8.5. - Hartland Traffic Study and in favour of Willis Point Rd. remaining as a residential road.

5.2.1. 20-648 Delegation - Luke Mari; Representing the Pacific Gateway Marina: Re: Agenda Item 8.17.: Comprehensive Community Development Plan Amendment Application

L. Mari spoke to item 8.17. in favour of the Amendment Application.

5.2.5. 20-643 Delegation - Dylan Kos; Resident of Highlands: Re: Agenda Item 8.5.: Hartland Traffic Study - Follow Up

D. Kos spoke to item 8.5. - Hartland Traffic Study and in favour of Willis Point Rd. remaining as a residential road.

5.2.6. 20-644 Delegation - Marcie McLean; Member of the Victoria Family Court & Youth Justice Committee: Re: Agenda Item 8.13 Review of the Victoria Family Court and Youth Justice Committee

M. McLean did not present as a delegation.

6.16. 20-547 Regional Growth Strategy Consistency - Port Renfrew Comprehensive Community Development Plan

MOVED by Director Hicks, SECONDED by Director Blackwell,
That this item be postponed to the December 9, 2020 Capital Regional District Board meeting.
CARRIED

8.17. 20-329 Comprehensive Community Development Plan Amendment Application for:
That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342);
Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125);
That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and
Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

Discussion ensued on strengthening the relationship with indigenous people and ensuring their interests are respected and debated.

MOVED by Director Hicks, SECONDED by Director Blackwell,
That this item be postponed to the December 9, 2020 meeting of the Capital Regional District Board.

CARRIED

6. CONSENT AGENDA

Item 6.10 was removed from the Consent Agenda and moved to be considered under the Environmental Services Committee as item 8.7b.

MOVED by Director Howe, SECONDED by Director Brice,
That the Consent Agenda be approved with the exceptions of items 6.10 and 6.16.
CARRIED

6.1. 20-492 Wastewater Treatment Project Q2 2020 Quarterly Report

That this report be received for information.
CARRIED

6.2. 20-597 Wastewater Treatment Project July 2020 Monthly Report

That this report be received for information.
CARRIED

6.3. 20-598 Wastewater Treatment Project August 2020 Monthly Report

That this report be received for information.
CARRIED

6.4. 20-404 Bylaw No. 1465 - Livestock Kill Compensation; Alternatives for Electoral Area Participation

a) That staff be directed to convert the Animal Control Service created by Letters Patent to a service operated by establishing bylaw;
b) That staff be directed to separate-out the livestock kill compensation function into three separate services, one for each electoral area; and
c) That the bylaw for each livestock kill compensation service set an annual maximum at the recommendation of the applicable Electoral Area Director.
CARRIED

6.5. 20-633 South Galiano Fire Society - Request for Fire Commission

That staff be directed to engage with the Society Board and its membership to discuss the implications and requirements of converting to commission governance, and report back to the Electoral Areas Committee if the Society wishes to proceed.
CARRIED

6.6. 20-625 Union of British Columbia Municipalities Grant for Active Transportation - Motion of Support

That the Board support an application to the Union of British Columbia Municipalities Active Transportation Planning Program for the Southern Gulf Islands Electoral Area to conduct community mapping of active transportation routes and direct staff to provide overall grant management.
CARRIED

6.7. 20-638 Investing in Canada Infrastructure Program (ICIP) - Rural and Northern

Communities Program Grant Application: Juan de Fuca Electoral Area (Port Renfrew Water Service)

1. That the September 9, 2020 Board resolution recommending that a grant application through the Investing in Canada Infrastructure Program - Rural and Northern Communities Program be submitted for the Wilderness Mountain Water Service project, be rescinded; and,
2. That the Board authorize staff to submit an application for grant funding for the JDF Electoral Area: Port Renfrew Water Service Supply upgrade Project through the Investing in Canada Infrastructure Program - Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project.
CARRIED

6.8. 20-518 Recycling Markets Update

That the Recycling Markets Update report be received for information.
CARRIED

6.9. 20-515 Millstream Meadows Remediation Project

That the Millstream Meadows project budget increase from $14.32M to $14.70M be incorporated into the 2021 capital plan, with the additional project budget of $0.38M funded from a combination of requisition under Bylaw No. 3519, Hartland tipping fees, provincial funding and the reserve funding from Septage Disposal service in 2021.
CARRIED

6.11. 20-578 First Nations Economic Development Partnership Model

That the CRD First Nation Economic Development Partnership Model Feasibility Study Report, 2020 be received for information.
CARRIED

6.12. 20-568 Michigan Redevelopment Project

That a grant in the amount of $570,000 to the Capital Region Housing Corporation be approved to support the development of 38 units of affordable rental housing at 330 Michigan Street, Victoria, subject to meeting the terms of the RHTF Grant Funding Agreement.
CARRIED

6.13. 20-569 2170 Charters Road

That a grant in the amount of $330,000 to the M'akola Housing Society be approved to support the development of 22 units of affordable rental housing at 2170 Charters Road, Sooke, subject to meeting the terms of the RHTF Grant Funding Agreement.
CARRIED

6.14. 20-570 2075 Drennan Street and 6418 Sooke Road

That a grant in the amount of $765,000 to the M'akola Housing Society be approved to support the development of 51 units of affordable rental housing at 2075 Drennan Street and 6418 Sooke Road, Sooke, subject to meeting the terms

of the RHTF Grant Funding Agreement.
CARRIED

6.15. 20-571 Elk/Beaver Lake Remediation Project

1. That this report be received for information; and
2. That staff be directed to implement actions within the Elk/Beaver Lake Watershed Management Plan, as opportunities allow.
CARRIED

6.17. 20-548 Regional Growth Strategy Consistency - Otter Point Official Community Plan

That proposed Bylaw No. 4317, "Otter Point Official Community Plan Bylaw, 2014, Amendment Bylaw No. 2, 2019" be reviewed as it relates to Bylaw No. 4017 "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016" and be deemed consistent with the 2018 RGS Bylaw No. 4017.
CARRIED

7. ADMINISTRATION REPORTS

7.1. 20-590 CAO Quarterly Progress Report No. 3, 2020

R. Lapham introduced the CAO Quarterly Progress Report.

Discussion ensued on the BC Climate-Aligned Stimulus Funding.

MOVED by Director Blackwell, SECONDED by Director Seaton,
That the CAO Quarterly Progress Report No. 3, 2020 be received for information.
CARRIED

8. REPORTS OF COMMITTEES

Core Area Liquid Waste Management Committee

8.1. 20-577 Bylaw Nos. 4374 and 4375: Core Area Wastewater Loan Authorizations

MOVED by Director Desjardins, SECONDED by Director Helps,
1. That Bylaw No. 4374, "Liquid Waste Management Core Area and Western Communities Service Loan Authorization Bylaw No. 1, 2020" be introduced and read a first, second, and third time;
2. That Bylaw No. 4374 be referred to the Inspector of Municipalities for approval.
CARRIED

MOVED by Director Desjardins, SECONDED by Director Helps,
3. That Bylaw No. 4375, "Liquid Waste Management Core Area and Western Communities Service Loan Authorization Bylaw No. 2, 2020" be introduced and read a first, second, and third time;
4. That Bylaw No. 4375 be referred to the municipal councils of the participants for approval, and if two-thirds of approval is received, to the Inspector of Municipalities.
CARRIED

8.2. 20-576 Bylaw Nos. 4376, 4377, and 4378: Core Area Sewer Reserve Bylaws

MOVED by Director Desjardins, SECONDED by Director Helps,
That Bylaw No. 4376, "Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 2, 2020" be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Desjardins, SECONDED by Director Helps,
That Bylaw No. 4376 be adopted.
CARRIED

MOVED by Director Desjardins, SECONDED by Director Helps,
That Bylaw No. 4377, "Liquid Waste Management Core Area and Western Communities Service Debt Repayment Reserve Establishment Bylaw No. 1, 2020", be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Desjardins, SECONDED by Director Helps,
That Bylaw No. 4377 be adopted.
CARRIED

MOVED by Director Desjardins, SECONDED by Director Helps,
That Bylaw No. 4378, "Liquid Waste Management Core Area and Western Communities Service Capital Reserve No. 1, 2020", be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Desjardins, SECONDED by Director Helps,
That Bylaw No. 4378 be adopted.
CARRIED

Electoral Areas Committee

8.3. 20-533 Bylaw No. 4365: Tax Exemption (Permissive) Bylaw, 2020

MOVED by Director Hicks, SECONDED by Director Holman,
That Bylaw No. 4365, "Tax Exemption (Permissive) Bylaw, 2020" be introduced and read a first, second and third time.
CARRIED

MOVED by Director Hicks, SECONDED by Director Holman,
That Bylaw No. 4365 be adopted.
CARRIED

8.4. 20-593 Salt Spring Island - Stormwater Quality Service Bylaw Amendment

MOVED by Director Holman, SECONDED by Director Howe,
1.That Bylaw No. 4360, "Salt Spring Island Stormwater Quality Management Extended Service Establishment No. 1, 1996, Amendment Bylaw No. 2, 2020" be introduced and read a first, second and third time; and
2. That Bylaw 4360 be referred to the SSI Electoral Area Director for consent and upon receiving consent, be referred to the Inspector of Municipalities for approval.
CARRIED

Environmental Services Committee

8.5. 20-541 Hartland Traffic Study - Follow Up

Discussion ensued on the following:
- report revisions
- Stantec report
- soft expansion for changes to traffic access
- timeline for north entrance use for residential disposals

MOVED by Director Blackwell, SECONDED by Director Helps,
1. That the revised Stantec Opinion of Probable Cost for the Willis Point Road truck climbing lane options and the revised Bunt & Associates Hartland Landfill Alternate Access Transportation Impact Analysis be received for information; and
2. That these materials be incorporated into future public consultation for the draft Solid Waste Management Plan.
CARRIED
OPPOSED: Desjardins, Hicks, Isitt, Loveday, Ranns, Williams

8.6. 20-531 Solid Waste Management Plan - Next Steps

Discussion ensued on the following:
- government submission targets
- Solid Waste Management Committee recommendations
- Alternative 2 of the staff report recommendation
- current target recommendations and future reduction options
- waste diversion and composition
- gasification options
- past reforestation of previous landfill

MOVED by Director Blackwell, SECONDED by Director Seaton,
1. That the waste reduction target remain at 250 kg/capita/year by 2030 but goal 1 be changed to read "To surpass the provincial per capita waste disposal target and achieve 125 kg/capita/year";
2. That the Solid Waste Advisory Committee's recommended additions be added to the draft Solid Waste Management Plan; and
3. That staff proceed with community and local government consultation on the draft Solid Waste Management Plan, including targeted stakeholder consultation with residents in the areas of Hartland Landfill, Prospect Lake, Willis Point and Highlands.
CARRIED
OPPOSED: Desjardins, Helps, Hicks, Isitt, Loveday, Ranns, Tait, Taylor, Williams

The meeting went into recess at 3:38 pm.
The meeting reconvened at 3:43 pm.

MOVED by Director Mersereau, SECONDED by Director Haynes,
That staff report back on the first annual report on the Solid Waste Management Plan on measures that can be taken to achieve more aggressive waste reduction targets.

MOVED by Director Murdoch, SECONDED by Director Windsor,
That the motion arising be referred to the Environmental Services Committee.
CARRIED

MOVED by Director Mersereau, SECONDED by Director Haynes,
That the motion arising be referred to the Environmental Services Committee: That staff report back on the first annual report on the Solid Waste Management Plan on measures that can be taken to achieve more aggressive waste reduction targets.
CARRIED

8.7. 20-520 Summary Review of Waste-to-Energy Options

MOVED by Director Blackwell, SECONDED by Director Windsor,
That this report be received for information.
That the staff explore the Enerkem Biofuels Facility to augment the previous CRD completed work and as a secondary option, explore the Nova Scotia Chester demonstration municipal waste processing facility.
CARRIED

8.7b 20-506 Community Efficiency Financing Program Grant

Director Mersereau declared a personal conflict and recused herself from the boardroom at 4:01 pm.

MOVED by Director Blackwell, SECONDED by Director Windsor,
That approval be given to submit an application to the Federation of Canadian Municipalities Community Efficiency Financing grant program to study a regional accessible energy retrofit financing program.
CARRIED

Director Mersereau returned to the boardroom at 4:02 pm.

First Nations Relations Committee

8.8. 20-635 Presentation: First Nations Relations Mandate Refresher

MOVED by Director Isitt, SECONDED by Director Helps,
That the recommendation be referred to the next meeting.
CARRIED

8.9. 20-580 First Nations Inclusion in CRD Governance

Discussion ensued on the following:
- bylaw clarification of participation and rights
- clarification on First Nations (FN) voting for open items
- number of FN members for each committee
- committee representation
- options for a phased approach
- financial voting consideration
- historic inequities
- clarification of dialogue with FN regarding this inclusion process
- Board desire for unanimity to ensure success

MOVED by Director Tait, SECONDED by Director Windsor, CARRIED
1. That Bylaw No. 4368, Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 11, 2020 be introduced and read a first, second and third time.
2. That Bylaw No. 4368 be adopted;
3. That the Terms of Reference for the First Nations Relations Committee, Governance and Finance Committee, Environmental Services Committee, Solid Waste Advisory Committee, Planning Transportation and Protective Services Committee, and Regional Parks Committee be amended to allow for First Nations Membership starting in January 2021.
4. That staff be directed to include $75,000 in the 2021 Provisional Budget to support the planned amendments to the Board Remuneration and Travel Reimbursement Policy.
5. That staff report back to the Governance and Finance committee in November with options related to closed meetings.

MOVED by Director Ranns, SECONDED by Director Young,
That the following be referred back to the First Nations Relations Committee for reconsideration of some of the items in the bylaw.
1. That Bylaw No. 4368, Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 11, 2020 be introduced and read a first, second and third time.
2. That Bylaw No. 4368 be adopted.

MOVED by Director Loveday, SECONDED by Director Taylor,
That the meeting be extended past the 3 hour scheduled time.
CARRIED

MOVED by Director Blackwell, SECONDED by Director Isitt,
That the referral be amended to replace the words "First Nations Relations Committee" with "Capital Regional District Board".

MOVED by Director Isitt, SECONDED by Director Windsor,
That the referral amendment be amended to replace the words "Capital Regional District Board" with "Committee of the Whole of October 28, 2020".
CARRIED
OPPOSED: Tait

MOVED by Director Blackwell, SECONDED by Director Isitt,
That the referral be amended to replace the words "First Nations Relations Committee" with the words "Committee of the Whole meeting of October 28, 2020.".
CARRIED
OPPOSED: Helps, Isitt, Loveday, Mersereau, Tait

MOVED by Director Ranns, SECONDED by Director Young,
That the following be referred back to the Committee of the Whole meeting of October 28, 2020 for reconsideration of some of the items in the bylaw.
1. That Bylaw No. 4368, Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 11, 2020 be introduced and read a first, second and third time.
2. That Bylaw No. 4368 be adopted.
CARRIED
OPPOSED: Helps, Isitt, Loveday, Mersereau, Plant, Taylor, Tait, Windsor

MOVED by Director Murdoch, SECONDED by Director Windsor
4. That staff be directed to include $75,000 in the 2021 Provisional Budget to support the planned amendments to the Board Remuneration and Travel Reimbursement Policy.
CARRIED

MOVED by Director Windsor, SECONDED by Director Mersereau,
That the following be referred to the Committee of the Whole meeting of October 28, 2020:
3. That the Terms of Reference for the First Nations Relations Committee, Governance and Finance Committee, Environmental Services Committee, Solid Waste Advisory Committee, Planning Transportation and Protective Services Committee, and Regional Parks Committee be amended to allow for First Nations Membership starting in January 2021.
5. That staff report back to the Governance and Finance committee in November with options related to closed meetings.
CARRIED

Director Isitt left the meeting at 4:56 pm.

Governance and Finance Committee

8.10. 20-532 2019-2022 Accountability Service Planning

MOVED by Director Brice, SECONDED by Director Haynes,
That the matter be referred to the Committee of the Whole meeting on October 28, 2020.
CARRIED

8.11. 20-565 2019-2022 Arts & Culture Service Planning

MOVED by Director Brice, SECONDED by Director Haynes,
That the matter be referred to the Committee of the Whole meeting on October 28, 2020.
CARRIED

8.12. 20-574 Investing in Canada Infrastructure Program (ICIP); Green Infrastructure - Climate Change Mitigation - CleanBC Communities Fund Stream

MOVED by Director Brice, SECONDED by Director Blackwell,
That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the Sub-Regional Panorama Recreation Energy Recovery Project through the Investing in Canada Infrastructure Program - CleanBC Communities Fund Program; and that the Board supports the project and commits to its share ($753,427) of the project.
CARRIED

8.13. 20-599 Review of the Victoria Family Court and Youth Justice Committee

Director Loveday declared a personal conflict and recused himself from the boardroom at 4:58 pm.

MOVED by Director Brice, SECONDED by Director Howe,
That the matter be referred to the Capital Regional District Board meeting of November 18, 2020.
CARRIED

Director Loveday returned to the boardroom at 4:59 pm.

8.14. 20-567 Capital Regional District External Grants Update

MOVED by Director Brice, SECONDED by Director Howe,
That the Capital Regional District External Grants Update be received for information.
CARRIED

Hospitals and Housing Committee

8.15. 20-586 1224 Richardson Housing Agreement and Bylaw

MOVED by Director Helps, SECONDED by Director Screech,
That Bylaw No. 4369, "Resale Control and Housing Agreement Bylaw (1224 Richardson Street), 2020" be introduced and read a first, second and third time.
CARRIED

MOVED by Director Helps, SECONDED by Director Screech,
That Bylaw No. 4369 be adopted.
CARRIED

Juan de Fuca Land Use Committee

8.16. 20-600 Public Hearing Report on Bylaw No. 4316, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 147, 2019" and Bylaw No. 4317, "Otter Point Official Community Plan Bylaw No. 1, 2014, Amendment Bylaw No. 2, 2019"

MOVED by Director Hicks, SECONDED by Alternate Director Kobayashi,
a) That the minutes that form the Reports of the Public Hearing for Bylaw No. 4316, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 147, 2019" and Bylaw No. 4317, "Otter Point Official Community Plan Bylaw No. 1, 2014, Amendment Bylaw No. 2, 2019", which are certified as a fair and accurate summary of the representations that were made at the public hearings held on September 21, 2020, for Bylaw Nos. 4316 and 4317, be received.
CARRIED

MOVED by Director Hicks, SECONDED by Director Tait,
b) That Bylaw Nos. 4316 and 4317 be read a third time.
c) That adoption of Bylaw Nos. 4316 and 4317 be withheld pending:
i) Confirmation from a Qualified Environmental Professional that the vegetative screening requirements in the M-3 zone and the recommendations for restoration of the riparian area outlined in the Conditions and Impacts report prepared by Corvidae Environmental Consulting Inc., dated February 2020, have been implemented;
ii) Registration of a covenant on title pursuant to Section 219 of the Land Title Act in favour of the CRD requiring that the fire protection works related to the

sawmill operation, described in the letter from the Otter Point Volunteer Fire Department dated January 30, 2020, be installed and conveyed to CRD prior to subdivision or further building construction.
CARRIED

Juan De Fuca Water Distribution Commission

8.18. 20-606 Bylaw No. 4379: Juan de Fuca Water Distribution Loan Authorization Bylaw

MOVED by Director Hicks, SECONDED by Director Tait,
1. That Bylaw No. 4379, Juan de Fuca Water Distribution Facilities Loan Authorization Bylaw No. 5, 2020, be introduced and read a first, second, and third time;
2. That elector assent for Bylaw No. 4379 in the entire service area be obtained via alternative approval process, according to section 345 of the Local Government Act, and if successful, referred to the Inspector of Municipalities for approval.
CARRIED

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

10.1. 20-553 Motion with Notice: CRD External Appointments (C. Plant)

MOVED by Director Williams, SECONDED by Director Brice,
That the matter be referred to the Governance and Finance Committee on November 4, 2020.
CARRIED

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. 20-617 Motion to Close the Meeting

MOVED by Director Helps, SECONDED by Director Orr,
That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter.
CARRIED

MOVED by Director Helps, SECONDED by Director Orr,
That the meeting be closed for Labour Relations under Section (90)(1)(c) of the Community Charter.
CARRIED

MOVED by Director Helps, SECONDED by Director Orr,
That the meeting be closed for Land Acquisition in accordance with Section 90(1)

(e) of the Community Charter.
CARRIED

MOVED by Director Helps, SECONDED by Director Orr,
That such disclosures could reasonably be expected to harm the interests of the Regional District.
CARRIED

MOVED by Director Helps, SECONDED by Director Orr,
That the meeting be closed for Contract Negotiations in accordance with Section (90)(1)(k) of the Community Charter.
CARRIED

MOVED by Director Helps, SECONDED by Director Orr,
That such disclosures could reasonably be expected to harm the interests of the Regional District.
CARRIED

MOVED by Director Helps, SECONDED by Director Orr,
That the meeting be closed under Section 21 of FOIPPA in accordance with Section 90(1)(j) of the Community Charter.
CARRIED

The Capital Regional District Board went into closed session at 5:10 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from closed session at 5:40 pm and reported on the following:

3.1. Solid Waste Advisory Committee Appointments
1. That Margaret McCullough be appointed as an environmental organization representative to the Solid Waste Advisory Committee;
2. That James Collins be appointed as a private sector industry collection service provider representative to the Solid Waste Advisory Committee; and
3. That Kayla Seifried be appointed as a composting industry representative.

3.2. Appointments to CRD Commissions and Committees
In accordance with Bylaw No. 3654, that the following person be appointed to the North Galiano Fire Protection and Emergency Response Service Commission for a term to start October 15, 2020 and expire December 31, 2020: Roger Allen

14. ADJOURNMENT

MOVED by Director Mersereau, SECONDED by Director Tait,
That the October 14, 2020 Capital Regional District Board meeting be adjourned at 5:40 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Capital Regional District Board

Wednesday, October 28, 2020 **12:20 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

Special Meeting - Following Committee of the Whole

PRESENT
Directors: C. Plant (Chair), D. Blackwell (Vice-Chair), S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks (EP), G. Holman, P. Brent (for D. Howe), B. Isitt, J. Loveday, C. McNeil-Smith, R. Mersereau, K. Murdoch, G. Orr, J. Ranns, D. Screech, L. Seaton, M. Tait, N. Taylor, K. Williams, G. Young

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: Directors Howe, Martin, Windsor

The meeting was called to order at 5:16 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Desjardins, SECONDED by Director Blackwell,
That the agenda for the October 28, 2020 Session of the Capital Regional District Board be approved as amended.:
1) strike item 4.4, and;
2) add item 4.4a.
CARRIED

3. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

4. SPECIAL MEETING MATTERS

4.1. 20-679 2019-2022 Service Planning - Community Need Summaries

MOVED by Director Helps, SECONDED by Director Blackwell,
That the 2019-2022 Service Planning - Community Need Summaries be received

for information.
CARRIED

4.2. 20-560 Capital Regional District 2021 Financial Plan Provisional Approval

Director Isitt recused himself due to a non-pecuniary conflict of interest and left the boardroom at 5:21 pm.

MOVED by Director Helps, SECONDED by Director Blackwell,
1. That the Capital Regional District 2021 Financial Plan be given provisional approval as amended.
CARRIED

MOVED by Director Helps, SECONDED by Director Blackwell,
2. That the new initiatives and capital identified in Appendix H for January 1, 2021, implementation be approved for expenditure.
CARRIED

MOVED by Director Helps, SECONDED by Director Blackwell,
5. That the Regional Parks Land Acquisition Fund by increased by $1 per average residential household assessment each year until 2025, beginning in 2021.
CARRIED
OPPOSED: Blackwell, Desjardins, McNeil-Smith, Ranns, Seaton, Tait

MOVED by Director Helps, SECONDED by Director Blackwell,
6. That $75,000 be provided in the provisional budget for First Nations participation.
CARRIED

MOVED by Director Blackwell, SECONDED by Director Helps,
3. That the 2021 Service Plans be approved as presented.
4. That the Staff Establishment Chart as attached in Appendix L be approved.
CARRIED

4.3. 20-580 First Nations Inclusion in CRD Governance

MOVED by Director Blackwell, SECONDED by Director Desjardins,
1. That Bylaw No. 4368, Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 11, 2020 be introduced and read a first, second and third time.
1a. That staff consult with all nine First Nations on the status of this process before advancing further work on the Terms of Reference.
1b. That the Terms of Reference for the First Nations Relations Committee, Governance and Finance Committee, Environmental Services Committee, Solid Waste Advisory Committee, Planning, Transportation and Protective Services Committee, and Regional Parks Committee be amended to allow for First Nations Membership starting in January 2021.
CARRIED

4.4. 20-681 First Nation Participation in Closed Committee Meetings

This matter was postponed in the preceding Committee of the Whole meeting to the Capital Regional District Board meeting of November 18, 2020.

4.4a. 20-711 4.5. Verbal Update - Rapid Housing Announcement

R. Lapham provided a verbal update on the recent Rapid Housing announcement.

MOVED by Director Helps, SECONDED by Director Blackwell,
That the verbal report be received for information.
CARRIED

5. MOTION TO CLOSE THE MEETING

There was no motion to close the meeting.

6. RISE AND REPORT

There was no rise and report.

7. ADJOURNMENT

MOVED by Director Helps, SECONDED by Director Blackwell,
That the October 28, 2020 Capital Regional District Board meeting be adjourned at 5:27 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Capital Regional District Board

Wednesday, November 18, 2020 **1:00 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

SPECIAL INAUGURAL MEETING

PRESENT
Directors: C. Plant (Chair), R. Mersereau (Vice-Chair), D. Blackwell, S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks (EP), G. Holman, P. Brent (for D. Howe), B. Isitt, J. Loveday, R. Martin, R. Mersereau, K. Murdoch, G. Orr, J. Ranns, D. Screech, L. Seaton, M. Tait, N. Taylor, K. Williams, R. Windsor, G. Young

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; S. Carey, Manager of Legal Services; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

EP – Electronic Participation

Guest: Ryan Bortolin; Stewart McDannold Stuart, Barristers & Solicitors

Regrets: Directors Howe, McNeil-Smith

1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 1:00 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

The Chief Administrative Officer provided a Territorial Acknowledgement in the preceding Capital Region Housing Corporation Board meeting.

3. ELECTION OF CHAIR OF THE BOARD

The Chief Administrative Officer called for nominations for the position of Chair of the Capital Regional District Board for 2021.

Director Blackwell nominated Director Plant. Director Plant accepted the nomination.

The Chief Administrative Officer called for nominations a second time.

The Chief Administrative Officer called for nominations a third and final time.

Hearing no further nominations, the Chief Administrative Officer declared Director Plant Chair of the Capital Regional District Board for 2021 by acclamation.

4. ELECTION OF VICE CHAIR OF THE BOARD

Chair Plant called for nominations of Vice Chair of the Capital Regional District Board for 2021.

Director Helps nominated Director Mersereau. Director Mersereau accepted the nomination.

Chair Plant called for nominations a second time.

Director Hicks nominated Director Blackwell. Director Blackwell accepted the nomination.

Chair Plant called for nominations a third and final time. Hearing no further nominations, Chair Plant declared nominations closed.

Directors Mersereau and Blackwell addressed the Board members.

Ballots were distributed by K. Morley and M. Lagoa, and collected by M. Lagoa. The ballots were counted by K. Morley, M. Lagoa, and R. Bortolin, Solicitor.

Chair Plant declared Director Mersereau Vice Chair of the Capital Regional District Board.

MOVED by Director Windsor, SECONDED by Director Helps,
That the ballots be destroyed.
CARRIED

5. RECESS FOR MEETING OF THE CAPITAL REGIONAL HOSPITAL DISTRICT BOARD

The meeting recessed at 1:21 pm and the meeting for the Capital Regional Hospital District Board was convened.

6. APPROVAL OF THE AGENDA

The meeting reconvened at 1:37 pm.

MOVED by Director Screech, SECONDED by Director Desjardins,
That item 11.9 be added to the agenda and the agenda be approved as amended.
CARRIED

7. INAUGURAL ADDRESS OF THE CHAIR

Thank you for returning me to this position. I am appreciative of your support and pledge to continue working with every member of this board to be successful and have good relations.

In my remarks today I want to do three things:

1. Discuss our staff
2. Discuss the Board Priorities and where I believe we are at, and
3. Discuss committees.

As we all see the increase of COVID and have the natural inclination to be worried, I would offer that this board acknowledges that our staff have done an excellent job in keeping things running as close to 'normal' as possible. The commitment of our staff is evident and while we typically only see the executive leadership team on a regular basis, I want every member of this organization to know this board is appreciative of your work and commitment to doing the best you can.

As you are all undoubtedly aware we are halfway through our term. The 4 themes we established as a Board and reconfirmed after a year remain our focus.

First: Transportation and Housing continue to be a focus. On the Housing front we continue to work with partners to deliver projects under our Regional Housing First Program and the newly announced Rapid Housing Initiative. We are having success in this area although we all wish the housing could be delivered even faster. Transportation has not been so successful. As your Chair I created a Transportation Committee two years ago with the aspiration to see our region work towards sub-regional interests and coordination. When the province announced its South Island Transportation Strategy we stepped down and decided to return the business of this topic area to the Planning, Transportation and Protective Services. When we met with the province and consultants we asked that Governance be included in this strategy but were told it was out of scope. Perhaps that should have been a sign to us that things were not going to be addressed. However, we remained hopeful that the strategy might identify some significant investments in the short term that could help our region. While we are appreciative of the interest of the province in our work, the South Island Transportation Strategy cannot be seen as an ambitious and a short-term document to regional transportation cooperation. It is with this in mind that I asked the Planning, Transportation and Planning Services Committee to recommend to the Board Chair that a special Committee of the Whole (COW) meeting be held. This will happen on the morning of our December 9th Board meeting. At this meeting we will discuss the past and review what has transpired, but I truly hope that we can set a direction for Transportation strategization for the CRD. As the regional voice we need to clarify what we want, and ask staff to help us develop a plan on how to achieve this. If a recommendation emerges from the COW to establish a Committee I will consider this, but at this time there is not enough work to warrant a separate committee.

On our second goal, Climate Stewarding the Environment, our biggest initiative that will be considered by this Board is that of our Solid Waste program. We are sending a Draft Plan out to the public and I would ask that we allow the process to proceed as the board voted. When we get the second round feedback presented to us, we will then make some important decisions. During this year we will also continue the discussion of what to do with our Compost

and Residual Biosolids for the longer term.

Given our recent COW meeting on First Nations participation on CRD committees, I am confident that we are all aware of our work to see more inclusive decision-making. As you will recall, we directed staff to reach out to the 9 First Nations identified in the CRD area with the proposed bylaw. Our CAO (Chief Administrative Officer) decided to take this initiative on and has been reaching out to Nations. He also invited me to participate in a demonstration of the importance of this work. By having the CAO and CRD Board Chair participate in these presentations, we are demonstrating to the Nations that this is of utmost importance to the organization. We hope to have a report for the December meeting on how these conversations have been received. I would offer that our fourth strategic initiative of Advocacy, Governance and Accountability are ongoing and are successful. We can see an example of success with the provincial campaign commitment during the election to help with the regeneration of the water quality at Elk and Beaver Lakes. Our collective voice has power.

The third topic is that of committees.

As you recall the first year I largely kept the committees intact with the same leadership. After two years I believe it is time for some change and to give some directors who were new in 2018 an opportunity to serve in a greater leadership role. I want to thank every committee chair and vice-chair for their service these past two years. While I know the forms have gone out to seek your input, I want to extend an invitation for any interested Director to communicate with me about your committee leadership interests. Given the truncated time between now and the next board meeting I would ask you to reach out sooner than later if you'd like to have that discussion. I acknowledge that because I have indicated there will committee leadership changes. There will likely be, like casting a play, some disappointment with unmet expectations and hopes. I commit to making these decisions in a way that I believe are in the best interests of the organization and will discuss my decisions with you should you choose to ask.

And so I will end as I opened. Thank you for your support.

8. PRESENTATIONS/DELEGATIONS

8.1 Presentations

There were no presentations.

8.2 Delegations

8.2.1. 20-752 Delegation - Marcie McLean; Member of the Victoria Family Court & Youth Justice Committee: Re: Agenda Item 11.3.: Review of the Victoria Family Court and Youth Justice Committee

M. McLean spoke to Item 11.3., the Review of the VFC & YJ Committee.

9. CONSENT AGENDA

Item 9.10. was removed from the consent agenda and moved to be considered under Reports of Committees as item 11.5b.
Item 9.11. was removed from the consent agenda and moved to be considered under Reports of Committees as item 11.10.

MOVED by Director Desjardins, SECONDED by Director Windsor,
That consent agenda items 9.1. to 9.26. be approved with the exceptions of items 9.10. and 9.11. (now item 11.5b. and item 11.10).
CARRIED

9.1. 20-699 Community Resiliency Investment Program: 2021 FireSmart Community Funding & Supports Program Grant

That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Resiliency Investment Program for Juan de Fuca, Salt Spring Island, and Southern Gulf Islands to develop Community Wildfire Resiliency Plans and direct staff to provide overall grant management.
CARRIED

9.2. 20-702 Highland Fernwood Water Conservation Plan

That the Capital Regional District Board endorse the Water Conservation Plan.
CARRIED

9.3. 20-703 Request to Increase Budget to Develop Detailed Engineering Design and Cost Estimates for the Maliview Wastewater Treatment Plant Upgrading

That the Capital Regional District Board amend the Highland Water and Sewer (Maliview) service Five Year Financial Plan to include a project for Maliview Wastewater Treatment Plant Upgrade Design in year 2020 with the total budget of $257,620 funded by the combination of capital reserve fund ($22,000) and Community Work Fund ($235,620).
CARRIED

9.4. 20-630 Enerkem Facility Update

1. That this report be received for information.
2. That we enter into a non-disclosure agreement with Enerkem to gather information.
CARRIED

9.5. 20-608 Provincial Plastics Action Plan Update and Next Steps

That the Plastics Action Plan and Next Steps report be received for information.
CARRIED

9.6. 20-676 Capital Regional District External Grants Update

That the Capital Regional District External Grants Update be received for information.
CARRIED

9.7. 20-698 Grant Adjudication Process

That the Grant Adjudication Process report be received for information.
CARRIED

9.8. 20-697 Youth Engagement in the Capital Regional District

That staff be directed to expand and enhance the CRD's youth engagement approaches as part of the organizational Diversity & Inclusion strategy, currently under development.
CARRIED

9.9. 20-553 Motion with Notice: CRD External Appointments (C. Plant)

That staff report back on developing and implementing a standardized process for CRD appointments of members of the public to external boards.
CARRIED

9.12. 20-690 Regional Housing First Program: Project Update, Third Quarter 2020

That the Regional Housing First Program: Project Update, Third Quarter 2020 report be received for information.
CARRIED

9.13. 20-692 Spencer Close Mortgage - Tri-Partite Agreement and Landlord Estoppel Certificate: 2763 Spencer Road

a) That the resolutions required by BC Housing Management Commission to authorize the execution of the Tri-Partite Agreement and Landlord Estoppel Certificate for 2763 Spencer Road be approved; and
b) That the Staff be authorized to execute any agreements with Capital Region Housing Corporation and BC Housing Management Commission and to take steps necessary to conclude the purchase of 2763 Spencer Road, Langford, BC.
CARRIED

9.14. 20-701 Government of Canada Rapid Housing Initiative

That CRD staff be authorized to negotiate and execute agreements with the Government of Canada for the Rapid Housing Initiative and do all things incidental to finalize such agreements.
CARRIED

9.15. 20-604 Juan de Fuca Water Distribution Service - 2021 Operating and Capital Budget

1. Approve the 2021 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2021 Juan de Fuca Water Distribution Service retail water rate of $2.3081 per cubic metre, adjusted if necessary by any change in the Regional Water Supply wholesale water rate; and
3. Amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly.
CARRIED

9.16. 20-628 2019-2022 Transportation Service Planning

Request a report to the committee of the planned initiatives in the 2021 plan in regards to multi-modal transportation and the E&N Corridor.
CARRIED

9.17. 20-629 South Island Transportation Strategy

That the South Island Transportation Strategy report be referred to the Regional Parks Committee as the fourth recommendation speaks to inter-regional trails.
CARRIED

9.18. 20-727 Ready Step Roll - Active School Travel Planning Progress Report

That the Ready Step Roll - Active School Travel Planning Progress report be received for information.
CARRIED

9.19. 20-728 Regional Growth Strategy Indicators Report

That the Regional Growth Strategy Indicator Report be received for information.
CARRIED

9.20. 20-566 2019-2022 Parks & Natural Resource Management Service Planning

That the Board Chair advocate to the provincial and federal governments asking them to participate in further parkland acquisition in the Capital Region.
CARRIED

9.21. 20-673 2020 CRD Regional Parks Compliance & Enforcement Program

That this report be received for information.
CARRIED

9.22. 20-525 Regional Water Supply Strategic Plan - 2020 Progress Report

That the Regional Water Supply Strategic Plan - 2020 Progress Report be received for information and that the strategic priorities and actions planned in 2021-2022 that deliver on the Plan be confirmed.
CARRIED

9.23. 20-651 Regional Water Supply Service - 2021 Operating and Capital Budget

1. Approve the 2021 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2021 wholesale water rate of $0.7148 per cubic metre;
3. Approve the 2021 agricultural water rate of $0.2105 per cubic metre;
4. Direct staff to balance the 2020 actual revenue and expense on the transfer to the water capital fund; and
5. Direct staff to amend the Water Rates Bylaw accordingly.
CARRIED

9.24. 20-669 Saanich Peninsula Wastewater Service - 2021 Operating and Capital Budget

1. Approve the 2021 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2021 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater Source Control budget; and
2. Balance the 2020 actual revenue and expense on the transfer to capital reserve fund.
CARRIED

9.25. 20-668 Saanich Peninsula Water Service - 2021 Operating and Capital Budget

1. Approve the 2021 operating and capital budget;
2. Approve the 2021 Saanich Peninsula bulk water rate of $1.0536 per cubic metre, and the Agricultural Research Station water rate of $1.0888 per cubic metre, adjusted if necessary by any changes in the CRD Regional Water Supply wholesale water rate;
3. Direct staff to balance the 2020 actual revenue and expense on the transfer to capital reserve fund; and
4. Direct staff to amend the Bulk Water Rates Bylaw accordingly.
CARRIED

9.26. 20-744 Appointments - Vancouver Island Regional Library Board

That the following appointments be made:
Director Mike Hicks as a Trustee on the Vancouver Island Regional Library Board for a term to begin January 1, 2021 and expire December 31, 2021.
Alternate Director Dan Quigley as an Alternate Trustee on the Vancouver Island Regional Library Board for a term to begin January 1, 2021 and expire December 31, 2021.
CARRIED

10. ADMINISTRATION REPORTS

10.1. 20-719 Hauling and Processing of Kitchen Scraps - Award of Contract 30.20-16-01

L. Hutcheson spoke to the Hauling and Processing of Kitchen Scraps - Award of Contract.

Discussion ensued on the following:
- minimum tonnage expectations
- organics processing facility requirement
- tipping fees and cost variance recovery
- current contract terms for solid waste service

MOVED by Director Windsor, SECONDED by Director Mersereau,
That Contract 30.20.16-01, Hauling and Processing Kitchen Scraps, be awarded to D.L. Bins Ltd. from March 1, 2021 to February 28, 2025, at the rate of $138.60 per tonne and an estimated cost of $1,663,200 per year.
CARRIED

MOVED by Director Murdoch, SECONDED by Director Mersereau,
That staff be directed to bring back a report to the Environmental Services Committee on aligning tipping fees with actual costs.

CARRIED

10.2. 20-681 First Nation Participation in Closed Committee Meetings

K. Morley spoke to the First Nation Participation in Closed Committee Meetings.

Discussion ensued on the following:
- recommendation process
- governance model
- Regional Parks Committee closed meetings
- land acquisitions
- treaty process
- First Nations interests and consultation options

MOVED by Alternate Director Brent, SECONDED by Director Tait,
That all closed matters be directed to Regional Board, where First Nation Member participation can be determined on an item-by-item basis.

MOVED by Director Ranns, SECONDED by Director Williams
That this recommendation be referred to the Governance and Finance Committee.
CARRIED
OPPOSED: Brent, Brice, Haynes, Helps, Isitt, Loveday, Mersereau, Orr, Plant, Tait, Taylor

11. REPORTS OF COMMITTEES

Electoral Areas Committee

11.1. 20-502 Port Renfrew - Snuggery Cove Water Local Service Committee Membership Amendment

MOVED by Director Hicks, SECONDED by Director Holman,
1. That Bylaw No. 4364, Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment No. 3, 2020 be read a first, second, and third time.
CARRIED

MOVED by Director Hicks, SECONDED by Director Holman,
2. That Bylaw No. 4364 be adopted.
CARRIED

11.2. 20-704 Maliview Wastewater Treatment Plant Upgrade Loan Authorization and Amend Service Establishment-Process and Next Steps

MOVED by Director Holman, SECONDED by Alternate Director Brent,
That Bylaw 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Holman, SECONDED by Alternate Director Brent,
That Bylaw 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Holman, SECONDED by Alternate Director Brent,
Present the project and funding option to the ratepayers in the first quarter of 2021; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.
CARRIED

Governance and Finance Committee

11.3. 20-599 Review of the Victoria Family Court and Youth Justice Committee

Discussion ensued on the following:
- rationale for review of committee
- staff consultations with the VFCYJC
- continuing work by the VFCYJC

Director Loveday recused himself and left the boardroom at 2:39 pm.

MOVED by Director Brice, SECONDED by Director Orr,
1. That staff be directed to report back on the process to restructure the Committee in accordance with the recommendations set out in Appendix H.
2. That the report be referred out to all member municipalities.
CARRIED
OPPOSED: Williams

Director Loveday returned to the boardroom at 2:43 pm.

11.4. 20-687 Bylaw No. 4383: 2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 4, 2020

MOVED by Director Brice, SECONDED by Director Tait,
That Bylaw No. 4383, "2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 4, 2020" be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Tait,
That Bylaw No. 4383 be adopted.
CARRIED

11.5. 20-686 Bylaw No. 4384: Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 3, 2020

Discussion ensued on the notification for all areas affected by a proposed bylaw.

MOVED by Director Brice, SECONDED by Director Mersereau,
That Bylaw No. 4384 cited as the "Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 3, 2020" be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Mersereau,
2. That Bylaw No. 4384 be adopted.
CARRIED

11.5b. 20-634 Motion with Notice: Board Discussion Policy Addendum to Procedures Bylaw (Directors Tait and Windsor)

Discussion ensued on the following:
- committee process clarification
- purpose of motion
- continuity of process within committees
- guide/best practices for Chair position
- time management for committee discussions
- document for meeting procedures

MOVED by Director Brice, SECONDED by Director Tait,
That the Governance and Finance Committee recommend to the Capital Regional District Board:
Whereas during board and committee meetings Directors are often moving motions, making amendments, asking questions and offering discussion in a somewhat disorganized fashion.
Whereas this can create some confusion from Directors as well as members of the public following the meeting virtually or viewing the recorded meeting.
Therefore be it resolved that staff develop a policy to guide board discussion and that the policy be referred to as an addendum in the Board Procedures Bylaw.
CARRIED

Regional Water Supply Commission

11.6. 20-663 Bylaw 4382: Regional Water Supply Water Works Facilities Loan Authorization Bylaw

MOVED by Director Mersereau, SECONDED by Director Loveday,
That Bylaw No. 4382 cited as "Regional Water Supply Water Works Facilities Loan Authorization Bylaw No. 5, 2020" be introduced and read a first, second and third time.
CARRIED

MOVED by Director Mersereau, SECONDED by Director Taylor,
That Bylaw No. 4382 be referred to the Inspector of Municipalities for approval, and if received, to proceed with elector approval by way of regional alternative approval process.
CARRIED

Saanich Peninsula Wastewater Commission

11.7. 20-741 CRD Bylaw No. 4391 - Establishment of a New Harbours Environmental Action Service for Saanich Peninsula

L. Hutcheson provided an overview of the Bylaw 4391 - Establishment of a New Harbours Environmental Action Service for Saanich Peninsula.

Director Windsor spoke to the potential service and contribution to some municipalities within the region.

MOVED by Director Windsor, SECONDED by Director Orr,
That CRD Bylaw No. 4391 "Saanich Peninsula Waterways Environmental Action

Service Establishment Bylaw No. 1, 2020" be introduced and read a first, second time and third time.

MOVED by Director Windsor, SECONDED by Director Orr,
That Bylaw No. 4391 be referred to the municipal councils of the participants for approval, and if two-thirds of approval is received, to the Inspector of Municipalities.

MOVED by Director Windsor, SECONDED by Director Orr,
That staff prepare a summary of outcomes from similarly established services in the Region, and the cost benefit of it, so that the Commission can evaluate how the Services have resulted in changes.
CARRIED

11.8. 20-670 Bylaw No. 4372, Transfer of Funds from Development Cost Charges Reserve to Related Capital Reserve

MOVED by Director Windsor, SECONDED by Director Orr,
That Bylaw No. 4372 cited as "Saanich Peninsula Water and Wastewater Development Cost Charges Transfer to Capital Reserve Bylaw No. 1, 2020" be introduced and read a first, second, and a third time.
CARRIED

MOVED by Director Orr, SECONDED by Director Windsor,
That Bylaw No. 4372 be referred to the Inspector of Municipalities for review as required by the Local Government Act and Community Charter.
CARRIED

11.9. 20-766 11.9. CREST - Emergency Services Telecommunications Juan de Fuca Electoral Area

MOVED by Director Windsor, SECONDED by Director Hicks,
That CREST aggressively explore alternative methods of providing reliable emergency service telecommunications in the Juan de Fuca Electoral Area.
CARRIED

11.10. 20-691 Reaching Home Additional COVID Funding

Director Isitt recused himself and left the boardroom at 3:24 pm.

MOVED by Director Helps, SECONDED by Director Screech,
That the COVID-19 Additional Reaching Home Funding report be received for information.
CARRIED

Director Isitt returned to the boardroom at 3:25 pm.

12. MOTION TO CLOSE THE MEETING

12.1. 20-742 Motion to Close the Meeting

MOVED by Director Mersereau, SECONDED by Director Helps,
That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter.
CARRIED

MOVED by Director Mersereau, SECONDED by Director Helps,
That the meeting be closed for Land Acquisition in accordance with Section 90(1) (e) of the Community Charter.
CARRIED

MOVED by Director Mersereau, SECONDED by Director Helps,
That such disclosures could reasonably be expected to harm the interests of the Regional District.
CARRIED

The Capital Regional District Board moved into closed session at 3:25 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from closed session at 3:45 pm and reported on the following items:

3.1. Appointments to CRD Committees and Commissions
In accordance with Bylaw No. 3561, that the following persons be appointed to the Pender Island Parks and Recreation Commission:
For a term to start January 1, 2020 and expire December 31, 2021: Susan Parr, Derek Wolff
For a term to start November 19, 2020 and expire December 31, 2021: Robert Fawcett
For a term to start November 19, 2020 and expire December 31, 2022: Arnold Alksene, Timothy Frick, Barry Mathias

In accordance with Bylaw No. 3427, that the following person be appointed to the Saanich Peninsula Wastewater Commission:
For a term to start January 1, 2021 and expire December 31, 2021: Ron Barnhart

In accordance with Letters Patent, that the following person be appointed to the Saanich Peninsula Water Commission:
For a term to start January 1, 2021 and expire December 31, 2021: Ron Barnhart

In accordance with Bylaw No. 3654, that the following persons be appointed to the Willis Point Fire Protection and Recreation Facilities Commission:
For a term to start January 1, 2021 and expire December 31, 2022: Gary Anderson, Brent Kornelson, Brian McCandless, Vern McConnell

14. ADJOURNMENT

MOVED by Director Screech, SECONDED by Director Orr,
That the November 18, 2020 Capital Regional District Board meeting be adjourned at 3:45 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

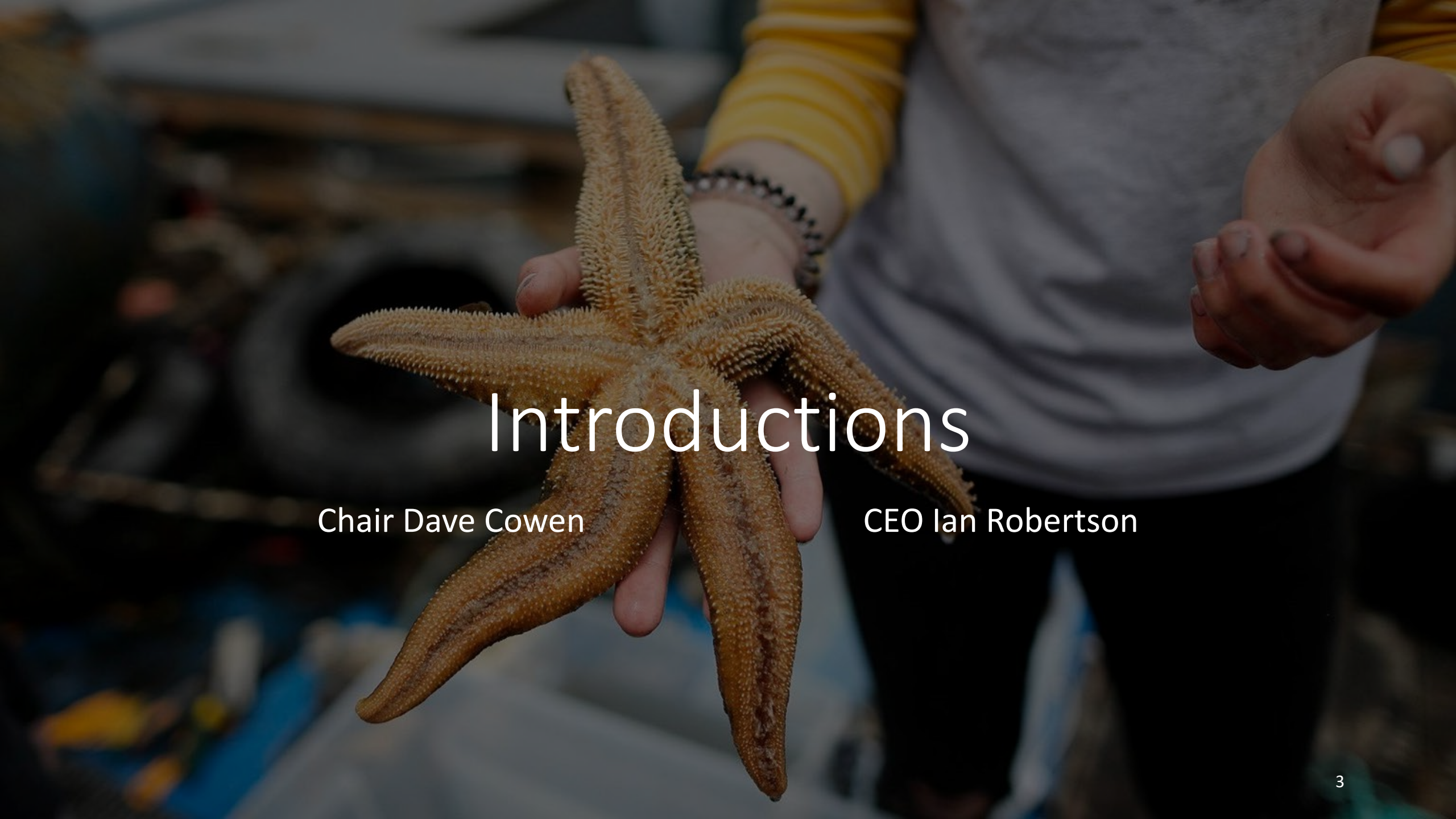


Member Agency Report

Capital Regional District



Acknowledging the Traditional Territory of the Lekwungen Peoples



Introductions

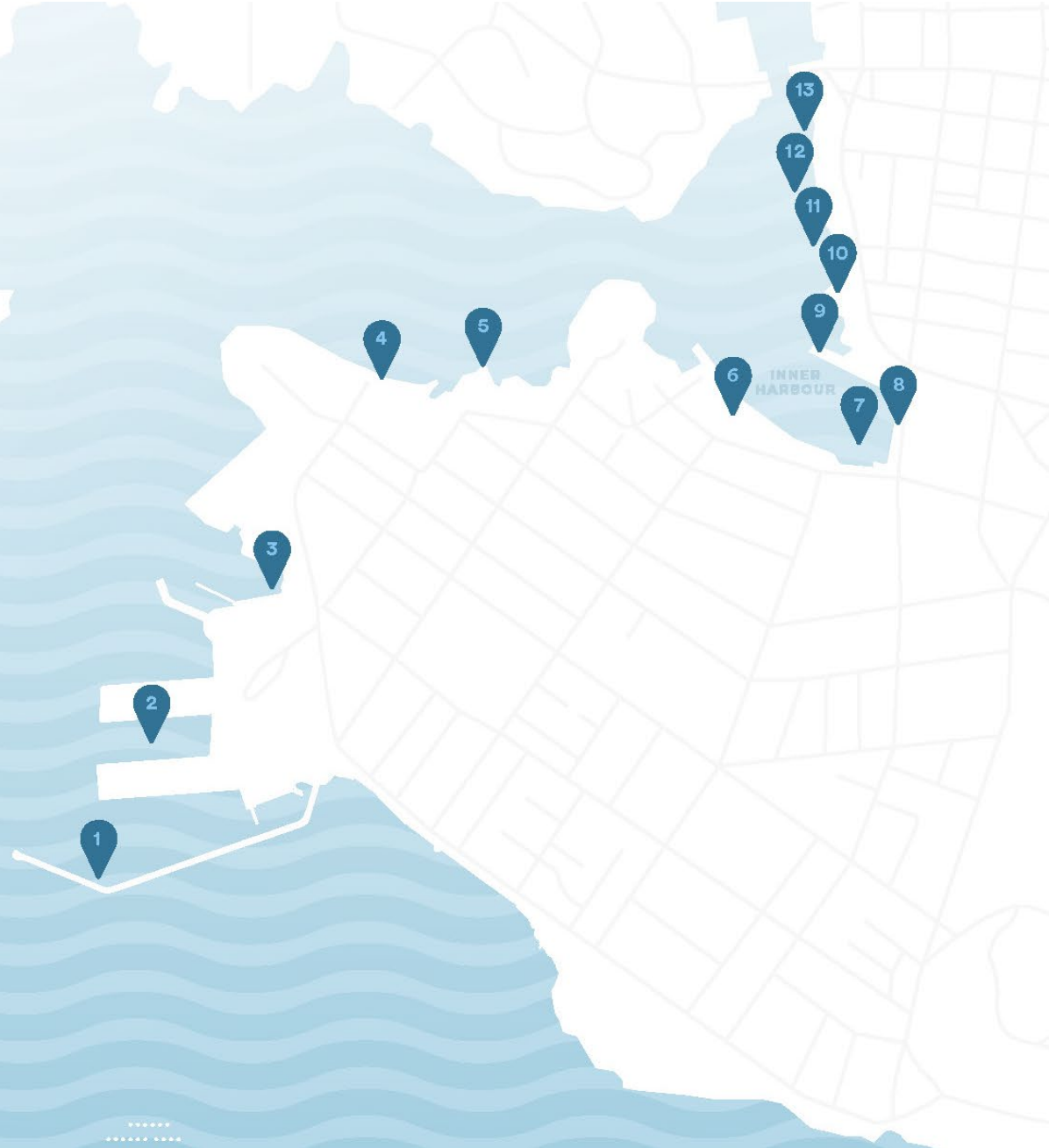
Chair Dave Cowen

CEO Ian Robertson

GVHA Assets at a Glance

We own and operate high-profile community assets along with commercial and marine holdings.

1. Ogden Point Breakwater
2. Victoria Cruise Ship and Deep-Water Terminal at Ogden Point
3. Public Boat Launch
4. Fisherman's Wharf and Fuel Dock
5. Raymur Point Customs Dock
6. Steamship Terminal
7. Causeway Marina
8. Inner Harbour Lower Causeway
9. Ship Point
10. Broughton Street Pier
11. Wharf Street Marina
12. Hyack Terminal
13. Johnson Street Marina



Financial Performance – 2019-20

Based on financial statements for fiscal year-end, March 31, 2020



$16.3M in Operating Revenues

Budgeted: $15.8M



$3.6M in Cash from Operations

Budgeted: $2.9M



$12.7M in Operating Expenses

Budgeted: $12.9M



$5.5M in Capital Spending

Financial Performance – 2020-21

Draft and Unaudited Forecast for fiscal year-end March 31, 2021



$4.1M in Operating Revenues

Budgeted: $18.1M



$-2.8M in Cash from Operations

Budgeted: $2.9M



$6.8M in Operating Expenses

Budgeted: $15.2M



$0.7M in Capital Budgeted

Indigenous Relations

- In 2019, with the support of the Esquimalt Nation and Songhees Nation, we announced our participation in the Canadian Council for Aboriginal Business' Progressive Aboriginal Relations (PAR) Program.
- PAR is a bench-marking tool that helps businesses measure its work in Indigenous relations in 4 areas: leadership, community relations, business development, and employment.
- We are working on Phase 3 of the Committed process and aim to apply for certification in April 2021.
- Some of the initiatives that we have focused on in 2019/20 include:
  - GVHA's First Nations Revenue Contribution Fund
  - Lekwungen Youth Job Shadowing Program & Seasonal Opportunities Program
  - GVHA's Indigenous Business Directory
  - Indigenous cultural staff training



COVID-19: Our Response

- Operations & Staffing Reductions
- Capital Project Postponements
- Canadian Emergency Wage Subsidy
- Canadian Emergency Commercial Rent Assistance Program
- Commercial Customer Support & Rent Deferrals



Major Projects & Initiatives

- Pier B Mooring Dolphin Extension
- Sustainable Service Delivery Program
- Economic Impact Study



Emissions Inventory

- GHG emissions from the Victoria Cruise Ship Terminal in 2018 were equivalent to 3,241 cars on the road per year
- Since 2010:
  - CACs have decreased by 41%
  - SOx has been reduced by 95%
  - Particulate matter has been reduced by 79%
- Next major step: shore power feasibility and business case (2020)



2021 Cruise Outlook

- Cruise operations resumption strategy constantly under revision and improvement
- Cruise operations successfully resumed in Europe under strict health protocols
- Victoria's 2021 cruise season will be impacted by:
  - International travel restrictions or openness
  - Timing of cruise operations resumption in North America (early 2021 is current earliest period)




Questions & Discussion

Report to Nominators Presentation

Capital Regional District

December 9, 2020

Introduction

- **Paul Gerrard**
  Capital Regional District Nominee
  - Governance Committee
  - Planning and Development Committee
  - Airport Consultative Committee

- **Geoff Dickson**
  President and CEO



victoriaairport.com

YYJ VICTORIA INTERNATIONAL AIRPORT

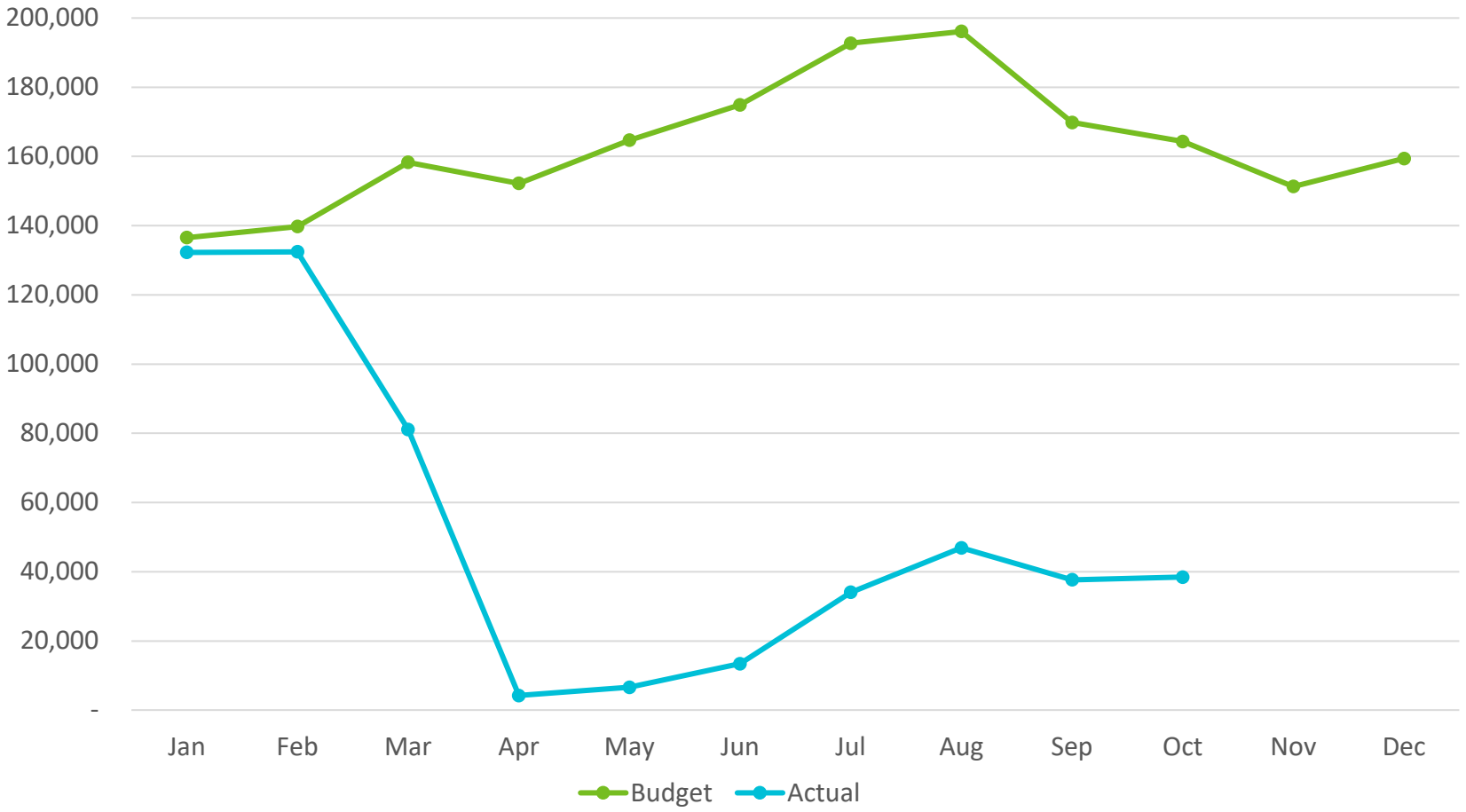
Canada's airports expect cumulative revenue losses of $4.5B by end of 2021

Posted on September 10, 2020; Canadian Airports Council Press Release

As travel restrictions and quarantines drag on into the fall, an updated financial outlook paints a dire picture for Canada's airports, which now expect to incur more than $4.5 billion in lost revenue and debt levels increasing to $2.8 billion by the end of 2021. The revised outlook, which represents a 30 per cent deterioration in expectations, was recently submitted to the federal government.

Source: Canadian Airports Council

2020 Budgeted / Actual Passengers



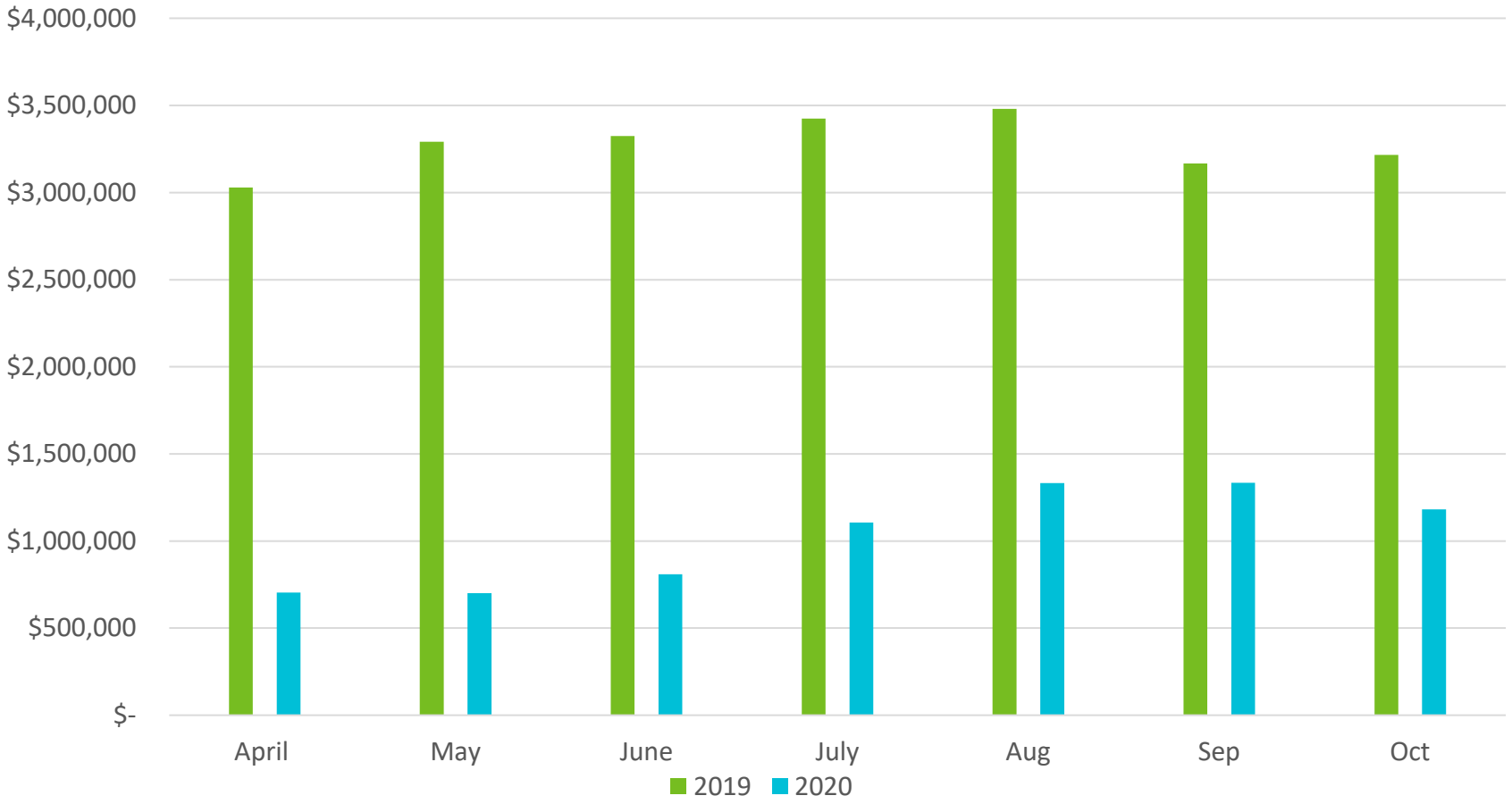
COVID-19



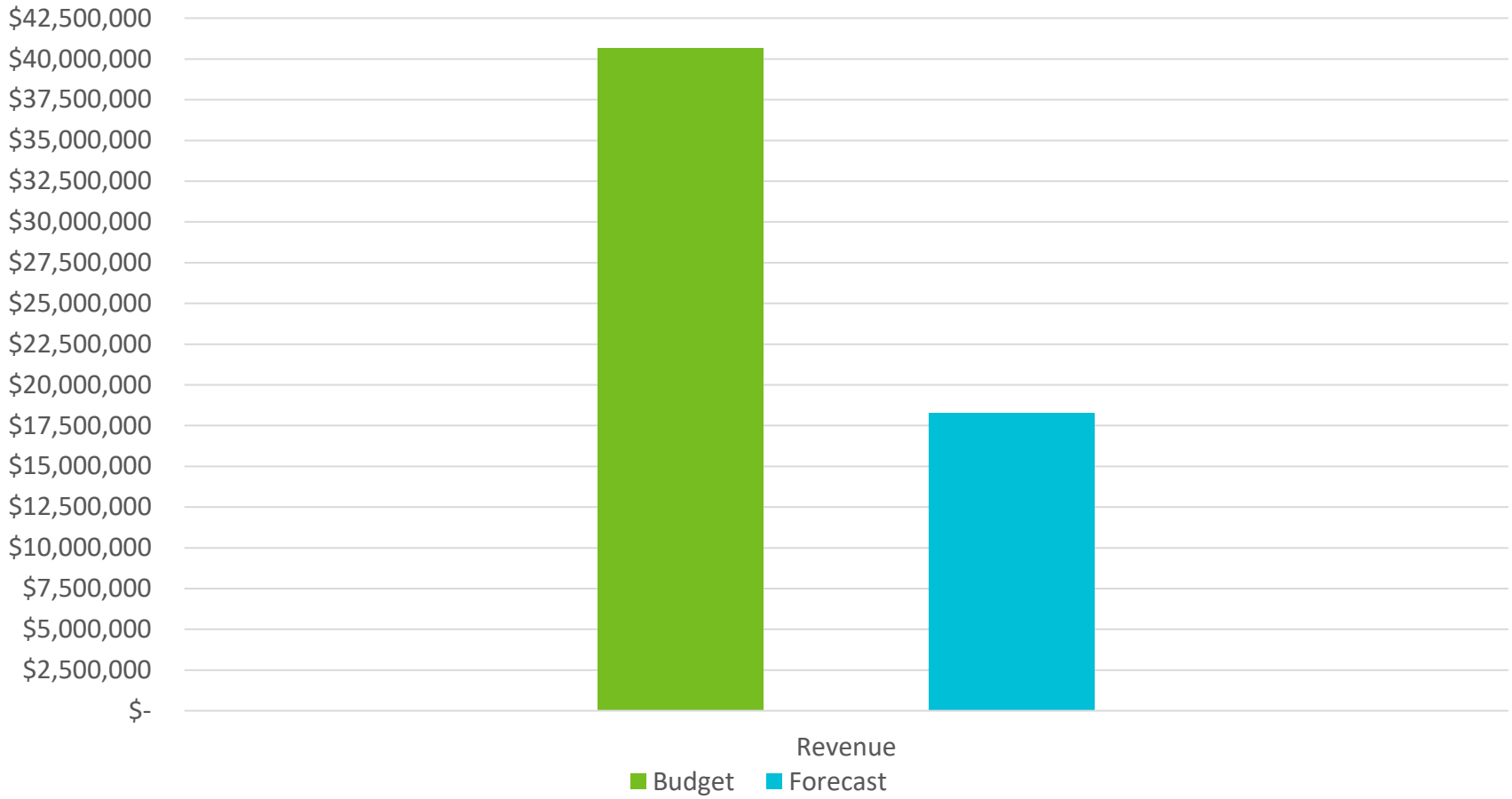
COVID-19



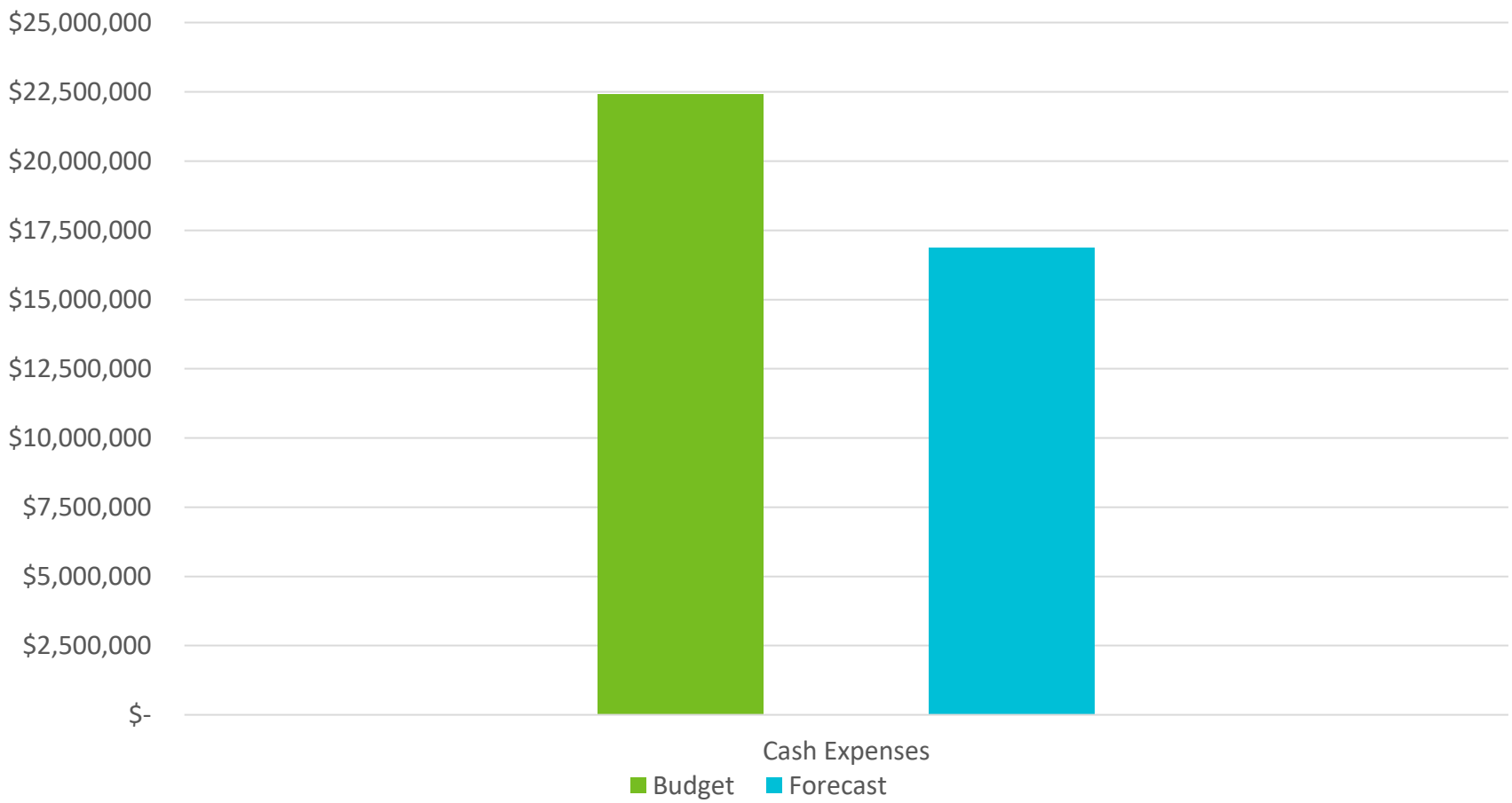
Monthly Revenue Comparison April – October 2019 & 2020



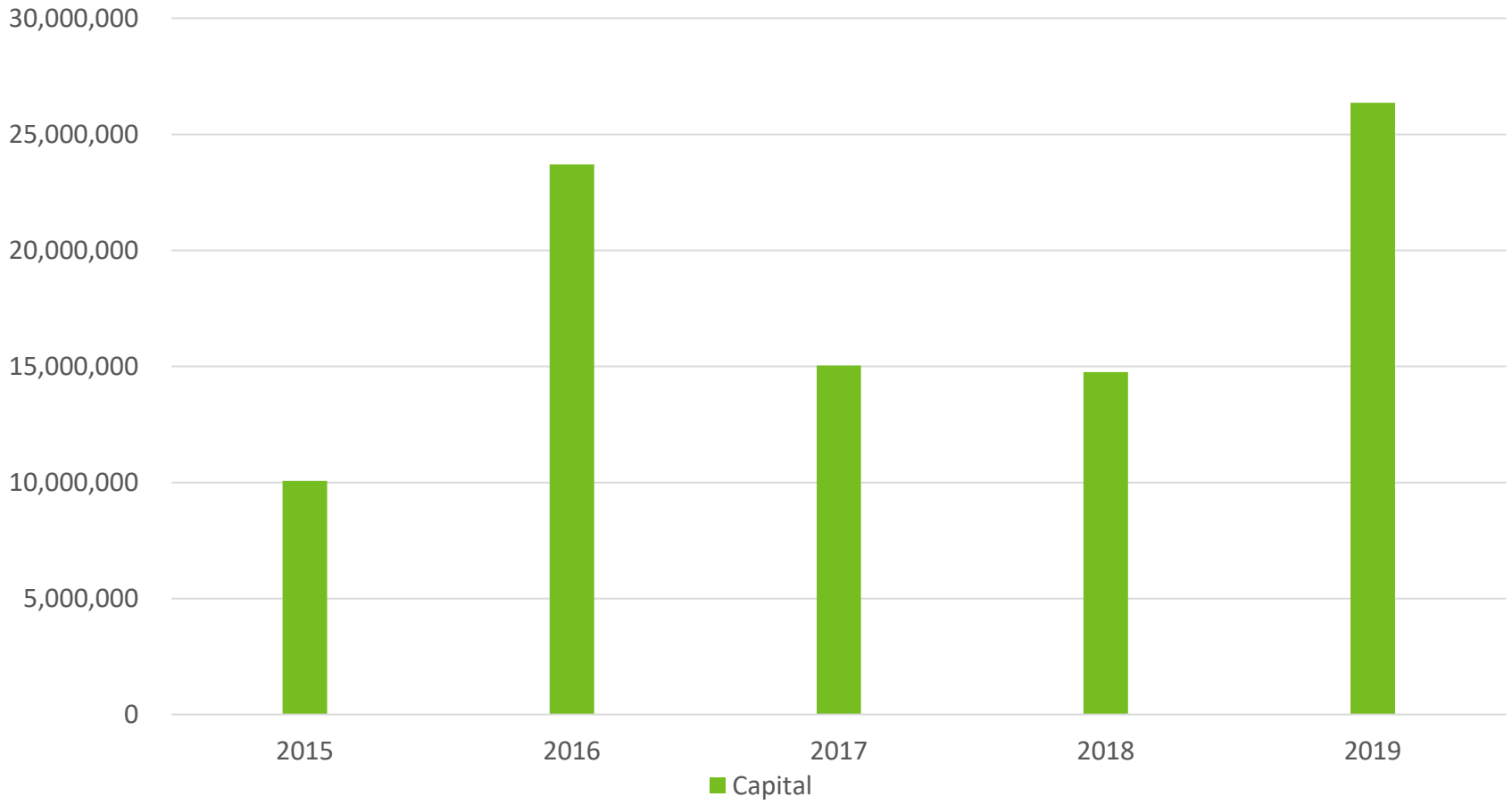
2020 Revenue, Budget vs. Forecast



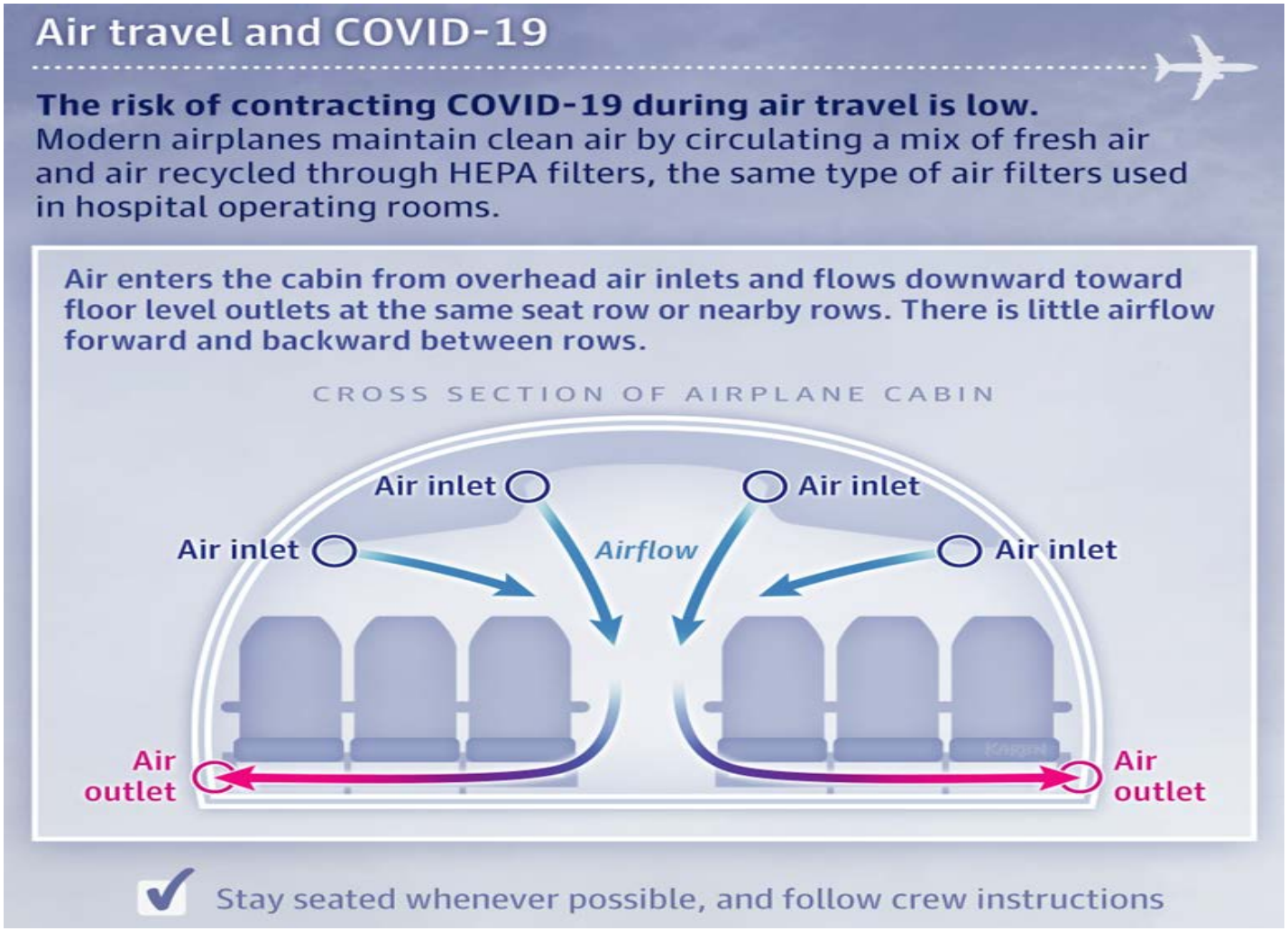
2020 Operating Expenses Budget vs. Forecast



Capital Additions 2015 – 2019, $89.9m



Airflow in Aircraft



Dr. Tam's Comments on Air Travel

COVID-19 transmission on flights 'extremely rare,' Dr. Tam says

U.S. study finds flying may actually be safer than other routine activities — like going to the grocery store



John Paul Tasker · CBC News · Posted: Nov 10, 2020 3:13 PM ET | Last Updated: November 10



A passenger wears a mask while boarding a flight in Houston on May 24, 2020. (David J. Phillip/The Associated Press)

US Military on Air Travel

Military.com

It's Almost Impossible to Get COVID-19 on an Airplane, New Military Study Suggests

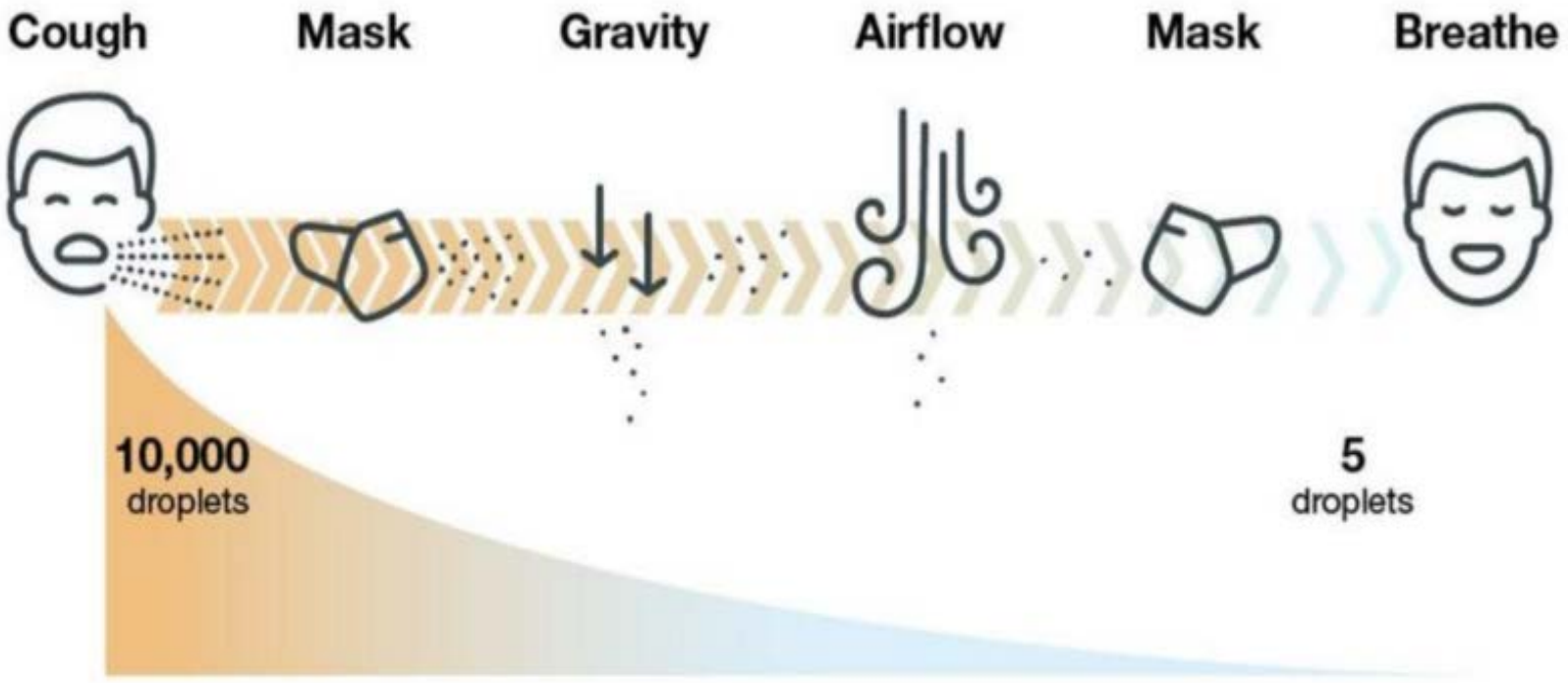


STARS AND STRIPES

DOD study says coronavirus transmission risk on a crowded airplane with people wearing masks is low



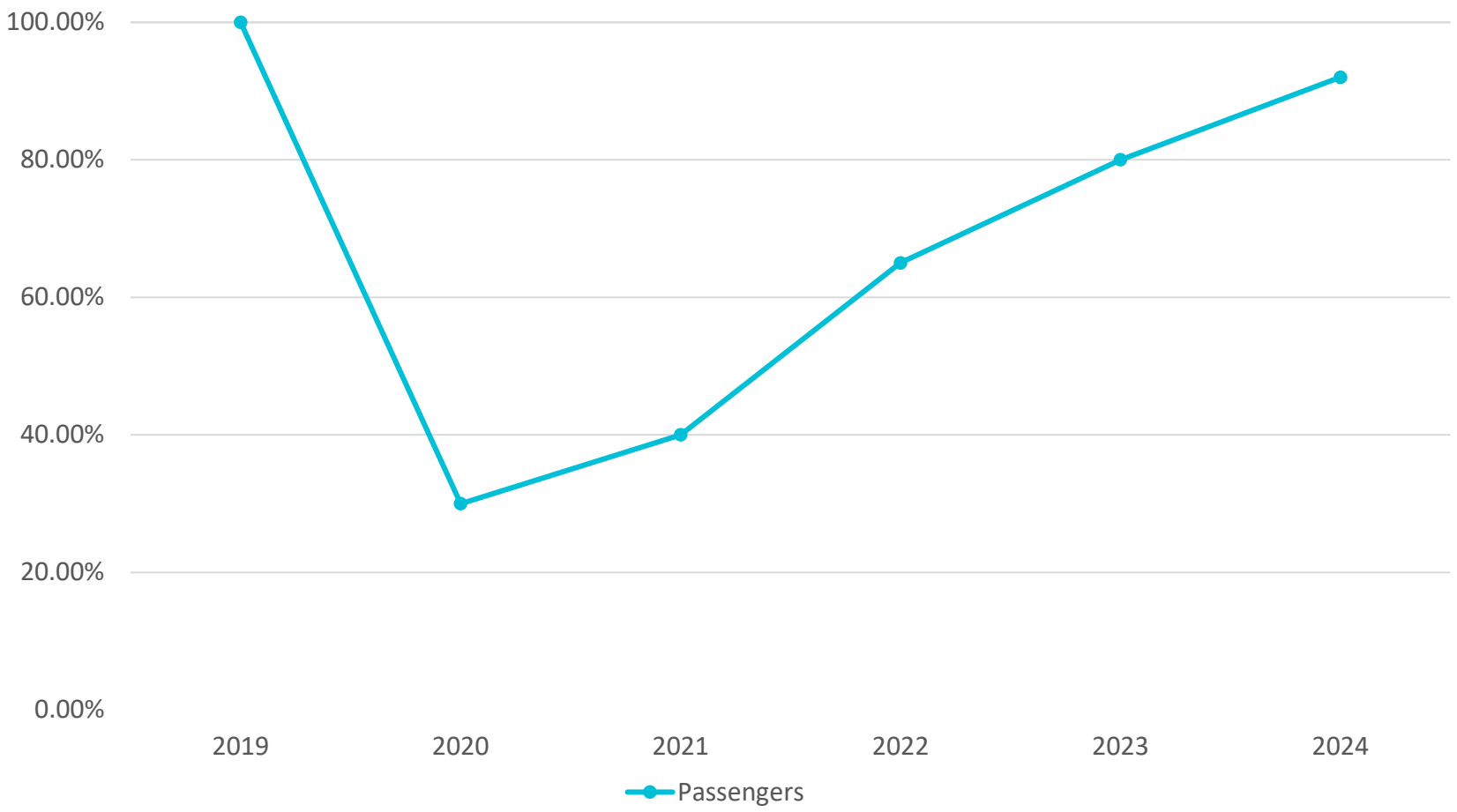
Aircraft Manufacturers Modelled Transmission In Aircraft



TravelSafe YYJ



Road to Recovery – Passengers as a % of 2019



Victoria International Airport wins global award

STAFF
CTV News Vancouver Island
Wednesday, July 15th 2020 - 10:01 am



The Victoria International Airport (YYJ) has won an award for being the most efficient airport in North America for its size in the 2020 Global Airport Performance Benchmark Report.

Questions?

Making a difference...together

REPORT TO GOVERNANCE AND FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 02, 2020

SUBJECT **Capital Regional District External Grants Update**

ISSUE SUMMARY

This report provides an update on external grants activity since October 12, 2020, through the submission deadline for this report of November 9, 2020.

BACKGROUND

The CRD External Grants Dashboard (Appendix A) summarizes grant applications and calls in progress, awards, and the status of projects still in progress. The report summarizes activities and outcomes since the External Grants Update was presented to the Board on November 18, 2020.

IMPLICATIONS

Financial Implications

Grants / Contributions Awarded

1. COVID-19 Safe Restart Grants for Local Governments, allocation-based grant for $1,421,000.

2. Rapid Housing Initiative – Canada Mortgage and Housing Corporation, for $13,056,502

3. Canada Summer Jobs: Student funding, for $54,951:
    a. SSI – Parks & Recreation, for $5,895
    b. SEAPARC, for $16,352
    c. Panorama – Greenglade, for $32,704.

Two grants remain under news embargo.

Applications Submitted

1. Investing in Canada Infrastructure Program – Rural and Northern Communities Stream: JDF: Port Renfrew Water Supply Line Replacement Project, for $1,573,918.

2. Investing in Canada Infrastructure Program – Rural and Northern Communities Stream: SGI: Lyall Harbour Boot Cove Water Service Improvements Project, for $1,110,600.

3. Investing in Canada Infrastructure Program – Rural and Northern Communities Stream: SSI: Maliview Wastewater Treatment Plant Upgrade, for $1,989,000.

4. Community Economic Recovery Infrastructure Program – Unique Heritage Infrastructure Stream: Regional and SGI: Goldstream Powerhouse Roof & Emma and Felix Jack Park Cultural Heritage Project, for $92,060.

5. Community Economic Recovery Infrastructure Program – Community Economic Resilience Stream: Revitalization of Greenglade Community Centre Outdoor Space, for $329,520.

6. Active Transportation Planning-UBCM: Active Transportation Plan for the Southern Gulf Islands, for $10,000.

7. Community Efficiency Financing-Federation of Canadian Municipalities: Capital Regional Residential Energy Retrofit Program, for $175,000.

8. New Horizons for Seniors: Community Garden Improvements at the Greenglade Community Centre, for $25,000.

Core Area Wastewater Treatment Project Update

The CAWTP project is partially funded by the Federal Government and the Province of BC. During the month of October, the CRD did not receive any grant payments for this project. Cumulatively, the CRD has received $339M of the estimated $459M. The remaining (up to) $120M is expected to be received throughout 2020 and into 2021 based on timing of eligible expenditures and achievement of target milestones.

Service Delivery Implications

New Grant Opportunities

Fifteen new grant calls were issued during the reporting period. Grant Calls in Progress for which the CRD is eligible to apply are featured in Appendix A (see pages 7–9), and in the table below:

Grant	Deadline	Information
Housing Needs Report Program-UBCM	16-Oct-20 (Extended to 13-Nov-20)	Provides funding to produce, publish or update housing needs reports.
Emergency Community Support Fund	30-Oct-20	Second intake: Provides funding for vulnerable population projects at the community level who have been affected by COVID-19.
Dementia Community Investment	03-Nov-20	Funding supports community-based projects that focus on people living with dementia and caregivers in the current COVID-19 context.
Celebrate Canada	23-Nov-20	Provides funding for activities for the following events: National Indigenous Peoples Day (June 21), Saint-Jean-Baptist Day (June 24), Canadian Multiculturalism Day (June 27), and Canada Day (July 1)
Civil Forfeiture Crime Prevention and Crime Remediation Grant	25-Nov-20	Provides funding under multiple streams for crime prevention/remediation projects

Grant	Deadline	Information
Treemendous Communities	30-Nov-20	Provides funding for community tree planting projects.
Edible Trees	30-Nov-20	Provides funding to projects that plant fruit and nut-bearing trees and shrubs in communities.
Early Learning and Child Care Innovation	03-Dec-20	Provides funding to innovative projects for early learning and child care programs and services.
Community to Community Forum	04-Dec-20	Provides funding to host a Regional Community to Community Forum
Rapid Housing Initiative	31-Dec-20	Provides funding under an allocation and an application based stream. Application based stream provides funding for new construction and conversions/rehabilitations,
Documentary Heritage Communities Program	12-Jan-21	Provides funding to support local documentary heritage projects.
CleanBC Organic Infrastructure and Collection Program	1. 12-Jan-21 2. 14-Jan-21	Two streams: Provides funding for organic waste processing infrastructure and residential organic waste collection programs. 1. Residential Curbside Collection. 2. Organic Processing Infrastructure.
Housing Supply Challenge: Data Driven	20-Jan-21	Funding to projects that provide conceptual data solutions to improve decision-making for housing supply.
Young Canada Works	1. 22-Jan-21 2. 03-Feb-21	Provides wage subsidies for summer student funding. 1. Young Canada Works in Heritage Organizations 2. Young Canada Works in Both Official Languages
Green Municipal Fund-Federation of Canadian Municipalities	Continuous (for select programs)	Capital project programs and pilot projects under various streams.

Forthcoming Funding Initiatives

Canada-BC Safe Restart Plan – Details are still forthcoming on several of the streams below.

1. $540M in funding for local governments
    a. Development Services: $15M.
    b. Strengthening Communities: $100M.
    c. COVID-19 Safe Restart Grants for Local Governments: $425M.
        i. Informed of CRD's allocation of $1.421M, payment forthcoming.
2. Community infrastructure: $418M.
3. Transit, TransLink, and ferries: $1B.

CONCLUSION

The CRD recognizes grants are a supplementary funding source to address the needs of services provided to the region. The External Grants Update outlines how the CRD continues to integrate and consider these grant opportunities relative to service needs, as well as informing local partners of these opportunities through the grants dashboard. The CRD will continue to provide a summary of activities and outcomes in the External Grants Update on a monthly basis.

RECOMMENDATION

The Governance and Finance Committee recommends to the Capital Regional District Board:
That the CRD External Grants Update be received for information.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: External Grants Dashboard

Grants Administration Dashboard Externally Sourced Grant Funding

STATUS LEGEND: Intent to apply Work in Progress (=delay) Application Done - Outcome pending Project Done (=payment pending) Application Declined Links to information

	Grant Program Links	Application Deadline	Project	Status	Board Resolution	Comments		Grant Ask	% of Total Project Cost
GRANT APPLICATIONS IN PROGRESS	Disaster Mitigation and Adaptation Program	17-Jul-20	Construction of Regional and Sub-Regional Seismically Resilient Water Supply	☑	N/A	IWS - Infrastructure Operations is the lead	$	36,900,000	42%
	CleanBC - BC Hydro Commercial Custom Program	N/A	Panorama Energy Recovery Project	☑	N/A	PES - Panorama is the lead	$	200,000	7%
	Swim to Survive - Lifesaving Society	07-Jun-19	Swim to Survive Day Community Grant for SEAPARC	☑	N/A	PES - SEAPARC is the lead		TBD	TBD
	FCM - Green Municipal Fund - Water Capital Projects	01-Mar-19	Core Area Wastewater Treatment Project	☑	N/A	Ask for a $3M grant in combination with a $20M loan	$	3,000,000	0.4%
	Canada Nature Fund	15-Aug-18	Acquisition of land for preservation/park use	☑	N/A	EOI submitted; details remain undisclosed		TBA	TBA
	Jumpstart Community Development Program	01-Feb-20	Swim Program for Indigenous Children and Youth	☑	N/A	PES - Panorama is the lead. Postponed due to COVID-19.	$	2,692	TBC
	Island Health Community Wellness Grant	26-Feb-20	Lifeguard Academy for Indigenous Youth	☑	N/A	PES - Panorama is the lead. Postponed due to COVID-19.	$	13,264	TBC
	Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program	26-Feb-20	Juan de Fuca Water Distribution Service for Anderson Cove	☑	12-Feb-20	IWS - Infrastructure Operations is the lead	$	1,460,000	71%
	Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program	26-Feb-20	Magic Lake Estates Wastewater System Renewal	☑	12-Feb-20	IWS - Infrastructure Operations is the lead	$	5,390,000	44%
	Connecting British Columbia (Network BC and Northern Development Initiative Trust)	15-Feb-20	TELUS applied to extend fibre optic connectivity in JDF	☑	12-Feb-20	TELUS-CRD provided a letter of support/resolution		TBC	TBC
	Broadband Fund-Canadian Radio Television and Telecommunications Commission	30-Apr-20	TELUS applied to extend fibre optic connectivity in JDF	☑	12-Feb-20	TELUS-CRD provided a letter of support/resolution		TBC	TBC
	BC Hydro Sustainable Communities Implementation Fund	12-Feb-20	Capital Region Electric Vehicle Infrastructure Road Map	☑	N/A	PES - Environmental Protection - Climate Action	$	50,000.00	TBC
	Canada Summer Jobs	24-Feb-20	Summer student funding	☑	N/A	Human Resources is the lead. Approved for SSI Parks and Recreation $5,895, SEAPARC $16,352, and Panorama-Greenglade $32,704, total $54,951.	$	110,376.00	TBC
	Municipal Asset Management Program-FCM	Continuous	Asset Life-Cycle Assessment Policy and Procedures	☑	Required	Asset Management is the lead	$	50,000.00	80%
	Enabling Accessibility Fund-Small Projects	13-Jul-20	Improving Accessibility - Panorama Recreation & SEAPARC	☑	N/A	Panorama and SEAPARC	$	100,000.00	87%
	Investing in Canada Infrastructure Program-Community, Culture, and Recreation Stream	01-Oct-20	Elk/Beaver Lake Oxygenation System	☑	9-Sep-20	Regional Parks is the lead	$	700,000.00	42%

Grants Administration Dashboard — Externally Sourced Grant Funding

STATUS LEGEND: Intent to apply | Work in Progress (=delay) | Application Done - Outcome pending | Project Done (=payment pending) | Application Declined | Links to information

GRANTS APPLICATIONS IN PROGRESS

Investing in Canada Infrastructure Program-Community, Culture, and Recreation Stream	01-Oct-20	Fernwood Elementary School Athletic Field Upgrades	☑	9-Sep-20	SSI Administration is the lead	$ 646,587.00	73%
Investing in Canada Infrastructure Program-Rural and Northern Communities Stream	22-Oct-20	Maliview Wastewater Treatment Plant Upgrade	☑	9-Sep-20	SSI Administration is the lead	$ 1,989,000.00	88.47%
Investing in Canada Infrastructure Program-Rural and Northern Communities Stream	22-Oct-20	Lyall Harbour Boot Cove Water Service Improvements Project	☑	9-Sep-20	IWS is the lead	$ 1,110,600.00	95.69%
Investing in Canada Infrastructure Program-Rural and Northern Communities Stream	22-Oct-20	Port Renfrew Water Supply Line Replacement Project	☑	14-Oct-20	IWS is the lead	$ 1,573,918.00	96.92%
Investing in Canada Infrastructure Program-CleanBC Communities Fund	12-Nov-20	Panorama Recreation Energy Recovery project	➔	14-Oct-20	PES - Panorama is the lead	$ 2,071,573.00	73%
Active Transportation Planning Program	30-Oct-20	Active Transportation Plan for the Southern Gulf Islands	☑	14-Oct-20	SGI Administration is the lead	$ 10,000.00	35%
New Horizons for Seniors Program	20-Oct-20	Community Garden Improvements at Greenglade Community Centre	☑	N/A	PES - Panorama is the lead	$ 25,000.00	100%
Building BC - Community Housing Fund	04-Sep-20	2780 Spencer Rd project in partnership with the Capital Regional Housing Corporation.	☑	N/A	Regional Housing is the lead	TBC	TBC
Community Economic Recovery Infrastructure Program-Unique Heritage Infrastructure Stream	29-Oct-20	Goldstream Powerhouse Roof ($76,360) & Emma and Felix Jack Park Cultural Heritage Project ($15,700)	☑	N/A	Regional Water Supply Service and Mayne Island Parks and Recreation Commission	$ 92,060.00	99.14%
Community Economic Recovery Infrastructure Program-Community Economic Resilience Stream	29-Oct-20	Revitalization of Greenglade Community Centre Outdoor Space	☑	N/A	PES - Panorama is the lead	$ 329,520.00	95.65%
Community Energy Financing - FCM	30-Oct-20	Capital Regional Residential Energy Retrofit Program	☑	14-Oct-20	PES - Environmetal Protection - Climate Action is the lead	$ 175,000.00	54.69%
Rapid Housing Initiative-Major Cities Stream Immediate Support-Canada Mortgage and Housing Corporation	N/A	Permanent Affordable Housing under Rapid Housing Initiative	➔	N/A	Regional Housing is the lead. Allocation of $13,056,502	N/A	N/A
COVID-19 Safe Restart Grants for Local Governments	N/A	Funding for local operations impacted by COVID-19	➔	N/A	Alllocation based on per capita. Allocation of $1,421,000.	N/A	N/A
					TOTAL GRANT ASKS IN PROGRESS (EXCLUDING CORE AREA LIQUID WASTE MANAGEMENT)	$ 90,905,194	

Grants Administration Dashboard Externally Sourced Grant Funding

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CORE AREA LIQUID WASTE MANAGEMENT - GRANT FUNDING STATUS							
	Grant Program Links	Contribution Terms and Purpose	Status	Board Resolution	Comments	Grant Award Maximum	Redeemed to Date
CORE AREA GRANTS	Infrastructure Canada - 3P Funding Agreement (Federal funding)	Lesser of 25% of eligible costs or $83.4M for a bio-solids energy centre treatment facility for wastewater sludge.				$ 41,000,000	$ -
	Infrastructure Canada - Building Canada Fund (Federal funding)	Up to 50% of eligible costs to a maximum of $120M for construction of the McLoughlin Point Wastewater Treatment Plant, marine outfall pipe, and completion of the Victoria Harbour crossing.			Funding agreements executed. Construction to start in April 2017 as per March 16, 2017 joint media release (Canada, BC, CRD)	$ 120,000,000	$ 108,000,001
	Infrastructure Canada - Green Infrastructure Fund (Federal funding	Up to 50% of eligible costs to a maximum of $50 M to upgrade Clover Point and Macaulay Point pump stations, implement attenuation tanks, and upgrade existing pump stations and piping systems.				$ 50,000,000	$ 45,000,001
	Provincial Funding	The lesser of 1/3 total cost (excluding land acquisition cost) or $248M for construction of the wastewater treatment plant, the energy centre for sludge treatment, and conveyance system upgrades - all serving the Core Area.		08-Mar-17	CRD Board approved execution of the Provincial Agreement	$ 248,000,000	$ 186,000,000
	TOTALS					$ 459,000,000	$ 339,000,002

Grants Administration Dashboard Externally Sourced Grant Funding

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	Grant Program Links	Dept.	Project Deadline	Project	Status	Lead	Project Cost (Estimate)	Grant Award
PROJECTS IN PROGRESS	Bike BC Cycling Infrastructure Program	PES	30-Jun-21	E&N Rail Trail Phase 3: Atkins Ave. to Savory School		PES: Infrastructure Engineering and Facility Management	$ 4,157,536	$ 1,000,000
	Community Resilience Through Arts and Culture Program	CS	31-Jul-20	WASANEC Community Resilience Project		First Nations Relations	$ 15,000	$ 12,000
	Building BC - Community Housing Fund	PPS	2023	Caledonia Housing Project		CRD Housing is the lead. Application is also seeking mortgage subsidy of $666,500 per year. Supported by CRHC resolution 24-Jul-2018.	$ 50,225,725	$ 15,500,000
	Clean Water Wastewater Fund	IWS	31-Mar-18	Port Renfrew Water Main Replacement Project		IWS - Infrastructure Engineering	$ 628,634	$ 488,103
	Urban Deer Cost-Share Program	PPS	15-Mar-19	Mayne Island Fallow Deer Management		PPS - Regional and Strategic Planning is the Lead	$ 52,930	$ 18,500
	Abandoned Boats Program (Assessment)	PES	31-May-20	Abandoned Boats Assessment: Sooke Harbour		Environmental Protection Division	$ 16,175	$ 16,175
	Abandoned Boats Program (Assessment)	PES	31-Mar-20	Capital Region Abandoned Boats Stewardship		Environmental Protection Division	$ 10,400	$ 10,400
	UBCM Community to Community Forum	CS	31-Mar-19	WSANEC Leadership Committee		First Nations Relations-project not completed.	$ 5,750	$ 2,760
	UBCM Community to Community Forum	CS	31-Mar-19	CAO - Band Administrators Forum		First Nations Relations-project not completed.	$ 2,167	$ 520
	Strategic Wildfire Prevention Initiative - FireSmart	PPS	31-May-19	Saturna - FireSmart Planning & Activities Grant		Protective Services	$ 10,000	$ 10,000
	SSI Community Foundation	SSI	01-Jun-19	For play equipment at Rainbow Pool		SSI Administration	$ 24,425	$ 18,563
	Climate Action Revenue Incentive Program (CARIP)	PES	01-Jun-20	Conditional grant report		PES - Climate Action	$ 69,928	$ 69,928
	Regional District Grant 2019	F&T	15-Jul-19	Regional District Grant - Unconditional		The Province announced the unconditional grants on 2019-06-26	$ 60,000	$ 60,000
	National Disaster Mitigation Program (NDMP)	PES	28-Oct-19	Gardom Pond Decommissioning		Facilities Management and Engineering Services	$ 490,850	$ 460,000
	Island Pathways (SSI) grant from SSI Foundation	PES	31-Dec-19	Development of the Booth to Baker Pathway		SSI Administration. Island Pathways obtained this grant from SSI Foundation to support CRD's work. Total cost to be confirmed.	$ 140,000	$ 100,000
	Investment in Housing Innovation	PPS	31-May-20	3816 Carey Road Affordable Housing Project		Regional Housing	$ 15,249,662	$ 7,156,662
	BC Hydro - Business Energy Saving Incentives Program	PES	31-Mar-20	Panorama LED lighting upgrade		PES - Panorama is the Lead	$ 60,000	$ 21,600

Grants Administration Dashboard Externally Sourced Grant Funding

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PROJECTS IN PROGRESS (con't)

Community Emergency Preparedness Fund	PPS	27-Mar-20	Evaculation Route Planning for Electoral Areas		Protective Services	$	25,000	$ 25,000
FCM Green Municipal Fund - Brownfield Renewal	WWTP	31-Mar-20	McLoughlin Point: Delineation of Groundwater, Bedrock and Soil Contamination		Core Area WWTP	$	379,200	$ 175,000
FCM Green Municipal Fund - Brownfield Renewal	WWTP	31-Mar-20	McLoughlin Point: Remediation and Risk Assessment		Core Area WWTP	$	343,800	$ 171,200
Infrastructure Planning Grant (2017)	PES	31-Mar-20	Bowker Creek Daylighting Feasibility Study		Stormwater-Harbours & Watershed: 10k each for CRD, Oak Bay, Saanich, Victoria)	$	80,000	$ 40,000
Victoria Foundation Community Grants	PPS	1-Apr-20	Connect & Prepare- Housing Tenant Support		PPS - Regional Housing is the Lead	$	167,669	$ 20,000
Community Resiliency Investment	PPS	30-Apr-20	FireSmart training in the Electoral Areas: Saturna, Pender, Juan de Fuca, SSI FireSmart Cross-Training		Protective Services	$	100,000	$ 100,000
SSI Community Foundation	SSI	1-Jun-20	SSI Portlock Park Soccer Goals		SSI Administration	$	7,147	$ 6,146
UBCM Federal Gas Tax - Strategic Priorities Fund	PES	30-Jun-20	SEAPARC Leisure Complex Expansion		SEAPARC	$	3,410,406	$ 1,240,000
FCM Green Municipal Fund - Pilot Project	F&T	31-Oct-21	Zero Emissions Fleet Initiative		Risk Management - Climate Action	$	1,087,000	$ 350,000
BC Rural Dividend	PES	22-Mar-21	Engineering Design for SGI Regional Trails		Regional Parks	$	200,000	$ 100,000
BC Rural Dividend	SSI	22-Mar-21	Shared Service Business Model		SSI Administration	$	100,000	$ 90,750
Invasive Plant Management	PES	31-Mar-21	Invasive Plant Management Project		Environmental Protection Division	$	32,000	$ 32,000
Abandoned Boats Program (Education and Awareness)	PES	31-Mar-20	Capital Region Abandoned Boats Stewardship		Environmental Protection Division. Received $36,700.	$	66,700	$ 50,000
Infrastructure Planning Grant	SSI	31-Mar-21	North Salt Spring Waterworks Infrastructure Assessment		SSI Administration	$	10,000	$ 10,000
Child Care Space Creation Program	SSI	15-Apr-21	SSI PARC Licensed Preschool Child Care Space		SSI Administration	$	296,460	$ 214,600
Affordable Rental Innovation - CMHC	PPS	31-Dec-21	Regional Housing First Program		Regional Housing: Partners include CRD, BC Housing, CMHC at $40M each.	$	120,000,000	$ 120,000,000
Reaching Home-Designated Communities	PPS	31-Mar-24	For community homelessness service projects		PPS: Regional Housing	$	4,772,699	$ 4,772,699
Reaching Home-Indigenous Homelessness	PPS	31-Mar-21	For community homelessness service projects		PPS: Regional Housing		TBC	$ 674,512

Grants Administration Dashboard Externally Sourced Grant Funding

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PROJECTS IN PROGRESS (con't)	Reaching Home-COVID-19 Response	PPS	31-Mar-21	For community homelessness service projects		PPS: Regional Housing		TBC	$ 3,231,049
	National Disaster Mitigation Program	PES	30-Jun-20	Capital Region Coastal Flood Inundation Mapping		PES - Environmetal Protection -Climate Action is the lead.	$	750,000	$ 705,000
	Island Health Community Wellness	PPS	1-Mar-20	Monitoring the Determinants of Health and Wellness in the Capital Regional		Community Social Planning Council	$	50,000	$ 50,000
	BC Hydro Sustainable Communities Program	PES	30-Sep-21	BC Hydro Community Energy Manager staff support		PES - Environmental Protection - Climate Action is the lead		TBC	$ 100,000
	City of Victoria Housing Reserve Fund	PPS	2023	Michigan Housing Project		PPS-Regional Housing-CRHC	$	1,395,000	$ 1,020,000
	Rick Hansen Foundation BC Accessibility Grants	PES	30-Sep-20	Panorama Accessibility Improvements		PES - Panorama is the Lead		TBC	$ 20,000
	Provincial Urban Deer Cost - Sharing Program	SGI	Summer 2020	Program to reduce fallow deer populations on Mayne Island		SGI Administration		TBC	TBC
	Pacific Institute for Climate Solutions Internship Program	PES	31-Dec-20	Climate action student intern		PES - Environmental Protection - Climate Action is the lead		TBC	$ 12,000
	UBCM-Community Emergency Preparedness Fund-Volunteer & Composite Fire Departments Equipment & Training	PPS	TBD	Joint CRD Volunteer Fire Department Equiptment and Training Project		PPS	$	128,372	$ 117,966
	UBCM-Community Resiliency Investment Program-FireSmart Community Funding & Supports	PPS	TBD	CRD Firesmart Project 2020		Parks and PPS	$	50,900	$ 49,900
	Community to Community Forum	PES	31-Mar-20	Watershed Management Engagement: Elk/ Beaver Lake		PES-Environmental Protection		TBC	$ 4,125
	UBCM Housing Needs Reports Program Grant	PPS	2021	Regional Housing Needs Report-Capital Region		CRD Development and Planning Advisory Committee	$	150,000	$ 150,000
	Community Child Care Space Creation Program	SSI	TBD	Multipurpose room for licensed child care and recreation programs		SSI Administration		TBC	$ 832,725
	Community Emergency Preparedness Fund - Emergency Support Services	PPS	2021	Electoral Area Equipment and Training for Emergency Support Services Modernization		Protective Services		TBC	$ 24,983
	BC Rural Dividend - Rural Community Development Grants	SGI	TBD	SGI Broadband Connectivity - Planning Project		SGI Administration		TBC	$ 50,000
	BC Active Transportation Infrastructure Grants Program: Active Transportation Network Planning Grant and Active Transportation Infrastructure Grant	SSI	Mar-21	Lower Ganges Road Pathways Phase 2: Booth Canal to Baker Road		SSI Administration	$	700,000	$ 490,000
	Investing in Canada - Community, Culture, Recreation	PES	TBD	Mayne Island Regional Trail - Phase One Development		PES - Regional Parks is the lead		TBC	$ 2,778,393
	2020 Emergency Operations Centres and Training Program-Community Emergency Preparedness Fund	PPS	2021	Electoral Areas (JDF, SSI, SGI) EOC Supplies Procurement Project		Protective Services	$	25,000	$ 25,000
GRANTS AWARDED as of November 9, 2020							**$**	**218,839,805**	**$ 170,990,024**

Grants Administration Dashboard Externally Sourced Grant Funding

STATUS LEGEND: Intent to apply Work in Progress (=delay) Application Done - Outcome pending Project Done (=payment pending) Application Declined Links to information

GRANT CALLS IN PROGRESS

Grant Program Links	Launch Date	Application Deadline	Resolution Needed	Departments Alerted	Status
Community Gaming Grant	Ongoing		Not applicable; CRD's role can be to support a not-for-profit in pursuing these grants.	All	Grant alert sent. Featured in CRD Grants Weekly 2019-06-24
Public Safety Programs		31-Aug-20			
Human and Social Programs		30-Nov-20			
Green Municipal Fund - Plans, Feasibility Studies, Pilot Projects Capital Projects	Ongoing	Ongoing	Depends on $ value	Standing Item	
Address Improvement Grant	Ongoing	Ongoing	Not Specified	IT	Grant alert sent. Featured in CRD Grants Weekly 2019-07-12
BC Hydro Sustainable Communities Program	Ongoing	Ongoing	N/A	Standing Item	
Efficiency BC - Online hub of energy efficiency initiatives	Ongoing	Ongoing	N/A	Standing Item	
Federal Gas Tax - Community Works Fund Update	Ongoing	Ongoing	N/A	Standing Item	Comprehensive CRD process in place for assignment of funds to Electoral Area Projects. Featured in CRD Grants Weekly 2019-04-05
Ship-source Oil Pollution Fund	Ongoing	Ongoing	TBD	Standing Item	Grant alert sent; featured in CRD Grants Weekly 2019-05-03
Ecological Gifts Program	N/A	Ongoing	Not Specified	All	Grant alert sent
Family Violence Initiative	N/A	Ongoing	Not Specified	All	Grant alert sent
Multi-sectoral Partnerships to Promote Healthy living and Prevent Chronic Disease – Canada's Tobacco Strategy	N/A	Ongoing	Not Specified	All	Grant alert sent
Federal Lands Initiative	N/A	Ongoing	Not Specified	All	Grant alert sent
National Housing Co-Investment Fund (New Construction, Housing Repair and Renewal, and Rental Construction Financing)	N/A	Ongoing	Not Specified	All	Grant alert sent
Sustainable Affordable Housing-Green Municipal Fund-FCM	N/A	Continuous	Required	All	Grant alert sent

Grants Administration Dashboard Externally Sourced Grant Funding

STATUS LEGEND: Intent to apply Work in Progress (=delay) Application Done - Outcome pending Project Done (=payment pending) Application Declined Links to information

GRANT CALLS IN PROGRESS

Urban Deer Management Cost-Share Program	N/A	16-Oct-20	Required	All	Grant alert sent
Participatory Action Research Grants	Ongoing	16-Oct-20	No	Standing Item	Convene Grants and Investigate Grants upcoming deadlines of October 16, 2020
Project Assistance: Arts Infrastructure Program-BC Arts Council	N/A	19-Oct-20	Not Specified	All	Grant alert sent
Promoting Health Equity: Mental Health of Black Canadians Fund	N/A	22-Oct-20	Not Specified	All	Grant alert sent
Investing in Canada Infrastructure Program-Rural and Northern Communities	25-Jun-20	22-Oct-20	Required	All	Grant alert sent
New Horizons for Seniors Program	N/A	23-Oct-20	Not Specified	All	Grant alert sent
Community Economic Recovery Infrastructure Program	N/A	29-Oct-20	No	All	Grant alert sent
Green Municipal Fund - Community Energy Financing Program - Home Energy upgrades	30-Jun-20	30-Oct-20	Required	All	Grant alert sent
Active Transportation Planning Program	N/A	30-Oct-20	Required	All	Grant alert sent
Emergency Community Support Fund	19-May-20	30-Oct-20	Not Specified	All	Grant alert sent
Childcare BC New Spaces Fund	02-Jul-20	01-Nov-20	Required	All	Grant alert sent
Museums Assistance Program-Canadian Heritage	Ongoing	02-Nov-20	No	All	Grant alert sent
Dementia Community Investment	2018	03-Nov-20	Not Specified	All	Grant alert sent
Community Emergency Prepardness Fund - Evacuation Route Planning-UBCM	N/A	06-Nov-20	Required	All	Grant alert sent
Investing in Canada Infrastructure Program-CleanBC Communities Fund	12-Aug-20	12-Nov-20	Required	All	Grant alert sent
UBCM-Housing Needs Report Program	N/A	13-Nov-20	Required	All	Grant alert sent
Community Emergency Preparedness Fund - Structural Flood Mitigation Program-UBCM	N/A	20-Nov-20	Required	All	Grant alert sent

Grants Administration Dashboard Externally Sourced Grant Funding

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GRANT CALLS IN PROGRESS

Celebrate Canada-Canadian Heritage	N/A	23-Nov-20	No	All	Grant alert sent
Civil Forfeiture Crime Prevention and Crime Remediation	14-Oct-20	25-Nov-20	No	All	Grant alert sent
Treemendous Communities-Tree Canada	N/A	30-Nov-20	Not Specified	All	Grant alert sent
Edible Trees-Tree Canada	N/A	30-Nov-20	Not Specified	All	Grant alert sent
Early Learning and Child Care Innovation	29-Oct-20	03-Dec-20	No	All	Grant alert sent
Community to Community Forum	2020	04-Dec-20	No	All	Grant alert sent
Rapid Housing Initiative	N/A	31-Dec-20	Not Specified	All	Grant alert sent
Local Food Infrastructure Fund	N/A	03-Jan-21	Required	All	Grant alert sent
Documentary Heritage Communities Program	N/A	12-Jan-21	Not Specified	All	Grant alert sent
CleanBC Organic Infrastructure and Collection Program-Residential Curbside Collection Stream	21-Oct-20	12-Jan-21	Required	All	Grant alert sent
Infrastructure Planning Grant Program	25-Jun-20	13-Jan-21	Required	All	Grant alert sent
CleanBC Organic Infrastructure and Collection Program-Organic Processing Infrastructure Stream	21-Oct-20	14-Jan-21	Required	All	Grant alert sent
Municipal Asset Management Program - FCM	N/A	19-Jan-21	Required	All	Grant alert sent
Housing Supply Challenge: Data Driven	23-Oct-20	20-Jan-21	Not Specified	All	Grant alert sent
Young Canada Works in Heritage Organizations	N/A	22-Jan-21	Not Specified	All	Grant alert sent
Community Emergency Prepardness Fund - Emergency Support Services	N/A	28-Jan-21	Required	All	Grant alert sent
Young Canada Works in Both Official Languages	N/A	03-Feb-21	Not Specified	All	Grant alert sent
Community Emergency Preparedness Fund: Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning-UBCM	N/A	26-Feb-21	Required	All	Grant alert sent
Community Emergency Preparedness Fund: Emergency Operations Centres & Training	N/A	26-Mar-21	Required	All	Grant alert sent
Municipal Natural Assets Initiative-Expressions of Interest	08-Oct-19	TBD	Not Specified	All	Grant alert sent

Grants Administration Dashboard Externally Sourced Grant Funding

STATUS LEGEND: Intent to apply Work in Progress (=delay) Application Done - Outcome pending Project Done (=payment pending) Application Declined Links to information

	Funding Sources / Plans	Description	Possible Timing	Links
FUNDING INITIATIVES: ONGOING SCAN	UBCM Funding and Resource updates 2020	List of Local Government Programs and Services		
	GRANTS FORECAST	See website links (*if available*) in the right-most column for program information available to date. Note that typically, infrastructure grants will require SHOVEL READY projects (e.g: Asset plan is current; design drawings and environmental assessments are complete; matching funding - usually 50%- is assigned.)		UBCM Grants: Age-Friendly Communities, anticipated 2021 Community Energy Leadership Program (CELP) 2019 launched; Next round unknown Investing in Canada Infrastructure Program: COVID-19 Resilience Stream BC'S Restart Plan

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REPORT TO GOVERNANCE AND FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 02, 2020

SUBJECT **Parcel Tax Roll Review Panel**

ISSUE SUMMARY

To meet requirements of the *Community Charter* in order to requisition parcel tax revenues by establishing annually a Parcel Tax Roll Review Panel, which includes:

- appointing three Directors and one Alternate to review, confirm and authenticate the Parcel Tax Roll, and
- establishing the time and place for the sitting of the panel.

BACKGROUND

The CRD requisitions revenues by parcel tax in 24 service areas located throughout the Juan de Fuca, Salt Spring Island and Southern Gulf Islands electoral areas.

Before a parcel tax can be levied, the Parcel Tax Roll Review Panel must consider any complaints respecting the parcel tax roll and must authenticate the roll in accordance with Sections 204 and 205 of the *Community Charter*.

A person may make a complaint to the Parcel Tax Roll Review Panel on one or more of the following grounds:

a) an error or omission respecting a name or address on the parcel tax roll;
b) an error or omission respecting the inclusion of a parcel;
c) an error or omission respecting the taxable area or the taxable frontage of a parcel; or
d) an exemption that has been improperly allowed or disallowed.

The 2021 Parcel Tax Roll Review is scheduled for Wednesday 10 March 2021 at 12:15 pm, the same day as the regular March 2021 CRD Board meeting.

ALTERNATIVES

Alternative 1
The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That the Parcel Tax Roll Review Panel meeting be held on Wednesday, 10 March 2021, at 12:15 pm in Room 651 of the Capital Regional District offices, 625 Fisgard Street, Victoria, BC., and;
2. That the following individuals be appointed to the Parcel Tax Roll Review Panel for the year 2021:

   Colin Plant, CRD Board Chair
   Mike Hicks, Director, Juan de Fuca Electoral Area
   David Howe, Director, Southern Gulf Islands Electoral Area
   Gary Holman, Director, Salt Spring Island Electoral Area

Alternative 2
That the Board appoint alternate directors to the Parcel Tax Roll Review Panel.

IMPLICATIONS

Financial Implications

In 2020, parcel tax revenues comprised $2.7 million of the CRD's requisition to the Rural Property Taxation Branch. In 2021, 24 CRD service areas will requisition revenues by parcel tax. The amount of the requisition will be known when the participating service area budgets are finalized in March 2021.

CONCLUSION

This staff report proposing CRD Board appointments to the Parcel Tax Roll Review Panel and setting the proposed Parcel Tax meeting date is brought forward annually for consideration. The Community Charter requires the CRD to appoint a Parcel Tax Roll Review Panel to adjudicate any complaints and authenticate the Parcel Tax Roll for taxation purposes.

RECOMMENDATION

The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That the Parcel Tax Roll Review Panel meeting be held on Wednesday, 10 March 2021, at 12:15 pm in Room 651 of the Capital Regional District offices, 625 Fisgard Street, Victoria, BC., and;
2. That the following individuals be appointed to the Parcel Tax Roll Review Panel for the year 2021:
   Colin Plant, CRD Board Chair
   Mike Hicks, Director, Juan de Fuca Electoral Area
   David Howe, Director, Southern Gulf Islands Electoral Area
   Gary Holman, Director, Salt Spring Island Electoral Area

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

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REPORT TO GOVERNANCE AND FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 02, 2020

SUBJECT **Service Fee Agreement re Sewer Charges – District of Oak Bay**

ISSUE SUMMARY

The purpose of this report is to request approval of an agreement with the District of Oak Bay to recover the District's annual sewer operating costs by way of service fee agreement, rather than requisition.

BACKGROUND

Section 251 of the *Local Government Act* and the *Additional Powers Regulation, BC Reg. 236/2002* permit a municipality to impose a fee or charge in respect of all or part of a regional water or sewer service of the Capital Regional District (CRD) where the establishing bylaw for the service provides that costs may be recovered by way of an agreement and the municipality has entered into an agreement with the CRD.

Bylaw No. 2312, cited as "Liquid Waste Management Core Area and Western Communities Local Services Establishment Bylaw No. 1, 1995", as amended, provides that annual operating costs and annual debt costs for the service will be recovered by way of revenue received through an agreement. Bylaw No. 4304, as Amendment Bylaw No. 3, 2020, consolidates the liquid waste systems as one system, expands service authority to allow contracting with First Nations, leachate treatment, and biosolids/treated liquid waste acceptance.

On November 9, 2020, the District of Oak Bay resolved to enter into an agreement with the CRD for 100% of their annual sewer operating costs relating to Bylaw 4304. As a matter of course, the District wishes to terminate the existing agreement, which was for debt and treatment facility costs recovered by way of fee.

IMPLICATIONS

Financial Implications

There is no impact to the timing of the CRD billing and collection cycle and only a minor change administratively to implement the bill by way of service fee. The revenue and collection is due to the CRD each year by August 1 whether the municipal invoice is via service fee or requisition. With this agreement, the municipality will be able to include CRD sewer operating costs in a user fee or a defined area tax. The agreement has no impact on the cost sharing with the other participants or the timing of the receipt of the funds from the municipality.

Alignment with Existing Plans & Strategies

The final 2021 Financial Plan, to be presented to the Board in March, will be updated to reflect this change.

CONCLUSION

Annual sewer operating costs attributable to the District of Oak Bay are currently recovered by way of requisition, and capital costs, inclusive of debt costs, are recovered by way of agreement. The District wishes to change to payment by way of a service fee agreement for attributable operating costs and payment by way of requisition for attributable debt and capital costs. Bylaw No. 2312, cited as "Liquid Waste Management Core Area and Western Communities Local Services Establishment Bylaw No. 1, 1995", as amended, provides that the costs may be recovered by revenue received by way of an agreement. Further, *Additional Powers Regulation, BC Reg. 236/2002,* permits a municipality to impose a fee or charge in respect of all or part of a regional water or sewer service of the Capital Regional District (CRD) where the establishing bylaw for the CRD service provides that costs may be recovered by way of an agreement and the municipality has entered into an agreement with the CRD. This report provides the Board with the information that the CRD is entering into such a service fee agreement with the District of Oak Bay and terminating the existing agreement. The agreement has been prepared and is shown in Appendix A.

RECOMMENDATION

The Governance and Finance Committee recommends to the Capital Regional District Board:
That the Service Fee Agreement re Sewer Charges – District of Oak Bay report be received for information.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Service Fee Agreement re Sewer Charges – District of Oak Bay
Appendix B: District of Oak Bay Certified Resolution – CRD Liquid Waste Management Service

SERVICE FEE AGREEMENT

THIS AGREEMENT made this day of , 2020

BETWEEN:

CAPITAL REGIONAL DISTRICT
625 Fisgard Street
PO Box 1000, Victoria
British Columbia, V8W 2S6

(the "**CRD**")

OF THE FIRST PART

AND:

DISTRICT OF OAK BAY
2167 Oak Bay Avenue
Victoria, BC V8R 1G2

(the "**Municipality**")

OF THE SECOND PART

WHEREAS section 4 of Bylaw No. 2312 “Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995” of the Capital Regional District which established the service of Liquid Waste Management Core Area and Western Communities Service (the "Service") provides that annual operating costs and annual debt costs for the Service may be recovered by way of revenue received by way of an Agreement;

AND WHEREAS *Additional Powers Regulation*, B.C. Reg. 236/2002 permits a municipality to impose a fee or charge in respect of all or part of a regional water or sewer service of the CRD where the establishing bylaw for the CRD service provides that costs may be recovered by way of an agreement and the Municipality has entered into an agreement with the CRD;

AND WHEREAS the Municipality wishes to be able to impose a fee or charge for the Service in accordance with the Additional Powers Regulation and has asked the CRD to enter into an agreement;

NOW THEREFORE, this agreement witnesses in consideration of the premises and the payment by the Municipality of the service fee as hereinafter defined, the parties hereby covenant and agree with each other as follows:

1.00 DEFINITIONS

1.01 In this Agreement:

(a) "**Establishing Bylaw**" means the Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995;

(b) "**Service Fee**" means the amount payable by the Municipality to the CRD to represent 100%, from 2021 on, of that amount of the annual operating costs of the Service apportioned to the Municipality in accordance with the Establishing Bylaw and to be paid by the Municipality to the CRD under this Agreement.

2.00 FEES

2.01 The Municipality agrees to pay to the CRD the Service Fee.

3.00 DELIVERY OF INVOICE

3.01 The CRD shall deliver each year to the Municipality, beginning in 2021, an invoice for the amount of the Service Fee on or before the date established by the *Local Government Act* for the delivery of the municipal requisition to a municipal participant in a regional district service.

4.00 PAYMENT

4.01 The Municipality shall pay the Service Fee to the CRD on or before the date established by the *Local Government Act* for payment by a municipality of a requisition.

5.00 TERMINATION

5.01 If the Municipality defaults on a payment due to the CRD under this Agreement, then the CRD may, on ten (10) days' notice to the person responsible for corporate administration of the Municipality, terminate this Agreement, and the invoice delivered by the CRD under section 3.01 shall be deemed to have been a municipal requisition delivered pursuant to section 385 of the *Local Government Act*.

5.02 This agreement may be terminated in any year upon notification being provided to the CRD by December 31st of the immediately preceding calendar year.

6.00 GENERAL

6.01 This Agreement constitutes the entire Agreement between the parties and there are no representations or warranties, express or implied, statutory or otherwise, and no Agreement collateral to this Agreement other than as expressly set forth or referred to in this Agreement.

6.02 This Agreement shall not be interpreted as creating an agency, partnership or joint ventureship between the CRD and the Municipality.

6.03 Time shall be of the essence of this Agreement.

6.04 The headings in this Agreement are inserted for convenience of reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

CAPITAL REGIONAL DISTRICT)
by its authorized signatory:)
)
)
)
_____)
Robert Lapham)
Chief Administrative Officer)

DISTRICT OF OAK BAY)
by its authorized signatories:)
)
)
_____)
Mayor)
)
)
_____)
Chief Administrative Officer)

THE CORPORATION OF THE DISTRICT OF OAK BAY
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA B.C. V8R 1G2
PHONE (250) 598-3311 FAX (250) 598-9108 WEBSITE: www.oakbay.ca

RESOLUTION OF THE MUNICIPAL COUNCIL OF

THE CORPORATION OF THE DISTRICT OF OAK BAY

THAT the District enter into an agreement with the Capital Regional District that 100% of the amount of annual operating costs under Bylaw No. 4304 Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995, be recovered by way of agreement, effective for the 2021 fiscal period, permitting the District to impose a fee or charge for all costs."

CARRIED

I certify this to be a true and correct copy of a resolution passed by the Municipal Council of the Corporation of the District of Oak Bay in a Regular Meeting of Council held on November 9, 2020.

Selina Williams, Director of Corporate Services

November 13, 2020
Date

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REPORT TO THE LAND USE COMMITTEE
MEETING OF TUESDAY, OCTOBER 20, 2020

SUBJECT **Juan de Fuca Agricultural Land Reserve Application Policy BRD05**

ISSUE SUMMARY

To consider a policy and procedures for considering Agricultural Land Reserve (ALR) applications in the Juan de Fuca (JdF) Electoral Area.

BACKGROUND

Bylaw No. 3885, the Juan de Fuca Electoral Area Development Fees and Procedures Bylaw, was adopted in 2019. Administrative and operational policies to guide procedural considerations of each development application type are now being developed to accompany Bylaw No. 3885. Applications for land development in the Agricultural Land Reserve (ALR) are included in the scope of Bylaw No. 3885.

The Agricultural Land Commission (ALC) establishes fees and procedures for applications for non-adhering residential use, non-farm use, subdivision, ALR inclusion, and the placement of fill or the removal of soil on land in the ALR. These applications are submitted by private landowners to the ALC through an online application portal. Applications are then forwarded by the Commission to local government for review, comment and/or a formal resolution to support or deny the application. Application fees are submitted by the applicant to local government, who retains a portion of fee to cover processing and review costs and forwards the remainder to the Commission.

As a result of Bill 15-2019, private landowners are no longer able to make an application for the exclusion of land from the ALR. Only the provincial government, local or First Nation government, or a prescribed public body may make such applications.

While the application types, requirements and fees are established by the ALC, local government may adopt policies and procedures to guide consideration of the applications.

Staff have prepared a Juan de Fuca Agricultural Land Reserve Application Policy (the Policy) in anticipation of receiving new applications. The Policy includes administrative procedures, public consultation processes, and criteria for various application types.

ALTERNATIVES

Alternative 1:
That the Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
a) That the Agricultural Land Reserve Application Policy be approved; and
b) That the staff be directed to initiate an amendment to the Juan de Fuca Electoral Area Development Fees and Procedures Bylaw, 2018, Bylaw No. 3885, to increase the application fees for OCP and zoning amendment applications where exclusion from the ALR is also requested.

Alternative 2:
That the Juan de Fuca Agricultural Land Reserve Application Policy be referred back to staff based on Committee direction.

IMPLICATIONS

Legislative
Section 34(4) of the *ALC Act* requires that local government review applications and, subject to subsection (5), forward to the ALC the application together with comments and recommendations in respect of the application.

Section 29 of the *ALC Act* came into force on September 30, 2020, and specifies that only government, First Nations or a prescribed body may apply to the ALC to have land excluded from the ALR. Therefore, in cases where an individual land owner wished to have land excluded, they would request that the local government apply on their behalf.

The powers of the Juan de Fuca Land Use Committee, as stated by Bylaw No. 3166, include making recommendations to the CRD Board on matters for the Electoral Area regarding applications under the *ALC Act*.

Financial
The ALC prescribes the application fee for most types of applications. Local governments collect the fee and are entitled to a portion of that fee to cover administration costs. If the local government exercises its authority to not forward the application to the ALC, the ALC portion of the fee is returned to the applicant. Otherwise, the remainder of the fee is forwarded to the Commission.

Recent changes by the ALC for exclusion and block exclusion applications do not specifically authorize local governments to charge or collect an application fee for applications made by local governments on behalf of landowners. However, since an OCP and zoning bylaw amendment would likely be required in conjunction with any authorization to allow uses requiring ALR exclusion, staff recommend that the fee specified by Bylaw No. 3885 for zoning and OCP amendments be increased where there is an associated ALR exclusion.

Public Consultation
The ALC establishes public notification requirements for some ALR application types. The proposed policy establishes public notification procedures for all ALR application types in the JdF to include notification to owners and occupants of land within 500 m of the subject property. The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee on land use planning matters referred to them. There is an Agricultural Advisory Planning Commission (AAPC) for the JdF, but membership is currently inactive. Since this is an administrative policy, public consultation is not required. However, notice of the Land Use Committee meeting and agenda will be posted on the CRD website prior to the consideration of this item by the committee.

Land Use
In order to aid the Land Use Committee and CRD Board in determining whether to support an application, the proposed Juan de Fuca ALR application policy includes criteria by which ALR applications may be evaluated. These include compliance with the Regional Growth Strategy, local OCPs and zoning bylaws; the agricultural suitability and potential of the land to support farm uses; alternative locations for the proposed development on non-ALR lands, the proximity of the

proposed development to existing farms; and the provision of landscaping or buffering to separate minimize the impacts between agricultural and non-agricultural uses. In addition, exclusion requests should consider soil capability ratings to demonstrate to the Commission that the land is not suitable for agricultural production. The proposed policy clarifies that the landowner is responsible for the costs associated with providing such information.

Where exclusion of land from the ALR does not conform with the OCP or zoning bylaw for that area, an amendment to those bylaws would be required. Consistency with the RGS would be determined through that process.

CONCLUSION

Staff have prepared the Juan de Fuca Agricultural Land Reserve Application Policy (Appendix A) to guide consideration of ALR applications. If the LUC is supportive, the policy would proceed to the CRD Board for review and approval. In order to cover the additional costs associated with and ALR exclusion application, staff recommend increasing the associated OCP and zoning bylaw amendment application fees.

RECOMMENDATION

That the Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
a) That the Agricultural Land Reserve Application Policy be approved; and
b) That the staff be directed to initiate an amendment to the Juan de Fuca Electoral Area Development Fees and Procedures Bylaw, 2018, Bylaw No. 3885, to increase the application fees for OCP and zoning amendment applications where exclusion from the ALR is also required or requested.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager Juan de Fuca Community Planning
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning and Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Juan de Fuca Agricultural Land Reserve Application Policy

Appendix A: Juan de Fuca Agricultural Land Reserve Application Policy

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CAPITAL REGIONAL DISTRICT
CORPORATE POLICY

Policy Type	*Board*		
Section	*Juan de Fuca Community Planning*		
Title	**JUAN DE FUCA AGRICULTURAL LAND RESERVE APPLICATION POLICY**		
Adopted Date		Policy Number	BRD05
Last Amended			
Policy Owner			

1. POLICY:

To provide a formal procedure for the CRD Board's review and consideration of Agricultural Land Reserve applications in the Juan de Fuca (JdF) Electoral Area.

2. PURPOSE:

To establish policy and procedures for review and consideration of Agricultural Land Reserve applications in the JdF.

3. SCOPE:

Section 34(4) of the *Agricultural Land Commission Act* (*ALC Act*) requires that local government review applications submitted for land in the Agricultural Land Reserve and, subject to subsection (5), forward to the Agricultural Land Commission (the Commission) the application together with comments and recommendations in respect of the application.

This policy applies to the following types of applications in the JdF that are subject to the *Agricultural Land Commission Act and Regulations*:

- Non-adhering residential use;
- Non-farm use;
- Subdivision;
- Exclusion and block exclusion;
- Inclusion and block inclusion;
- Soil use for placement of fill or removal of soil.

The Juan de Fuca Land Use Committee may make comments and recommendations to the CRD Board on matters relating to applications under the *Agricultural Land Commission Act and Regulations* in the JdF in accordance with CRD Bylaw No. 3166, "Juan de Fuca Land Use Committee Bylaw No. 1, 2004".

The Advisory Planning Commissions are established pursuant to section 461 of the *Local Government Act*, and by CRD Bylaw No. 2945, "Capital Regional District Advisory Planning Commission Bylaw No. 1, 2002", and CRD Bylaw No. 3517, "Capital Regional District Agricultural Advisory Planning Commission Bylaw No. 1, 2008".

4. DEFINITIONS:

AAPC means the Agricultural Advisory Planning Commission for the Juan de Fuca Electoral Area of the Capital Regional District established by bylaw;

APC means an Advisory Planning Commission for the Juan de Fuca Electoral Area of the Capital Regional District established by bylaw;

ALC means the Agricultural Land Commission of British Columbia;

COMMUNITY PLANNING means the Juan de Fuca Community Planning Division of the Planning & Protective Services Department of the Capital Regional District;

CRD means the Capital Regional District;

JdF means the Juan de Fuca Electoral Area of the Capital Regional District;

LUC means the Juan de Fuca Land Use Committee of the Capital Regional District Board;

ALR means land in the Agricultural Land Reserve as designated by the *Agricultural Land Commission Act*.

5. PROCEDURE:

ALR applications submitted to Community Planning shall be reviewed in accordance with the following procedure:

1. Applications are received by Community Planning through the ALC portal.
2. Community Planning shall confirm the required application documents are submitted.
3. Community Planning shall accept the fee payment as specified by the ALC.
4. Community Planning shall confirm any public notification required by the ALC.
5. Community Planning will prepare a report to the LUC that includes the application information, reference to the applicable official community plan policies and zoning bylaw regulations, and any other applicable information.
6. Applications will be considered by LUC and a recommendation forwarded to the CRD Board.
7. Should the CRD Board refer the application to the AAPC or APC, Community Planning staff will prepare the public notification of the meeting.
8. Community Planning staff will prepare a report to the LUC outlining the APC recommendation, public comments received, planning analysis, and draft resolutions for consideration.
9. The LUC will consider the public comments, AAPC or APC recommendation, and provide a recommendation on the application to the CRD Board, unless otherwise delegated.
10. Should the CRD Board forward the application to the ALC, Community Planning staff will prepare the required documents and upload it to the ALC portal.
11. Should the CRD Board not forward the application to the ALC, Community Planning will notify the applicant and return the ALC portion of the application fee to the applicant.

Public Consultation:

12. The CRD Board may refer the application to the AAPC or, if inactive, to the community APC.

13. Public notification of the LUC, AAPC and APC meeting will include information about the public meeting at which the application will be considered.

14. Notices will be mailed or otherwise delivered to owners and occupants of all parcels within a distance of 500 metres of the parcel(s) that is subject to the application.

15. Notices of the LUC, AAPC or APC meeting will be mailed or otherwise delivered at least 10 days prior to the meeting.

16. Meetings are open to the public and advertised in the local newspaper and on the CRD website.

17. Where an application is associated with a Regional Growth Strategy amendment, an Official Community Plan amendment and/or a zoning amendment, the procedure for considering that application shall be used to obtain public input on the ALR application.

Evaluation Criteria:

18. The CRD may consider the following criteria when reviewing an ALR application:

    a) Compliance with Regional Growth Strategy and official community plan policies, zoning regulations, agricultural strategies;
    b) Agricultural suitability and potential of the land to support farm uses;
    c) Agricultural capability;
    d) Alternative locations for the proposed development on non-ALR lands;
    e) Proximity of the proposed development to existing farms;
    f) Provision of landscaping and buffering, or existing natural topographical features, of sufficient dimension to separate and minimize impacts between agricultural and non-agricultural uses;
    g) Referral responses and comments received through public notification;
    h) Potential impact on the community if the application is approved.

19. In addition to the above criteria, exclusion or block exclusion applications may be considered subject to:

    a) Exclusion or block exclusion applications can only be considered in conjunction with an amendment to the Regional Growth Strategy, official community plan and zoning bylaw;
    b) Accommodating government/Crown corporation facilities where it is demonstrated that the facility cannot practically be located on non-ALR lands;
    c) The land proposed to be excluded from the ALR abuts existing non-ALR land and is a 'sliver' of land comprising less than 25% of the subject parcel;
    d) The land proposed to be excluded from the ALR forms a logical extension to the existing non-ALR area and does not constitute an intrusion into the ALR (the ALR boundary will not be significantly lengthened as a result of the extension);
    e) The land proposed to be excluded from the ALR is contained within permanent well-defined boundaries (i.e. roads, topographic or other natural features);
    f) The land has a Soil Capability Rating of, or is improvable to, a Class 5-7 and is not suitable to support the growing of crops or use by farm animals for grazing, as demonstrated by a Qualified Professional;
    g) An alternate parcel of land in the JdF is proposed to be included in the ALR that is of a higher soil capability rating, adjacent to existing ALR land, and is of an equivalent size of the parcel proposed to be excluded, so there is no-net-loss of ALR land.

20. In cases where soils have been degraded due to poor land use practices, illegal dumping, soil deposit or soil removal, favorable consideration of an application may not be given.

21. The applicant is responsible for retaining services of a Qualified Professional, as necessary, to provide information and to demonstrate the criteria in this policy has been satisfied.

Decisions:

22. The LUC will consider the application, the AAPC or APC recommendation, and any public comments received, and make a recommendation to the CRD Board, unless otherwise delegated.

23. The CRD Board, unless otherwise delegated, must review the application subject to section 34(4) of the *Agricultural Land Commission Act* and may resolve to:

    a) Not forward the application to the ALC subject to section 34(5) of the A*gricultural Land Commission Act*;
    b) Forward the application to the ALC with comments and a recommendation to support the application;
    c) Forward the application to the ALC with comments and a recommendation to reject the application;
    d) Forward the application to the ALC without comments or a recommendation.

24. If the CRD Board exercises its authority as set out in section 34(5) of the *Agricultural Land Commission Act* and does not authorize the application to proceed, the application will not be considered by the ALC.

7. AMENDMENT(S):

Adoption Date	Description:

8. REVIEW(S):

Review Date	Description:

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CAPITAL REGIONAL DISTRICT
CORPORATE POLICY

Policy Type	*Board*		
Section	*Juan de Fuca Community Planning*		
Title	**JUAN DE FUCA AGRICULTURAL LAND RESERVE APPLICATION POLICY**		
Adopted Date		Policy Number	BRD05
Last Amended			
Policy Owner			

1. POLICY:

To provide a formal procedure for the CRD Board's review and consideration of Agricultural Land Reserve applications in the Juan de Fuca (JdF) Electoral Area.

2. PURPOSE:

To establish policy and procedures for review and consideration of Agricultural Land Reserve applications in the JdF.

3. SCOPE:

The *Agricultural Land Commission Act* (*ALC Act*) requires that local government review applications submitted for land in the Agricultural Land Reserve and may forward to the Agricultural Land Commission (the Commission) the application together with comments and recommendations in respect of the application or notify the applicant that the application will not be forwarded to the Commission.

This policy applies to the following types of applications in the JdF that are subject to the *Agricultural Land Commission Act and Regulations*:

- Non-adhering residential use;
- Non-farm use;
- Subdivision;
- Exclusion and block exclusion;
- Inclusion and block inclusion;
- Soil use for placement of fill or removal of soil.

The Juan de Fuca Land Use Committee may make comments and recommendations to the CRD Board on matters relating to applications under the *Agricultural Land Commission Act and Regulations* in the JdF in accordance with CRD Bylaw No. 3166, "Juan de Fuca Land Use Committee Bylaw No. 1, 2004".

The Advisory Planning Commissions are established pursuant to section 461 of the *Local Government Act*, and by CRD Bylaw No. 2945, "Capital Regional District Advisory Planning Commission Bylaw No. 1, 2002", and CRD Bylaw No. 3517, "Capital Regional District Agricultural Advisory Planning Commission Bylaw No. 1, 2008".

4. DEFINITIONS:

AAPC means the Agricultural Advisory Planning Commission for the Juan de Fuca Electoral Area of the Capital Regional District established by bylaw;

APC means an Advisory Planning Commission for the Juan de Fuca Electoral Area of the Capital Regional District established by bylaw;

ALC means the Agricultural Land Commission of British Columbia;

COMMUNITY PLANNING means the Juan de Fuca Community Planning Division of the Planning & Protective Services Department of the Capital Regional District;

CRD means the Capital Regional District;

JdF means the Juan de Fuca Electoral Area of the Capital Regional District;

LUC means the Juan de Fuca Land Use Committee of the Capital Regional District Board;

ALR means land in the Agricultural Land Reserve as designated by the *Agricultural Land Commission Act*.

5. PROCEDURE:

ALR applications submitted to Community Planning shall be reviewed in accordance with the following procedure:

1. Applications are received by Community Planning through the ALC portal.

2. Community Planning shall confirm the required application documents are submitted.

3. Community Planning shall accept the fee payment as specified by the ALC.

4. Community Planning shall confirm any public notification required by the ALC and prepare public notification of the LUC, AAPC and APC meeting.

5. Community Planning will prepare a report to the LUC that includes the application information, reference to the applicable official community plan policies and zoning bylaw regulations, and any other applicable information.

6. Applications will be considered by LUC and a recommendation forwarded to the CRD Board.

7. Should the CRD Board refer the application to the AAPC or APC, Community Planning staff will prepare the public notification of the meeting.

8. Community Planning staff will prepare a report to the LUC outlining the APC recommendation, public comments received, planning analysis, and draft resolutions for consideration.

9. The LUC will consider the public comments, AAPC or APC recommendation, and provide a recommendation on the application to the CRD Board, unless otherwise delegated.

10. Should the CRD Board forward the application to the ALC, Community Planning staff will prepare the required documents and upload it to the ALC portal.

11. Should the CRD Board not forward the application to the ALC, Community Planning will notify the applicant and return the ALC portion of the application fee to the applicant.

Public Consultation:

12. The CRD Board may refer the application to the AAPC or, if inactive, to the community APC.

13. Public notification of the LUC, AAPC and APC meeting will include information about the public meeting at which the application will be considered.

14. Notices will be mailed or otherwise delivered to owners and occupants of all parcels within a distance of 500 metres of the parcel(s) that is subject to the application.

15. Notices of the LUC, AAPC or APC meeting will be mailed or otherwise delivered at least 10 days prior to the meeting.

16. Meetings are open to the public and advertised in the local newspaper and on the CRD website.

17. Where an application is associated with a Regional Growth Strategy amendment, an Official Community Plan amendment and/or a zoning amendment, the procedure for considering that application shall be used to obtain public input on the ALR application.

Evaluation Criteria:

18. The CRD may consider the following criteria when reviewing an ALR application:

    a) Compliance with Regional Growth Strategy and official community plan policies, zoning regulations, agricultural strategies;
    b) Agricultural suitability and potential of the land to support farm uses;
    c) Agricultural capability;
    d) Alternative locations for the proposed development on non-ALR lands;
    e) Proximity of the proposed development to existing farms;
    f) Provision of landscaping and buffering, or existing natural topographical features, of sufficient dimension to separate and minimize impacts between agricultural and non-agricultural uses;
    g) Referral responses and comments received through public notification;
    h) Potential impact on the community if the application is approved.

19. In addition to the above criteria, exclusion or block exclusion applications may be considered subject to:

    a) Exclusion or block exclusion applications can only be considered in conjunction with an amendment to the Regional Growth Strategy, official community plan and zoning bylaw;
    b) Accommodating government/Crown corporation facilities where it is demonstrated that the facility cannot practically be located on non-ALR lands;
    c) The land proposed to be excluded from the ALR abuts existing non-ALR land and is a ‘sliver’ of land comprising less than 25% of the subject parcel;
    d) The land proposed to be excluded from the ALR forms a logical extension to the existing non-ALR area and does not constitute an intrusion into the ALR (the ALR boundary will not be significantly lengthened as a result of the extension);
    e) The land proposed to be excluded from the ALR is contained within permanent well-defined boundaries (i.e. roads, topographic or other natural features);
    f) The land has a Soil Capability Rating of, or is improvable to, a Class 5-7 and is not suitable to support the growing of crops or use by farm animals for grazing, as demonstrated by a Qualified Professional;
    g) An alternate parcel of land in the JdF is proposed to be included in the ALR that is of a higher soil capability rating, adjacent to existing ALR land, and is of an equivalent size of the parcel proposed to be excluded, so there is no-net-loss of ALR land.

20. In cases where soils have been degraded due to poor land use practices, illegal dumping, soil deposit or soil removal, favorable consideration of an application may not be given.

21. The applicant is responsible for retaining services of a Qualified Professional, as necessary, to provide information and to demonstrate the criteria in this policy has been satisfied.

Decisions:

22. The LUC will consider the application, the AAPC or APC recommendation, and any public comments received, and make a recommendation to the CRD Board, unless otherwise delegated.

23. The CRD Board, unless otherwise delegated, must review the application subject to section 34(4) of the *Agricultural Land Commission Act* and may resolve to:

    a) Not forward the application to the ALC subject to the *Agricultural Land Commission Act*;
    b) Forward the application to the ALC with comments and a recommendation to support the application;
    c) Forward the application to the ALC with comments and a recommendation to reject the application;
    d) Forward the application to the ALC without comments or a recommendation.

24. If the CRD Board exercises its authority as set out in the *Agricultural Land Commission Act* and does not authorize the application to proceed, the application will not be considered by the ALC.

7. AMENDMENT(S):

Adoption Date	**Description:**

8. REVIEW(S):

Review Date	**Description:**

6. Juan de Fuca Agricultural Land Reserve Application Policy BRD05

Iain Lawrence spoke to the proposed policy for considering Agricultural Land Reserve (ALR) applications in the Juan de Fuca Electoral Area. It was advised that the policy will complement the Juan de Fuca Electoral Area Development Fees and Procedures Bylaw, Bylaw No. 3885. It was further advised that an ALR application is anticipated for the November LUC meeting.

Iain Lawrence outlined the types of applications that would be addressed by the policy, as well as the application review process that would be established by the policy.

Iain Lawrence reported that:

- ALR exclusion applications from private landowners are no longer received by the Agricultural Land Commission (ALC)
- the ALC will only accept exclusion applications from the provincial government, local or First Nation government, or a prescribed public body
- the proposed policy provides a process for receiving exclusion applications from private property owners
- exclusions are anticipated to require an Official Community Plan (OCP) and zoning bylaw amendment
- should the LUC support the policy, staff is recommending that Bylaw No. 3885 be amended to specify a fee for zoning and OCP amendments associated ALR exclusion
- as a result of the public comments received and circulated in the supplementary agenda, staff have amended the proposed policy to clarify consultation processes

Iain Lawrence responded to a question from the LUC confirming that the RGS designates and maps ALR lands. Accordingly, an ALR exclusion would require an amendment to the RGS.

The Chair noted that RGS amendments require the approval of the thirteen municipalities in the CRD as well as the CRD Board.

The LUC stated support for exclusion applications being referred to the CRD Board to deem if an exclusion request will require a RGS amendment prior to an application being referred to an Advisory Planning Commission (APC).

Iain Lawrence confirmed that property owners are advised during application intake if an application is anticipated to require a RGS amendment. It was further confirmed that the policy provides for application review by the CRD Board prior to review by an APC.

MOVED by Sandy Sinclair, **SECONDED** by Vern McConnell that the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the Agricultural Land Reserve Application Policy be approved, as amended; and
b) That the staff be directed to initiate an amendment to the Juan de Fuca Electoral Area Development Fees and Procedures Bylaw, 2018, Bylaw No. 3885, to increase the application fees for OCP and zoning amendment applications where exclusion from the ALR is also required or requested.

CARRIED

7. Adjournment

The meeting adjourned at 7:25 pm.

_____
Chair

Making a difference...together

REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, NOVEMBER 17, 2020

SUBJECT **Non-Farm Use Agricultural Land Reserve Application for Section 81, Sooke District – East Sooke Regional Park**

ISSUE SUMMARY

An application has been received for non-farm use of land in the Agricultural Land Reserve for the purpose of expanding a parking lot and replacing a picnic shelter in East Sooke Regional Park.

BACKGROUND

The approximately 63 hectare (ha) subject property was transferred to the Capital Regional District (CRD) from the Crown in 1972 and incorporated into East Sooke Regional Park (Appendix A). A portion of the property, referred to as Aylard Farm, is within the Agricultural Land Reserve (ALR). The property is accessed from Becher Bay Road and includes a 74-space parking-lot, washroom building, picnic shelter and trail facilities (Appendix B). The property is adjacent to non-ALR Agricultural (AG) zoned land to the north, Becher Bay to the east, and park parcels to the west and south.

The *Agricultural Land Commission Act* (*ALC Act*) and regulations establish measures to ensure the preservation of agricultural land. Local government bylaws must be consistent with this legislation. The East Sooke Official Community Plan (OCP), Bylaw No. 4000, designates the property as Park provided that only passive recreational uses that do not preclude future agricultural use are supported on the portion of the parcel within the ALR. The portion of the property within the ALR is zoned Agricultural (AG) in the Juan de Fuca Land Use Bylaw No. 2040 and the remainder of the parcel is zoned Public Recreation (P-1); however, parks, trails and related accessory buildings and structures are permitted uses in all zones as outlined in Part 1, Section 4.15 of Bylaw No. 2040.

CRD Regional Parks has identified a need to expand the existing parking lot to accommodate 101 vehicle spaces, and to construct a new 36 m^2 picnic shelter within the ALR in East Sooke Regional Park. The proposed work will also include deposit of approximately 840 m^3 of clean fill. Development of park uses and infrastructure in the ALR requires an application for non-farm use, review by local government and approval by the Agricultural Land Commission (ALC). Therefore, CRD Regional Parks has submitted a non-farm use application for the proposed work (Appendix B). As the CRD is the local government authority for East Sooke in the Juan de Fuca Electoral Area, the Juan de Fuca Land Use Committee will consider the application and forward a recommendation to the CRD Board. The Board may determine whether to advance the application to the ALC for review.

ALTERNATIVES

Alternative 1
The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
That the non-farm use and soil deposit within the Agricultural Land Reserve application AG000081 for expansion of a parking lot and construction of a picnic shelter on Section 81, Sooke District, be supported and forwarded to the Agricultural Land Commission along with any public comments received.

Alternative 2
The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
That the non-farm use and soil deposit within the Agricultural Land Reserve application for construction of a parking lot and picnic shelter on Section 81, Sooke District, be referred to the East Sooke Advisory Planning Commission for comment.

Alternative 3
That the application not be forwarded to the Agricultural Land Commission.

IMPLICATIONS

Legislative
Section 20(2) of the *ALC Act* requires that an application be made for permission for a non-farm use of agricultural land. Section 20.3 of the *ALC Act* restricts the removal and deposit of soil or fill on agricultural land unless done in accordance with the regulations. A non-farm use application may not proceed unless authorized by a resolution of the local government if the application applies to land that is zoned by bylaw to permit farm use, as outlined in Section 25 of the *ALC Act*. Section 34.1 of the *ALC Act* requires that local government review applications and, subject to subsection (2), forward to the ALC the application together with comments and recommendations in respect of the application. If an application is not forwarded, it proceeds no further and is not considered by the ALC.

Bylaw No. 3885, the Juan de Fuca Development Fees and Procedures Bylaw No. 3, 2018, and the proposed Juan de Fuca Agricultural Land Reserve Application Policy BRD05 (the "Policy") establish procedures for considering ALR applications.

The Juan de Fuca Soil Removal or Deposit Bylaw No. 3941 regulates the removal and deposit of soil, including sand, gravel and rock, within the electoral area. Section 8.0(c) of the Bylaw exempts the deposit of soil required for the construction or repair of works, roads, highways or services by or on behalf of the CRD and the deposit is onto a parcel owned or leased by the CRD.

Public Consultation
There are no public notification requirements for non-adhering residential use applications established by the ALC. Applications must be filed with local government and public comments may be collected.

The Juan de Fuca Agricultural Land Reserve Application Policy BRD05 was recommended for approval by the Land Use Committee and will be considered by the CRD Board at its November meeting. The policy directs staff to notify property owners and occupants within 500 metres of the subject property the opportunity to provide comment on an application. The CRD Board may consider referral of ALR applications to either the JdF Agricultural Advisory Planning Commission (AAPC) or to a local advisory planning commission (APC) for comment.

The APCs were established under Bylaw Nos. 3517 and 2945 to make recommendations to the Land Use Committee and CRD Board on land use planning matters referred to them. If the Board determines there is public interest in holding an APC meeting based on the public notification, staff have provided an alternative recommendation to refer the application to the East Sooke APC for review, as the AAPC does not have active membership.

Land Use
East Sooke Regional Park was established by the CRD in 1972 and a portion of the land, known as Aylard Farm, is within the ALR and subject to the *ALC Act* and regulations. The land is used for passive park and conservation purposes with limited park infrastructure including a parking lot, washroom, signage, trails, open field, picnic tables and a picnic shelter. There is an orchard but little evidence of historical agricultural use remains. The CRD Board initiated a process to develop a management plan for the park in spring 2020 and this process is underway. CRD Regional Parks has identified the need to complete two park improvement projects in 2021: expansion of a parking lot and replacement of a picnic shelter, both within the ALR portion of the park. An application for non-farm use has been submitted for these projects comprising approximately 0.2 hectares of ALR land (Appendix B).

Parking Lot

The existing 74 space, 2,931 m^2 paved parking lot is proposed to be expanded and reconfigured to create a 101 space, 4,935 m^2 parking lot. The expansion is proposed to accommodate increased visitor use and to facilitate improved emergency vehicle access. The proposed parking lot design encompasses a similar footprint as the existing parking lot and adjacent field area used for overflow parking. The proposal utilizes an area that is already disturbed by existing parking uses, rather than encroaching into natural forested areas. The parking surface material for the new parking area has not been finalized, but may include gravel or pavement. The ALR boundary runs through the parking lot with 31 spaces proposed outside the ALR and 70 in the ALR.

The proposed excavation of the parking lot will involve relocating approximately 800 m^3 of existing soil to a location elsewhere on site within the ALR. Approximately 600 m^3 of gravel subbase will then be placed at 300 mm deep, with 200 m^3 of 19 mm minus gravel placed on top at 100 mm deep.

Picnic Shelter

There is an existing picnic shelter on site that is at the end of its serviceable life and is proposed to be replaced to continue serving the public use of the park. The proposal is to construct a new 36 m^2 shelter in an adjacent location to improve the visitor use experience and site design, and to reduce the risk presented by danger trees and foreshore erosion. The existing earth-floor picnic shelter will be demolished, concrete blocks removed, and the site restored and replanted with native grass seed. The proposed siting for the new picnic shelter is on a mowed area of meadow used as leisure space by park visitors.

Construction of the picnic shelter will involve a 100 mm thick concrete slab floor set on 650 mm deep subbase gravel. A 51 m^2 area will be excavated to a depth of 0.75 m for a total excavation and replacement with clean fill of approximately 40 m^3.

CRD Bylaws

The East Sooke OCP designates the subject property as Park and includes policies that support protection of the long-term potential of Aylard Farm for farm use. Section 424(S) of Bylaw No. 4000 states that only passive recreational uses that do not involve the alteration of land or farm uses are supported on lands in the ALR in East Sooke Regional Park known as Aylard Farm. The proposed non-farm use comprises 0.2 ha within the ALR portion of the subject property. The proposed development is not anticipated to detract from future agricultural use of this land due to the small footprint and utilization of a previously disturbed parking area.

The Juan de Fuca Soil Removal or Deposit Bylaw No. 3941 does not apply to the movement of soil within the boundary of a parcel, and the proposed deposit of fill for construction of the parking lot and picnic shelter is exempt from a permit under section 8.1(c) of the bylaw. The proposed works are located outside any development permit areas (DPAs) designated by Bylaw No. 4000 on the subject property; therefore a development permit is not required. A building permit will be required for demolition and replacement of the picnic shelter.

The proposal is consistent with the Park designation in the OCP and the long-term use of the land as a regional park. Staff recommend that, subject to public notification, a resolution of support be forwarded to the Agricultural Land Commission along with copies of any comments received.

CONCLUSION

An application has been received for the non-farm use of a portion of East Sooke Regional Park located within the Agricultural Land Reserve, for the purpose of expanding a parking lot and replacement of a picnic shelter. The proposed work will also include deposit of approximately 840 m^3 of fill. A non-farm use application may not proceed unless authorized by a resolution of the local government. Staff have conducted public notification of the application as outlined in the Juan de Fuca Agricultural Land Reserve Application Policy BRD05. Subject to public notification, staff recommend that a resolution of support be forwarded to the Agricultural Land Commission along with copies of any public comments received.

RECOMMENDATION

The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
That the non-farm use and soil deposit within the Agricultural Land Reserve application AG000081 for expansion of a parking lot and construction of a picnic shelter on Section 81, Sooke District, be supported and forwarded to the Agricultural Land Commission along with any public comments received.

Submitted by:	Iain Lawrence, RPP,MCIP, Manager, Juan de Fuca Community Planning
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, RPP, MCIP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Subject Property
Appendix B: Non-Farm Use Application

Appendix A: Subject Property Map



Appendix B: Non-Farm Use Application

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 61414
Application Status: Under LG Review
Applicant: CAPITAL REGIONAL DISTRICT
Local Government: Capital Regional District
Local Government Date of Receipt: 10/08/2020
ALC Date of Receipt: This application has not been submitted to ALC yet.
Proposal Type: Non-Farm Use
Proposal: Please note: regarding the application question asking to identify other parcels of interest, the CRD owns or manages 35+ parcels in East Sooke.

There are 2 park improvement projects proposed in the ALR:
Parking Lot:
The existing parking lot is proposed to be expanded and reconfigured, from a 74 space paved lot (plus a grassed overflow field) to a 101 space paved lot. The expansion is required due to increased demand and to facilitate emergency service access. The new parking design would utilize a similar footprint as the existing paved area and the adjacent field currently used for overflow parking (see attached concept design). Parking surface material (gravel or asphalt) for the new paved area will be finalized during the subsequent detail design phase. Detailed design is planned for 2021 and construction in 2022.

Picnic Shelter:
There is an existing picnic shelter on site which is at the end of its serviceable life and needs to be replaced as a maintenance obligation to continue this public service. The proposal is to replace the shelter in an adjacent location for: improved visitor use experience; risk reduction from potential danger trees; better site design allowing the picnic shelter (which is reservable) to be located in one area and open picnicking in another; and for long term sustainability in the event that the high bank below the current shelter location begins to erode. The current shelter will be removed, including the concrete pier blocks used as footings. The earth flooring will be raked and planted with native grass seed. Access will be via a mowed grass surface; no new trail is proposed.

Mailing Address:
490 Atkins Rd
Langford, BC, BC
V9B 2Z8
Canada
Primary Phone: (250) 360-3339
Email: mwalker@crd.bc.ca

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple
   Parcel Identifier: 009-390-430
   Legal Description: SEC 81 SOOKE
   Parcel Area: 20.5 ha

Civic Address:
Date of Purchase: 11/08/1972
Farm Classification: No
Owners

1. **Name:** CAPITAL REGIONAL DISTRICT
   Address:
   625 Fisgard Street
   VICTORIA, BC, BC
   V8W 1R7
   Canada
   Phone: (250) 360-3339
   Email: mwalker@crd.bc.ca

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).
While this area of East Sooke Regional Park was previously farmed (Aylard Farm), there are no current agriculture activities taking place on the parcel.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).
The parcel has not been farmed since the CRD acquired the land in 1973 to add to East Sooke Regional Park. There is little evidence left of historic agricultural improvements. There are no structures remaining. There are a few historic apple trees and a cleared field that is not maintained as a field.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).
All activities that take place on the parcel are for park passive recreation and/or conservation purposes. They include an accessible parking lot, interpretive programs, park kiosk, park signs, accessible toilet, group picnic shelter, mowed picnic area, forested areas, open fields, and trails.

Adjacent Land Uses

North

Land Use Type: Residential
Specify Activity: large lot residential

East

Land Use Type: Other
Specify Activity: parkland and ocean

South

Land Use Type: Other
Specify Activity: forested parkland

West

Land Use Type: Other
Specify Activity: forested parkland

Proposal

1. How many hectares are proposed for non-farm use?
0.2 ha

2. What is the purpose of the proposal?
Please note: regarding the application question asking to identify other parcels of interest, the CRD owns or manages 35+ parcels in East Sooke.

There are 2 park improvement projects proposed in the ALR:
Parking Lot:
The existing parking lot is proposed to be expanded and reconfigured, from a 74 space paved lot (plus a grassed overflow field) to a 101 space paved lot. The expansion is required due to increased demand and to facilitate emergency service access. The new parking design would utilize a similar footprint as the existing paved area and the adjacent field currently used for overflow parking (see attached concept design). Parking surface material (gravel or asphalt) for the new paved area will be finalized during the subsequent detail design phase. Detailed design is planned for 2021 and construction in 2022.

Picnic Shelter:
There is an existing picnic shelter on site which is at the end of its serviceable life and needs to be replaced as a maintenance obligation to continue this public service. The proposal is to replace the shelter in an adjacent location for: improved visitor use experience; risk reduction from potential danger trees; better site design allowing the picnic shelter (which is reservable) to be located in one area and open picnicking in another; and for long term sustainability in the event that the high bank below the current shelter location begins to erode. The current shelter will be removed, including the concrete pier blocks used as footings. The earth flooring will be raked and planted with native grass seed. Access will be via a mowed grass surface; no new trail is proposed.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.
Parking Lot - the proposed parking lot expansion formalizes/paves an unpaved but already disturbed/compacted area currently used for overflow parking, and largely utilizes the same footprint. Moving the parking lot out of the ALR would require clearing forest, excavating large quantities of soils, and disturbing natural areas, which would be in conflict with the conservation mandate of the park.

Picnic shelter - The shelter is proposed to be replaced adjacent to the location of an existing picnic shelter, near the beach and a mown area of meadow used as group event amenities. Moving the shelter out of the ALR would require clearing forest and disturbing natural areas, which would be in conflict with the park's conservation mandate. The existing shelter is nearing the end of its serviceable life, and will be removed.

4. Does the proposal support agriculture in the short or long term? Please explain.
The proposal does not impact agricultural potential within this parcel except for these project areas. The proposed parking lot would largely utilize the same already impacted area as the existing lot. Soils excavated for both projects would be retained/reused within the ALR. If ever required, both project areas could be restored for farm use.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?
Yes

Proposal dimensions

Total fill placement area (0.01 ha is 100 m^2) *0.2 ha*
Maximum depth of material to be placed as fill *0.7 m*
Volume of material to be placed as fill *840 m^3*

Estimated duration of the project. *4 Months*

Describe the type and amount of fill proposed to be placed.
Parking Lot:
Parking surface material (gravel or asphalt) will be finalized during a subsequent detail design phase but is assumed to be gravel for this application. Any soils excavated to create stable gravel paving will remain on site within the ALR. As the parking lot design is currently in the schematic phase, with detailed grading design to be developed at a future phase, the provided fill calculations are approximate estimates only, based on the assumption that the existing topography is relatively flat and presents the desired slope. The existing paved parking area is 2931m2. The proposed new parking area is 4935m2. The new paved area of approximately 2000m2 is proposed to be excavated to a depth of 400mm, with 800m3 of existing soils to be removed and reused and reseeded on site within the ALR boundary. 600m3 of subbase gravels will be placed at 300mm deep, with 200m3 of 19mm minus gravels placed above as the top layer at 100mm deep, for an estimated total of 800m3 of fill.

Picnic Shelter:
The new shelter will have a 100mm thick concrete slab flooring set on 650mm deep subbase gravel. An area of 6m x 8.5m will be excavated to a depth of 0.75m, for a total excavation of about 40m3. Any soils excavated for the flooring will remain on site within the ALR.

Briefly describe the origin and quality of fill.
Fill will be locally available commercially sourced gravels suitable for structural support, and a concrete slab floor for the picnic shelter.

Applicant Attachments

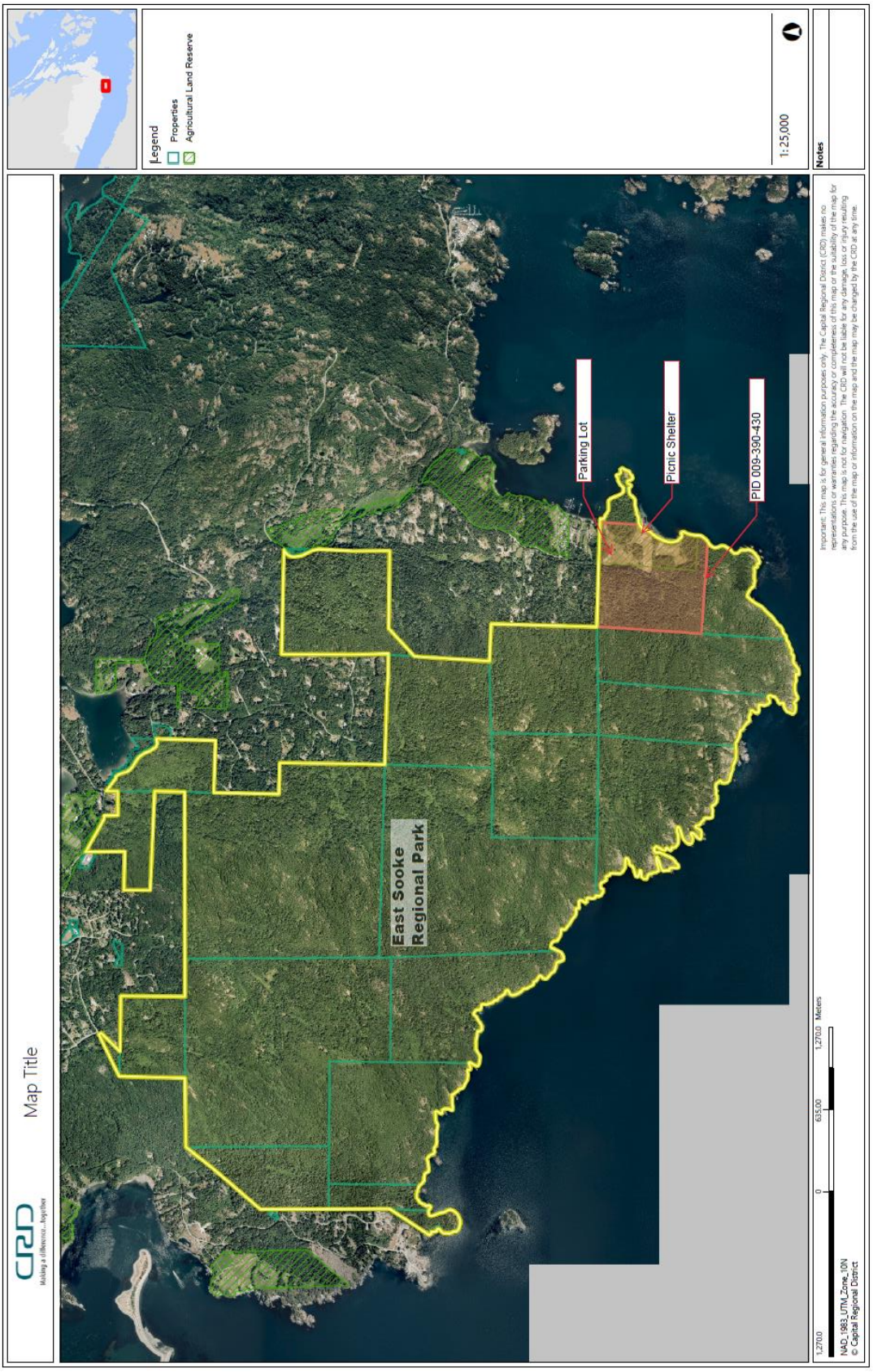
- Site Photo - parking lot photos
- Other correspondence or file information - picnic shelter photos and drawings
- Other correspondence or file information - Park Map
- Proposal Sketch - 61414
- Other correspondence or file information - Project Locations Plan
- Certificate of Title - 009-390-430

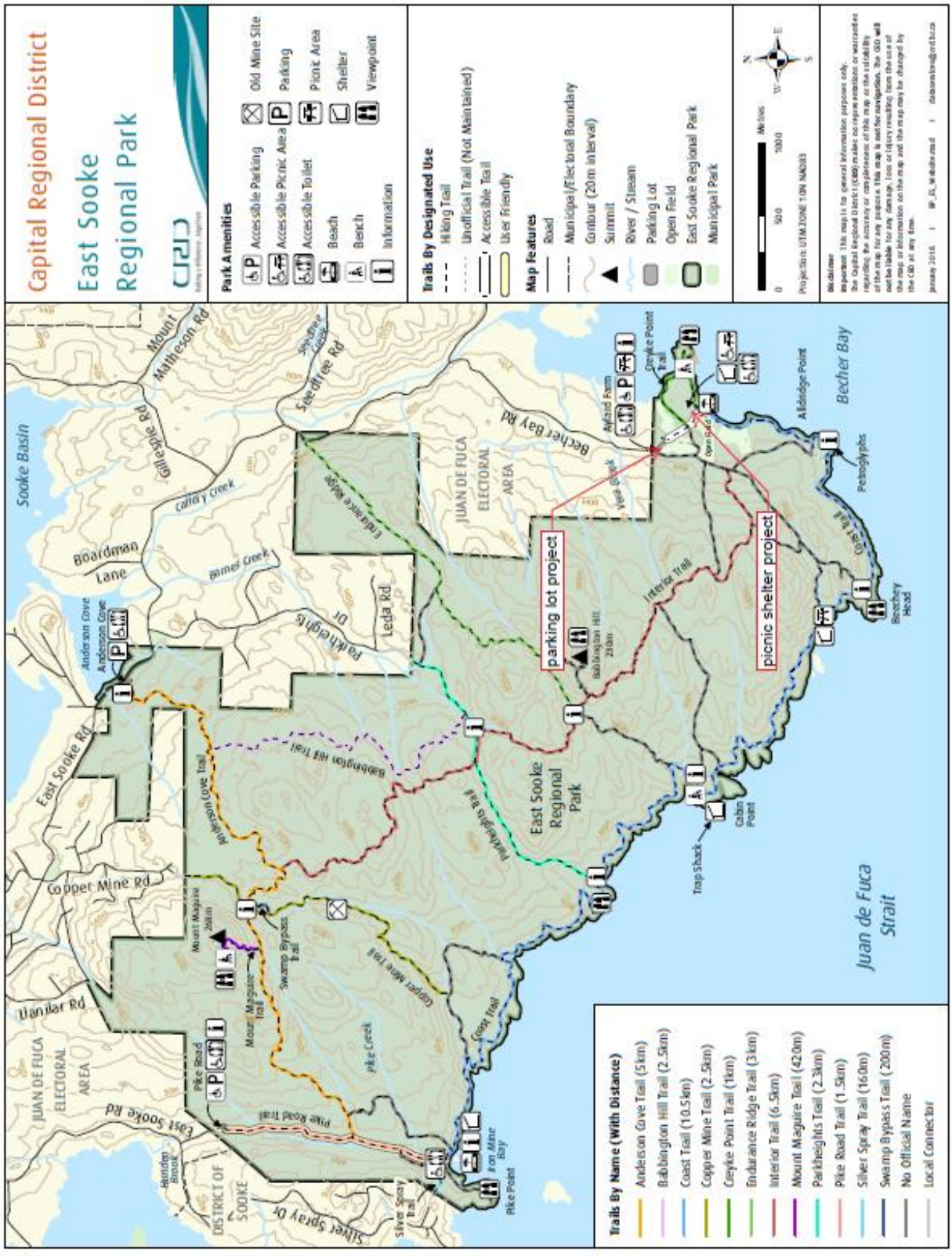
ALC Attachments

None.

Decisions

None.


Map Title
Legend
Properties
Agricultural Land Reserve
1:25,000
Notes
East Sooke Regional Park
Parking Lot
Picnic Shelter
PID 009-390-430
Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.
1:2700
0
635.00
1,270.0 Meters
NAD_1983_UTM_Zone_10N
© Capital Regional District


Capital Regional District
East Sooke Regional Park
CRD
Park Amenities
Accessible Parking
Accessible Picnic Area
Accessible Toilet
Beach
Bench
Information
Old Mine Site
Parking
Picnic Area
Shelter
Viewpoint
Trails By Designated Use
Hiking Trail
Unofficial Trail (Not Maintained)
Accessible Trail
User Friendly
Map Features
Road
Municipal/Electoral Boundary
Contour (20m interval)
Summit
River / Stream
Parking Lot
Open Field
East Sooke Regional Park
Municipal Park
Metres
0
500
1000
Projection: UTM ZONE 10N NAD83
Disclaimer
January 2016
parking lot project
picnic shelter project
East Sooke Regional Park
Juan de Fuca Strait
Becher Bay
Sooke Basin
JUAN DE FUCA ELECTORAL AREA
DISTRICT OF SOOKE
Trails By Name (With Distance)
Anderson Cove Trail (5km)
Babbington Hill Trail (2.5km)
Coast Trail (10.5km)
Copper Mine Trail (2.5km)
Creyke Point Trail (1km)
Endurance Ridge Trail (3km)
Interior Trail (6.5km)
Mount Maguire Trail (420m)
Parkheights Trail (2.3km)
Pike Road Trail (1.5km)
Silver Spray Trail (160m)
Swamp Bypass Trail (200m)
No Official Name
Local Connector

East Sooke Regional Park

ALC Application

Parking Lot Project – Site Photos



Photo 1 –Existing parking lot, looking south east. The grass overflow lot can be seen to the right of the photo.



Photo 2 – Existing paved portion of parking lot, looking north west towards parking lot entrance.



Photo 3– Existing parking lot and overflow parking lot, looking north.

East Sooke Regional Park

ALC Application

Picnic Shelter Project – Site Photos

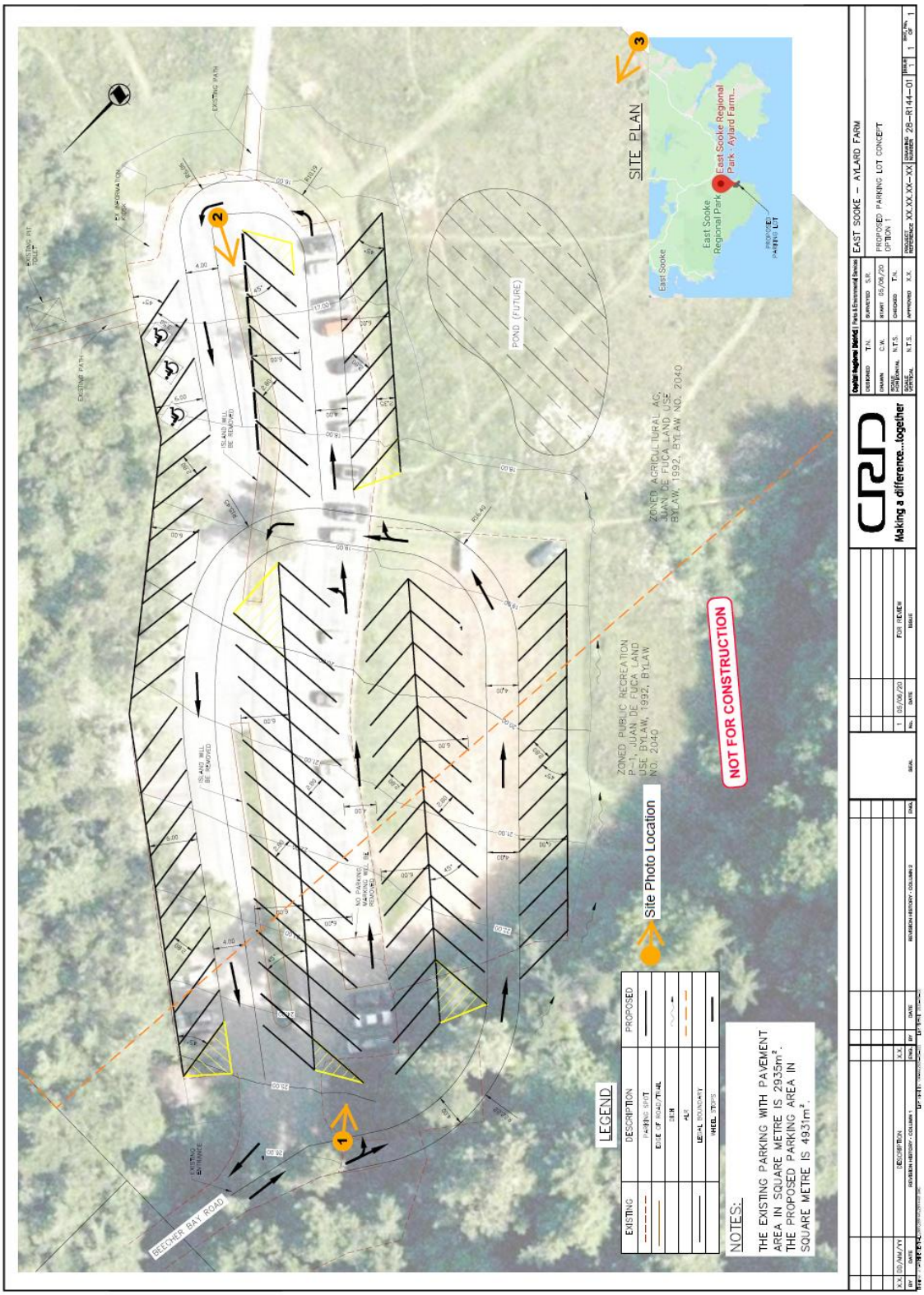


Photo 1 – Looking east towards existing picnic shelter, Salish Sea beyond. Proposed shelter location in foreground mowed area.



Photo 2 – Looking southwest. Proposed shelter location in corner of mowed area.


East Sooke Regional Park - Picnic Shelter Site Plan
Legend
Buffered Area
Coastal Habitat Hazard (30m Buffer)
Farmland (15m Buffer)
Foreshore (15m Buffer)
Riparian (30m Buffer)
Properties
Agricultural Land Reserve
Site Photo Location
1: 1,000
Notes
Proposed Picnic Shelter
Existing Picnic Shelter to be removed
8.53m
6.09m
40m
1
2
50.8 0 25.40 50.8 Meters
NAD_1983_UTM_Zone_10N
© Capital Regional District


SITE PLAN
East Sooke
East Sooke Regional Park
East Sooke Regional Park - Aylard Farm...
PROPOSED PARKING LOT
POND (FUTURE)
ZONED AGRICULTURAL AG; JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040
ZONED PUBLIC RECREATION P-1, JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040
NOT FOR CONSTRUCTION
Site Photo Location
BEECHER BAY ROAD
EXISTING PIT TOILET
EXISTING PATH
EXISTING ENTRANCE
ISLAND WILL BE REMOVED
NO PARKING MARKINGS WILL BE REMOVED
LEGEND
EXISTING
PROPOSED
DESCRIPTION
PARKING SPOT
EDGE OF ROAD/TRAIL
SIGN
ASP
LEGAL BOUNDARY
WHEEL STOPS
NOTES:
THE EXISTING PARKING WITH PAVEMENT AREA IN SQUARE METRE IS 2935m².
THE PROPOSED PARKING AREA IN SQUARE METRE IS 4931m².
EAST SOOKE – AYLARD FARM
PROPOSED PARKING LOT CONCEPT
OPTION 1
Making a difference...together
FOR REVIEW
05/06/20
28-R144-01

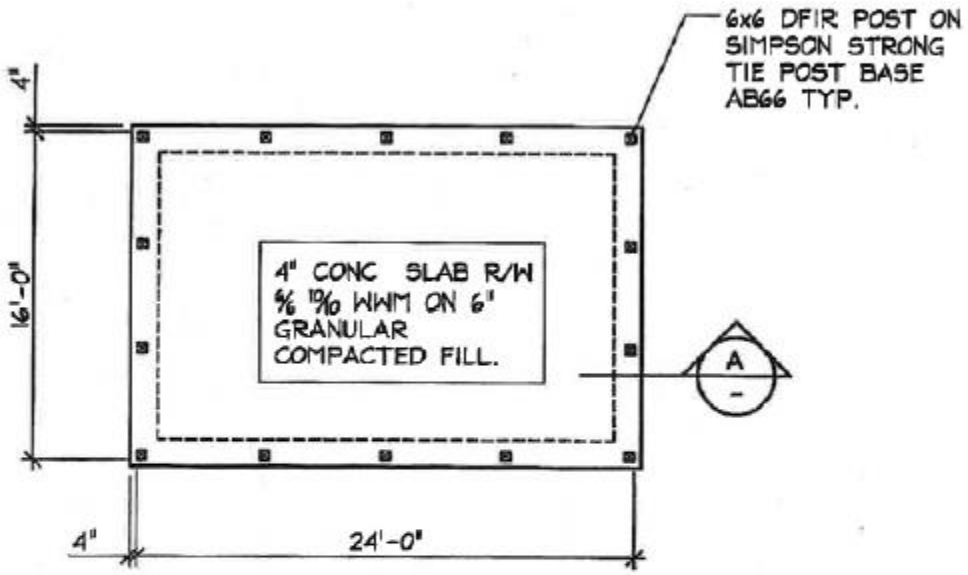
East Sooke Regional Park

ALC Application

Picnic Shelter Project – Drawings

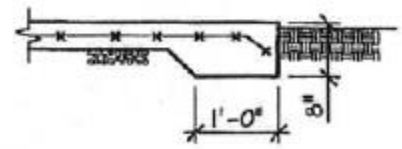
Foundation Plan

Not to Scale



FOUNDATION PLAN

1/8"=1'-0"



A / - SECTION

1/2"=1'-0"

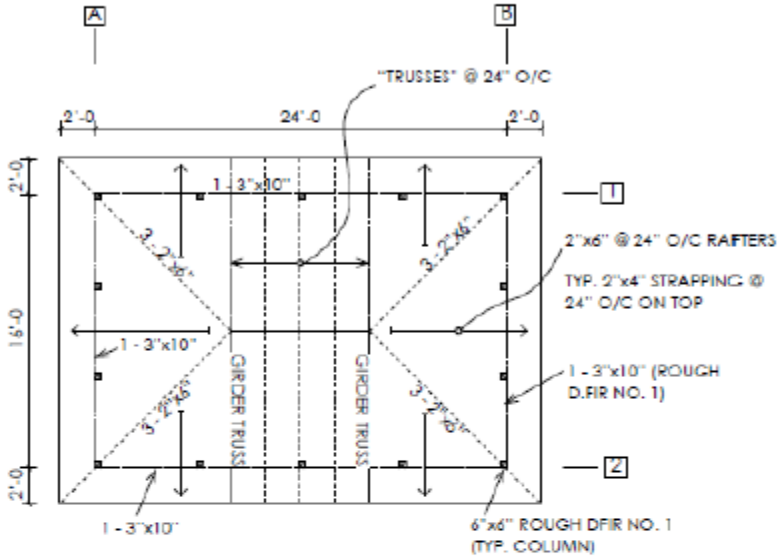
East Sooke Regional Park

ALC Application

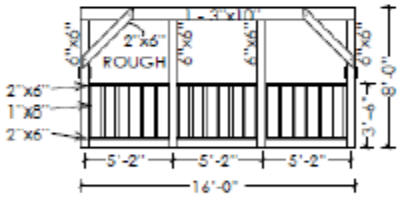
Picnic Shelter Project – Drawings

Roof Plan & Elevations

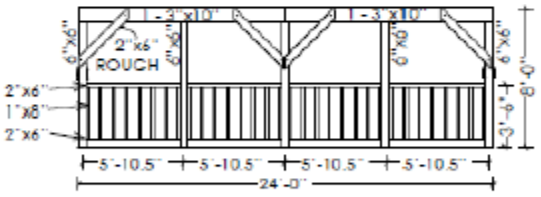
Not to Scale



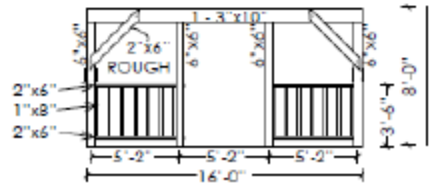
ROOF PLAN
1/8" = 1'-0"



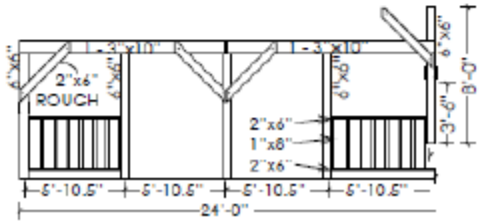
ELEVATION ALONG A-1-2
1/8" = 1'-0"



ELEVATION ALONG 1-A-B
1/8" = 1'-0"



ELEVATION ALONG B-1-2
1/8" = 1'-0"



ELEVATION ALONG 2-A-B
1/8" = 1'-0"

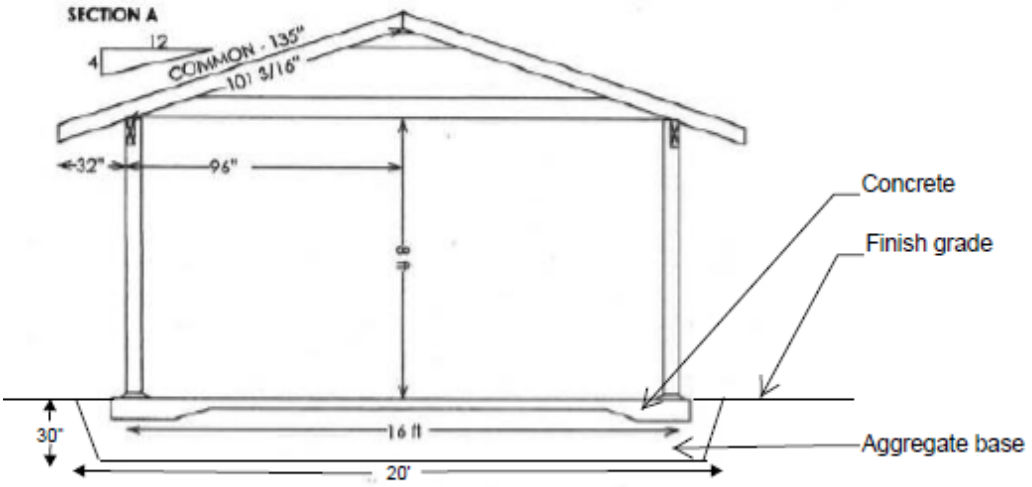
East Sooke Regional Park

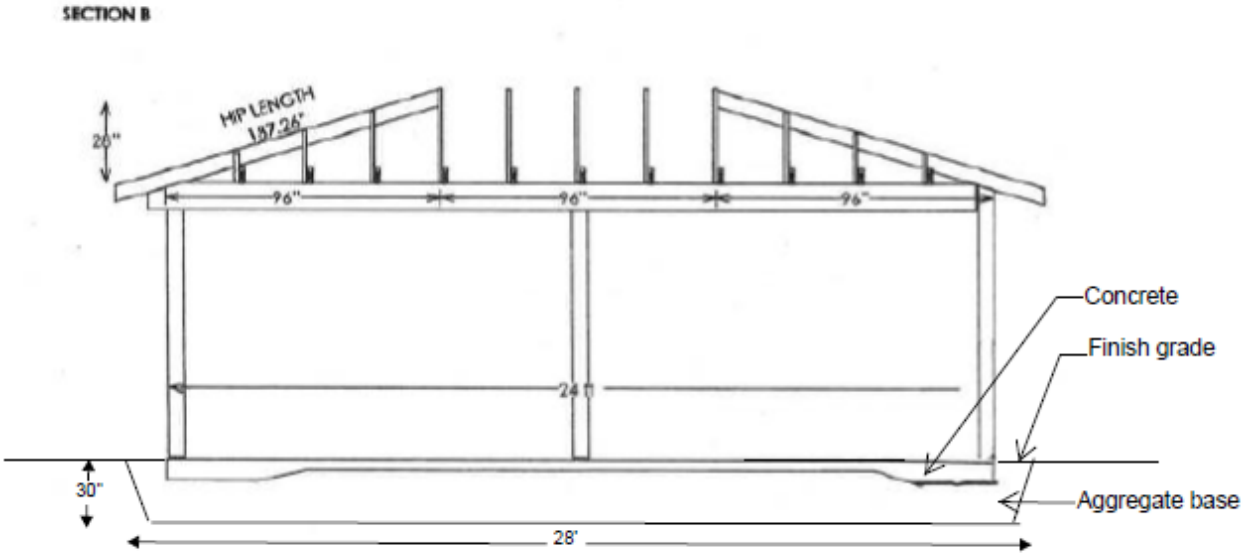
ALC Application

Picnic Shelter Project – Drawings

Sections

Not to Scale





6. Non–Farm Use Agricultural Land Reserve Application

a) AG000081 - Section 81, Sooke District (East Sooke Regional Park)

Emma Taylor spoke to the staff report and the application received for non-farm use of land in the Agricultural Land Reserve (ALR) for the purpose of expanding a parking lot and replacing a picnic shelter in East Sooke Regional Park on a portion of the land known as Aylard Farm. It was advised that the improvements, including the addition of 27 parking stalls, are being proposed in response to increased park visitation. Emma Taylor highlighted photos reflecting the volume of use at the present parking lot as well as design plans for the picnic shelter. It was confirmed that 31 proposed parking stalls are not within the ALR; 70 proposed parking stalls are within the ALR.

Emma Taylor directed attention to the submission received in response to the notices delivered to owners and occupants within 500 m of the subject property, as included on the supplementary agenda. It was confirmed that representatives from CRD Regional Parks are present.

Megan Walker responded to questions from the Chair advising that:
- the proposal is to expand parking in the current grassed overflow parking area
- surfacing to be either gravel or asphalt
- engineering consultants will determine design options next year

LUC comments included:
- the East Sooke Official Community Plan only supports passive recreational uses that do not preclude future agricultural use on the portion of the parcel within the ALR on Aylard Farm
- objection to asphalt paving as it would preclude future agricultural use and does not support the purpose of the ALR
- current grassed overflow parking is too wet to use in the spring
- support for returning the current parking stalls within the ALR, paved and grassed, to field and clearing outside of the ALR to support a new parking lot
- support for increasing visitor services including more asphalt parking to respond to the exceptional increase in park use

Emma Taylor responded to a question from the Chair confirming that, should the CRD forward the application onto the Agricultural Land Commission (ALC), the ALC is the final decision maker.

June Graham, East Sooke, spoke of her late mother and CRD volunteer, Louise Paterson, and to the supplementary submission submitted by her sister, Robin Graham, and her family's long-established endeavours to protect their East Sooke property. June Graham stated that her family does not support the application.

MOVED by Vern McConnell, **SECONDED** by Sandy Sinclair that the Land Use Committee recommends to the Capital Regional District (CRD) Board:
That the non-farm use and soil deposit within the Agricultural Land Reserve application AG000081 for expansion of a parking lot and construction of a picnic shelter on Section 81, Sooke District, be supported and forwarded to the Agricultural Land Commission, subject to the asphalt paving option being removed from the application, along with any public comments received.

Opposed: Director Hicks, Stan Jensen
CARRIED

Making a difference...together

REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, NOVEMBER 17, 2020

SUBJECT **Radio Communication and Broadcasting Antenna Systems Application for Block A, District Lot 49, Otter District – 3727 Otter Point Road**

ISSUE SUMMARY

An application has been received for a 45 metre (m) radio communication tower with a 48.2 m antenna at 3727 Otter Point Road for the purpose of improving public safety radio coverage in the community.

BACKGROUND

The 1.3 hectare (ha) subject property at 3727 Otter Point Road was granted to the Capital Regional District (CRD) by the Crown in 1982 for use as a fire hall site (Appendix A). The property was rezoned from Rural (A) to Community Facility (P-2) in 2003 (Z-02-03) and development of the fire hall site has occurred between the early 1980s to present.

The applicant has requested a Licence of Occupation from CRD to erect a 45.0 m radio communication tower and 48.2 m antenna on the Otter Point Fire Hall site to increase public safety radio coverage in the Otter Point area, which is consistent with the fire hall use. The proposal includes a fenced compound enclosing the self-supported tower structure and associated infrastructure (Appendix B). The applicant anticipates a possible co-location agreement with Rogers in future to augment cellular service, but this agreement is not finalized.

Staff initiated public consultation for the application from September 10 – October 9, 2020. Four submissions were received (Appendix C) and the applicant has submitted a response (Appendix D). As the land use authority for the application, the CRD Board is requested to provide a statement of concurrence or non-concurrence to the applicant and to Industry Canada.

ALTERNATIVES

Alternative 1
The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
That a statement of concurrence be provided for the proposed 45.0 m radio communications tower and 48.2 m antenna on Block A, District Lot 49, Otter District for the purpose of improving public safety radio coverage.

Alternative 2
The Juan de Fuca Land Use Committee recommends to the CRD Board:
That a statement of non-concurrence be provided for the proposed 45.0 m radio communications tower and 48.2 m antenna on Block A, District Lot 49, Otter District for the purpose of improving public safety radio coverage.

Alternative 3
That more information be provided.

IMPLICATIONS

Legislative
Section 5 of the *Radiocommunication Act* states that the Minister may, taking into account all matters the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, issue radio authorizations and approve each site on which radio apparatus, including antenna systems, may be located. Further, the Minister may approve the erection of all masts, towers and other antenna-supporting structures. Accordingly, proponents must follow the process outlined in this document when installing or modifying an antenna system.

Industry Canada's Spectrum Management and Telecommunications Client Procedures Circular outlines the process that must be followed by proponents seeking to install or modify antenna systems. Part of the process includes contacting the land use authority and following the land use authority's consultation process or the Default Public Consultation Process established by Industry Canada. The CRD is the land use authority for the Juan de Fuca Electoral Area where the subject property is located.

The CRD Board approved Bylaw No. 3885, the Juan de Fuca Development Fees and Procedures Bylaw No. 3, 2018, and the Juan de Fuca Radiocommunication and Broadcasting Antenna Systems Application Policy (the "Policy") in 2019. The Policy established a public consultation process and procedures following Industry Canada's guidelines.

Public Consultation
In accordance with the Policy, a notice was published in the newspaper and a notice delivered to property owners and occupants within 500 m of the subject property advising the public of the application and the opportunity to provide written comments and questions. The notice was published on September 10, 2020, and submissions were to be received by 4:00 p.m. on October 9, 2020. As of that time, four submissions were received (Appendix C).

In advance of the November 17, 2020, Land Use Committee meeting, notices were sent to property owners and occupants within 500 m of the subject property advising of the application and the opportunity to be heard and provide comment at the meeting.

The public consultation process is to be complete within 120 days from initial contact with the application. A recommendation from the Land Use Committee along with any additional public comments received will be considered by the CRD Board and forwarded to the applicant.

Land Use
The Otter Point OCP designates the subject property as Settlement Area 2, which supports institutional uses including fire halls. The OCP policies include consideration of the community's ability to provide fire protection and emergency services as development occurs. The Community Facility P-2 zone permits *civic uses*, which also includes fire halls. Part 1, Section 4.05 of Bylaw No. 2040, exempts transmission towers from height requirements specified in the zone. The proposal is consistent with all other bylaw requirements.

In accordance with the Policy, staff conducted public consultation and referred the application to applicable CRD departments. A comment was received from the JdF Emergency Program in support of the application as it would improve radio reception in the area. The Otter Point Fire Chief provided a letter of support for the application. CRD Building Inspection responded to indicate that a building permit is not required for a stand-alone tower. A letter was received from local residents outlining concerns and questions related to opportunities to co-locate on existing towers in the area, consideration for alternative locations, the public consultation process, exposure to radio frequencies, and aeronautical obstruction markings. Copies of submissions are included as Appendix C. The applicant was provided the submissions and requested to respond to the concerns and questions raised. Their response letter clarifies the rationale for the proposed location is to provide public safety radio coverage towards Shirley, that no letters of concern were received from immediate neighbours, and that the proposal complies with Health Canada's Safety Code 6 for and Navigation Canada's lighting regulations (Appendix D).

The Policy includes the following evaluation criteria the CRD Board may consider when reviewing an application for an antenna system (Appendix E). The applicant states that many locations have been evaluated for the proposed tower and there are currently no towers west of Sooke that will provide the necessary coverage. The proposed tower will be surrounded by trees and only the portion above the tree tops will be visible. A perimeter fence will be erected to secure the tower and associated infrastructure. The subject property is adjacent to undeveloped land to the north and east, and an unconstructed road right of way to the south; however, some rural residential properties in the vicinity of Otter Point and Kemp Lake roads are within the 135 m setback guideline outlined in the Policy. The location is outside of any development permit areas identified in the Otter Point OCP. An "L-810 obstruction light" will be mounted at the top of the tower as required by Transport Canada. Staff do not identify any concerns or issues relating to the proposal.

Given the public benefit of improvements to the public safety radio coverage for the Sooke, Otter Point and Shirley areas resulting from the tower installation, and a lack of more suitable locations, staff recommend that that a statement of concurrence be provided subject to any additional public comments.

CONCLUSION

An application has been received to construct a 45.0 m radio communications tower and a 48.2 m antenna for the purpose of improving public safety radio coverage in the Otter Point area. Public consultation was conducted and four letters were received. The applicant has addressed questions and concerns related to the proposal. Staff recommend that a statement of concurrence be provided for the application.

RECOMMENDATION

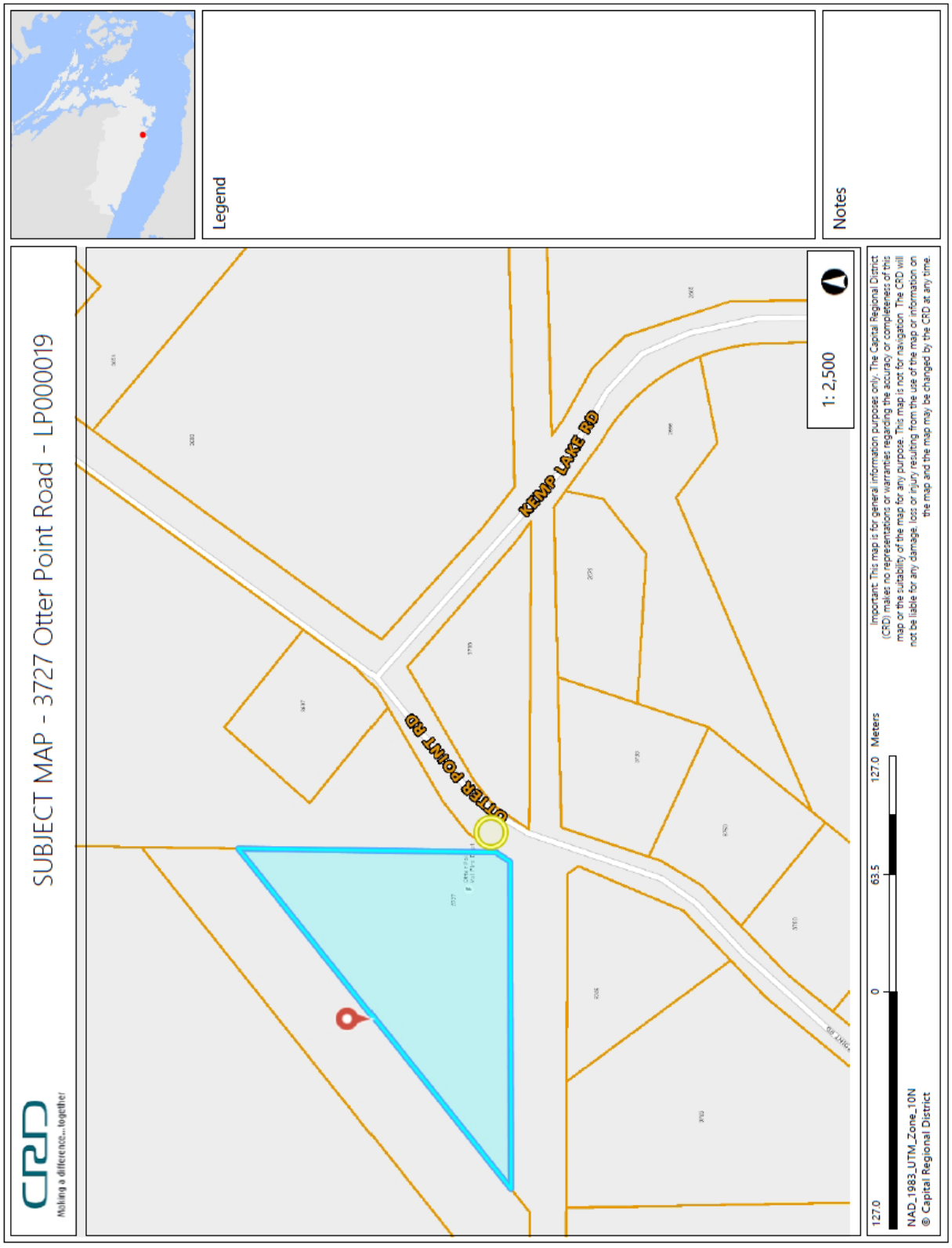
The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
That a statement of concurrence be provided for the proposed 45.0 m radio communications tower and 48.2 m antenna on Block A, District Lot 49, Otter District for the purpose of improving public safety radio coverage.

Submitted by:	Iain Lawrence, RPP,MCIP, Manager, Juan de Fuca Community Planning
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, RPP, MCIP, Chief Administrative Officer

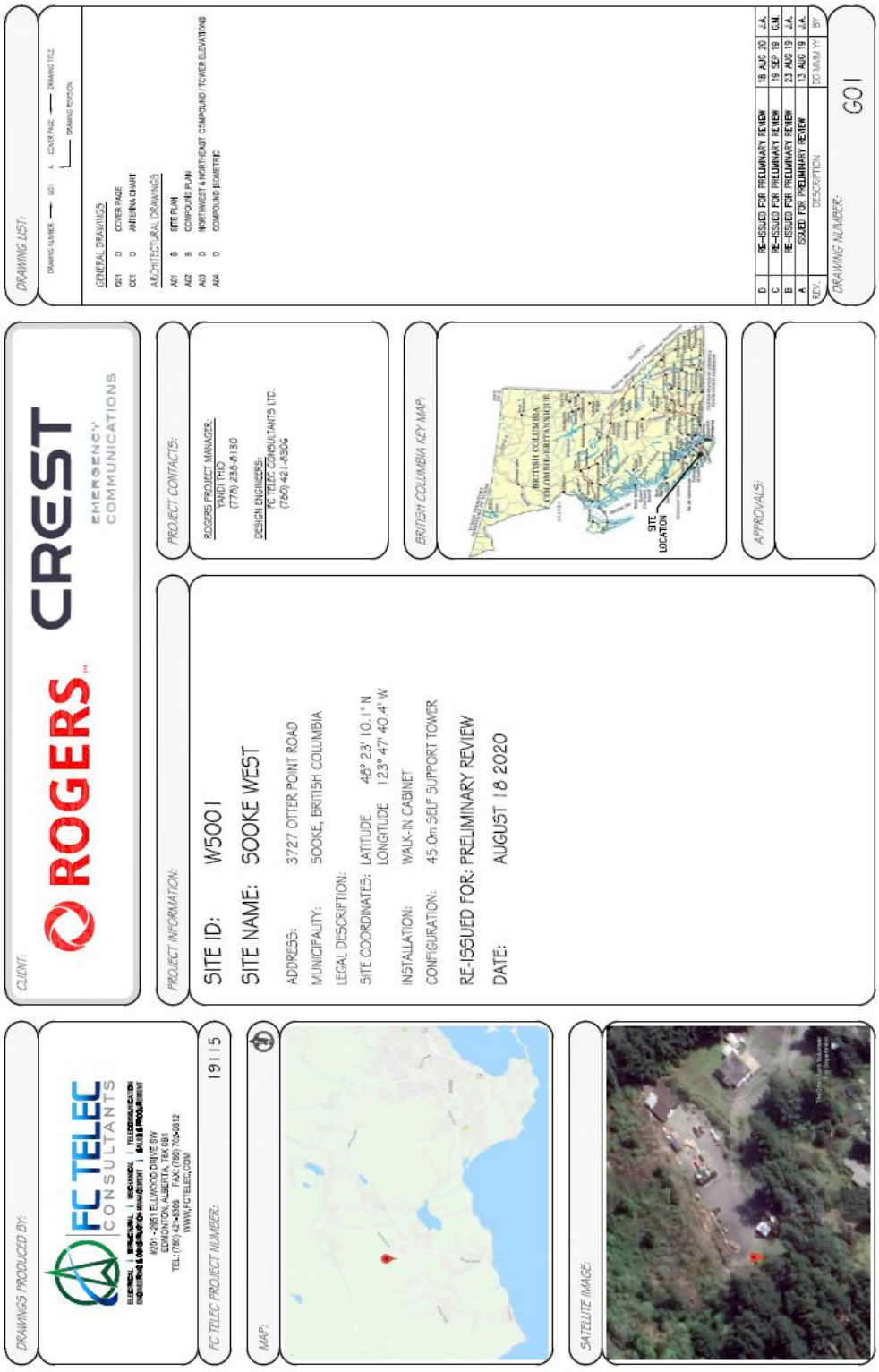
ATTACHMENTS

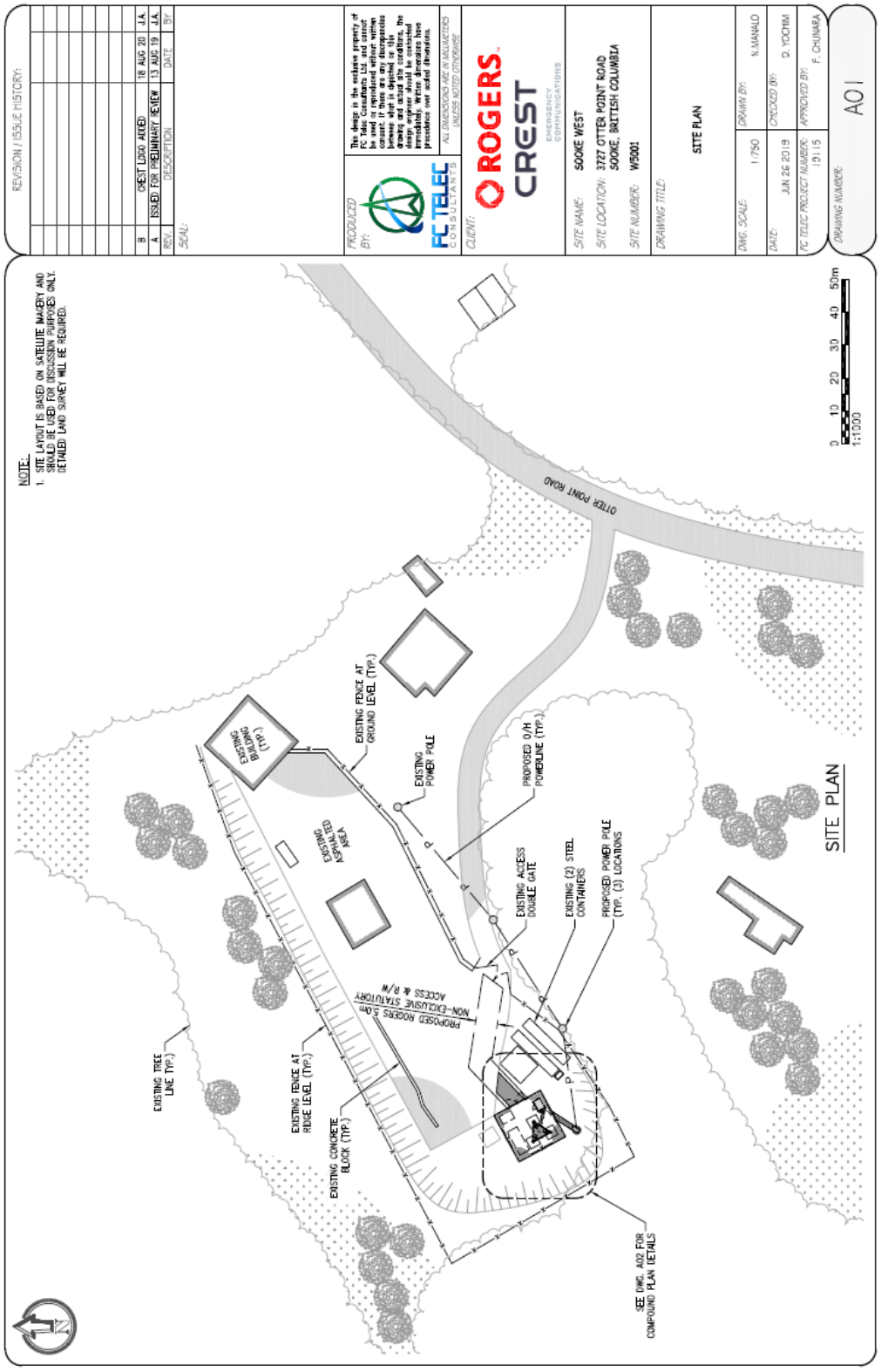
Appendix A: Subject Property Map
Appendix B: Development Proposal
Appendix C: Comments Received
Appendix D: Applicant's Response Letter
Appendix E: Evaluation Criteria

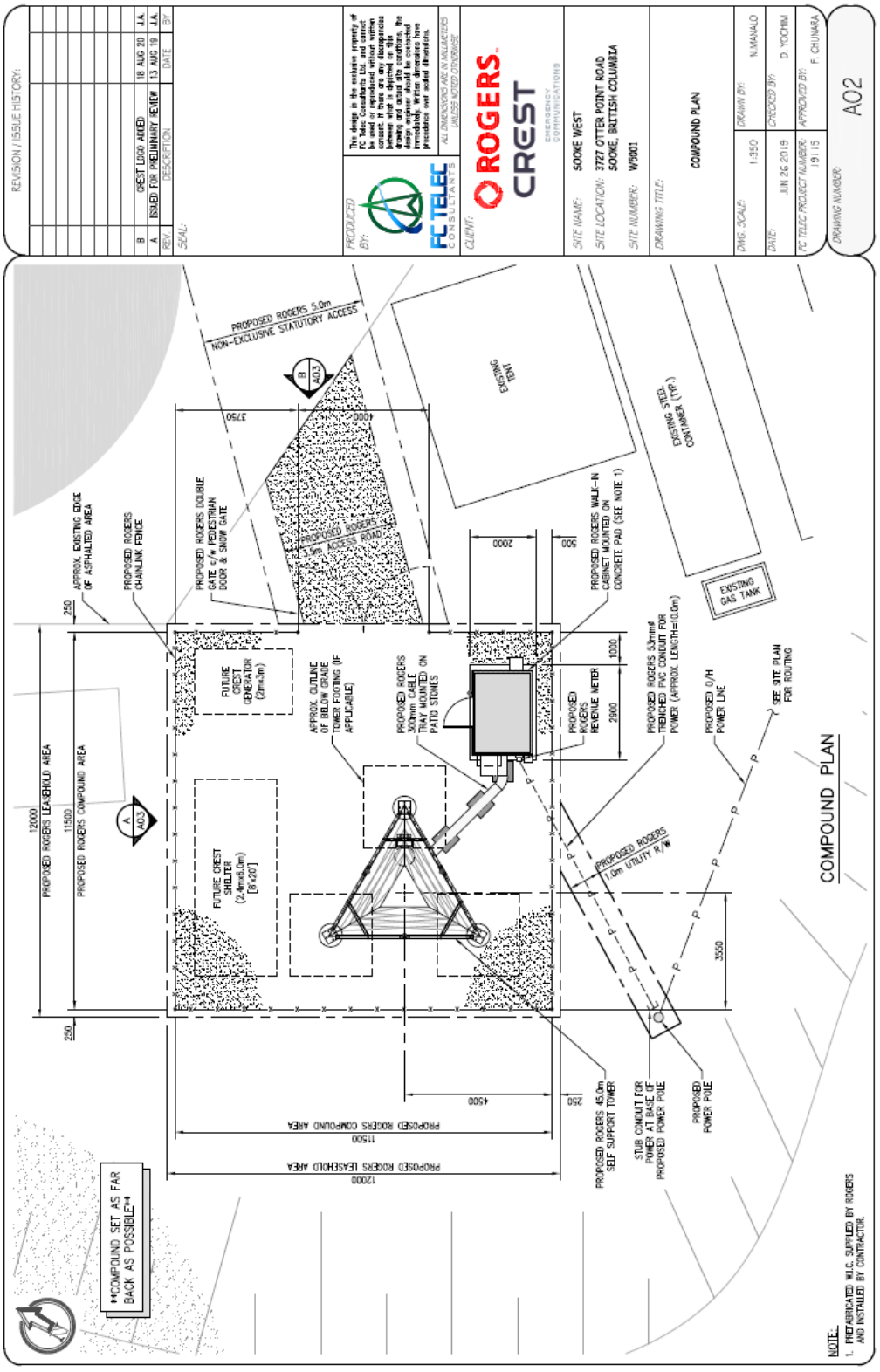
Appendix A: Subject Property Map

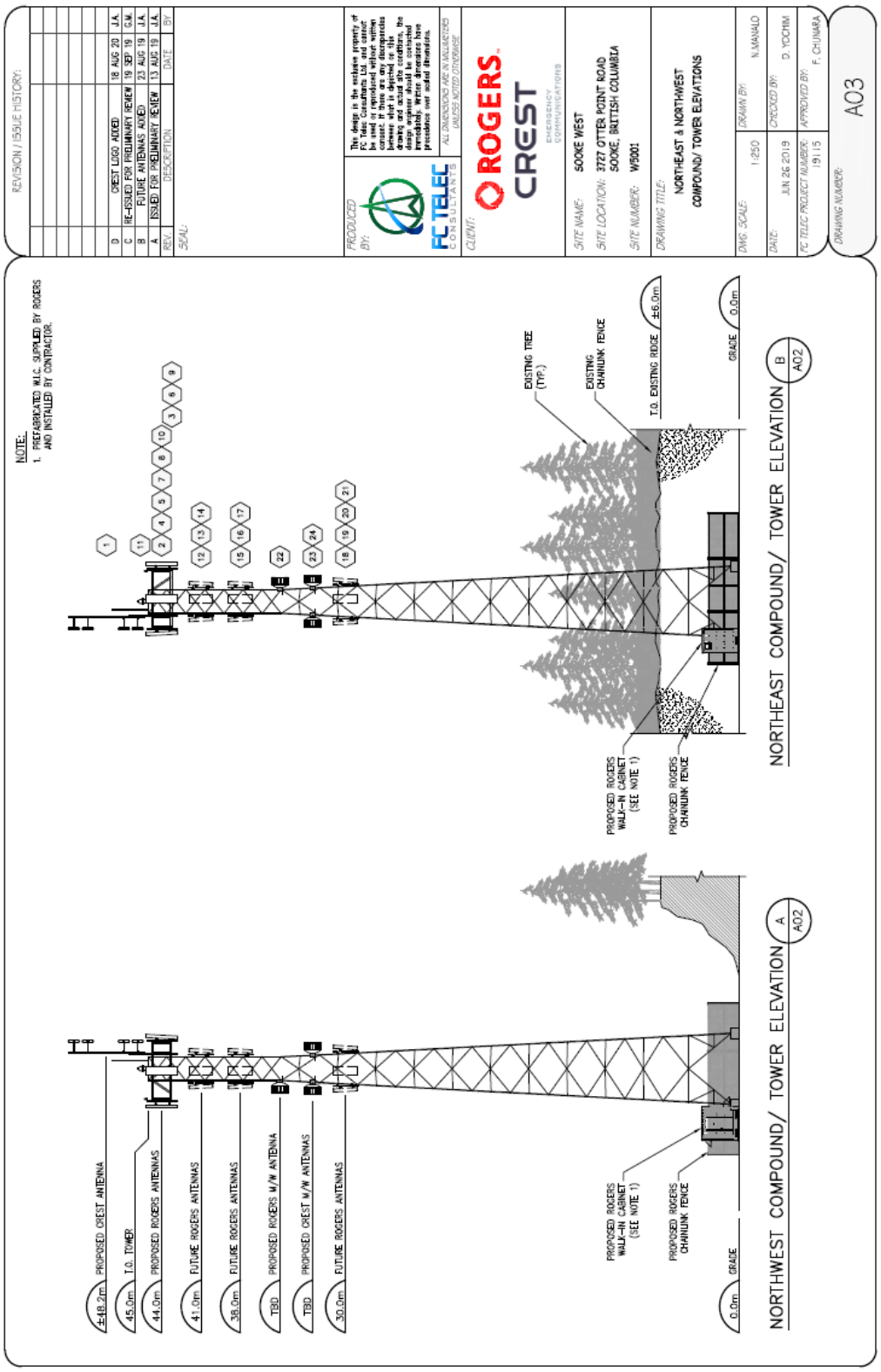


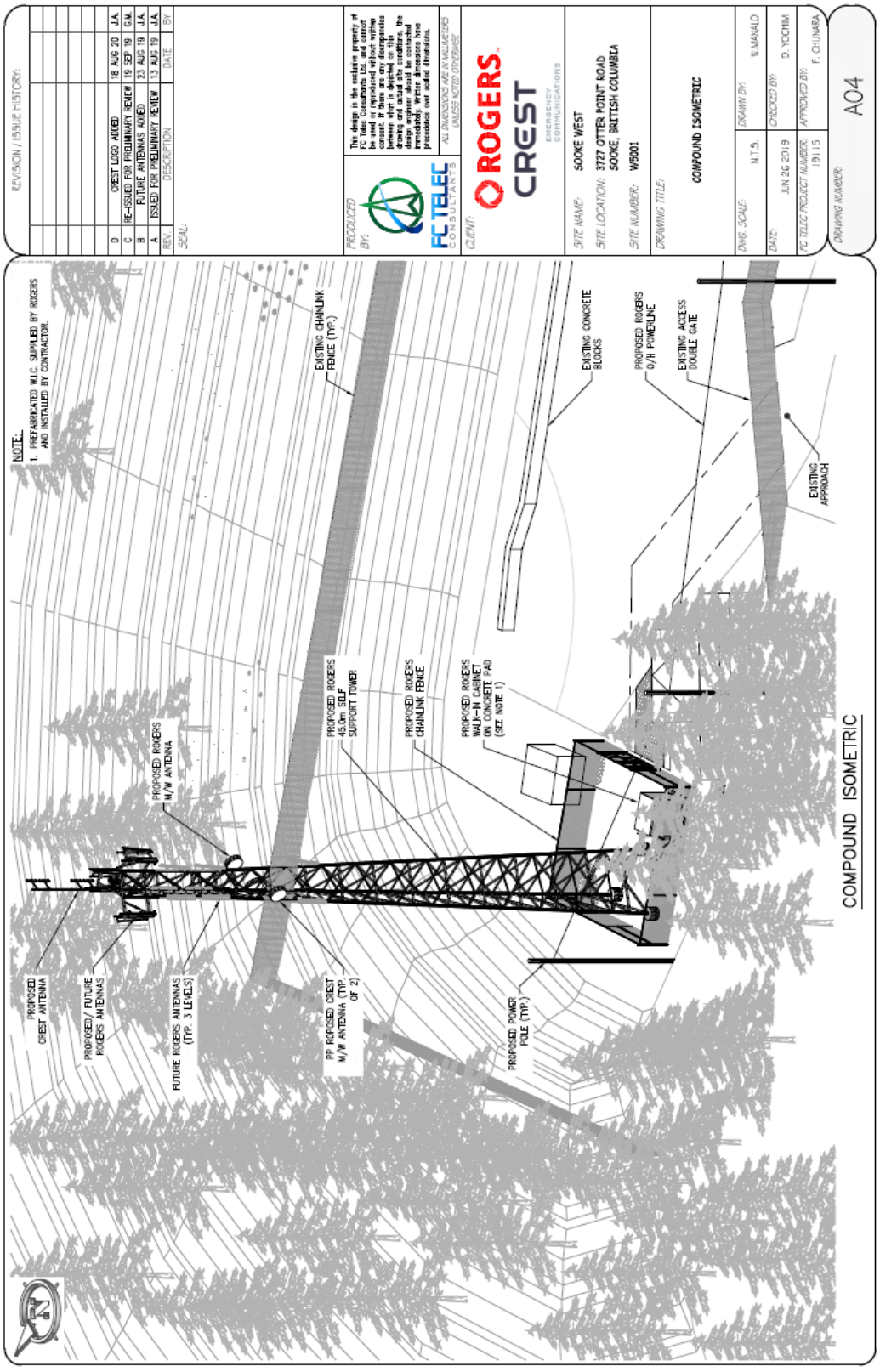
Appendix B: Development Proposal

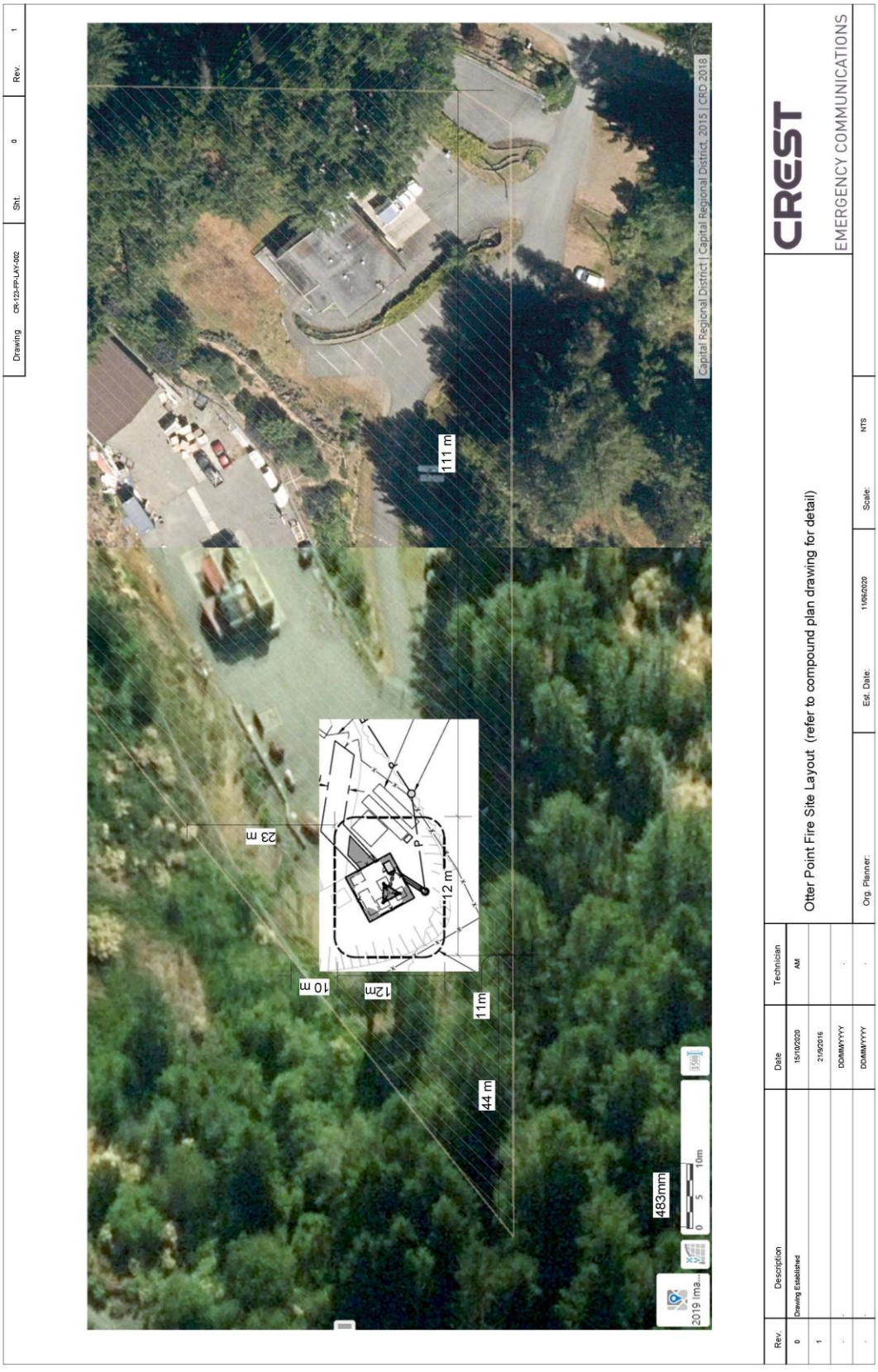



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ROGERS
CREST
EMERGENCY COMMUNICATIONS
SITE NAME: SOOKE WEST
SITE LOCATION: 3727 OTTER POINT ROAD SOOKE, BRITISH COLUMBIA
SITE NUMBER: W5001
DRAWING TITLE:
SITE PLAN
DWG. SCALE: 1:750
DRAWN BY: N.MAHALO
DATE: JUN 26 2019
CHECKED BY: D. YOCHIM
FC TELEC PROJECT NUMBER: 1915
APPROVED BY: F. CHUNARA
DRAWING NUMBER: A01
NOTE:
1. SITE LAYOUT IS BASED ON SATELLITE IMAGERY AND SHOULD BE USED FOR DISCUSSION PURPOSES ONLY. DETAILED LAND SURVEY WILL BE REQUIRED.
OTTER POINT ROAD
0 10 20 30 40 50m
1:1000
SITE PLAN
EXISTING BUILDING (1 of 1)
EXISTING ASPHALTED AREA
EXISTING FENCE AT GROUND LEVEL (TYP.)
EXISTING POWER POLE
PROPOSED O/H POWERLINE (TYP.)
EXISTING ACCESS DOUBLE GATE
EXISTING (2) STEEL CONTAINERS
PROPOSED POWER POLE (TYP. (3) LOCATIONS
PROPOSED ROGERS 5.0m NON-EXCLUSIVE STATUTORY ACCESS & R/W
EXISTING TREE LINE (TYP.)
EXISTING FENCE AT RIDGE LEVEL (TYP.)
EXISTING CONCRETE BLOCK (TYP.)
SEE DWG. A02 FOR COMPOUND PLAN DETAILS


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ROGERS
CREST
EMERGENCY COMMUNICATIONS
SITE NAME: SOOKE WEST
SITE LOCATION: 3727 OTTER POINT ROAD SOOKE, BRITISH COLUMBIA
SITE NUMBER: W5001
DRAWING TITLE: COMPOUND PLAN
DWG. SCALE: 1:350
DATE: JUN 26 2019
FC TELEC PROJECT NUMBER: 19115
DRAWN BY: N.MANALO
CHECKED BY: D. YOCHIM
APPROVED BY: F. CHUMARA
DRAWING NUMBER: A02
PROPOSED ROGERS 5.0m NON-EXCLUSIVE STATUTORY ACCESS
PROPOSED ROGERS ACCESS ROAD
EXISTING LOT
EXISTING STEEL CONTAINER (TYP.)
EXISTING GAS TANK
APPROX. EXISTING EDGE OF ASPHALTED AREA
PROPOSED ROGERS CHAINLINK FENCE
PROPOSED ROGERS DOUBLE GATE c/w PEDESTRIAN DOOR & SNOW GATE
PROPOSED ROGERS WALK-IN CABINET MOUNTED ON CONCRETE PAD (SEE NOTE 1)
FUTURE CREST GENERATOR (2m×3m)
FUTURE CREST SHELTER (2.4m×6.0m) [8'x20']
APPROX. OUTLINE OF BELOW GRADE TOWER FOOTING (IF APPLICABLE)
PROPOSED ROGERS 30mm CABLE TRAY MOUNTED ON PATIO STONES
PROPOSED ROGERS REVENUE METER
PROPOSED ROGERS 53mm TRENCHED PVC CONDUIT FOR POWER (APPROX. LENGTH=10.0m)
PROPOSED O/H POWER LINE
SEE SITE PLAN FOR ROUTING
PROPOSED ROGERS 1.0m UTILITY R/W
PROPOSED ROGERS 45.0m SELF SUPPORT TOWER
STUB CONDUIT FOR POWER AT BASE OF PROPOSED POWER POLE
PROPOSED POWER POLE
PROPOSED ROGERS LEASEHOLD AREA
PROPOSED ROGERS COMPOUND AREA
COMPOUND SET AS FAR BACK AS POSSIBLE
COMPOUND PLAN
NOTE:
1. PREFABRICATED W.I.C. SUPPLIED BY ROGERS AND INSTALLED BY CONTRACTOR.


NOTE:
1. PREFABRICATED W.I.C. SUPPLIED BY ROGERS AND INSTALLED BY CONTRACTOR.
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C RE-ISSUED FOR PRELIMINARY REVIEW 19 SEP 19 G.M.
B FUTURE ANTENNAS ADDED 23 AUG 19 J.A.
A ISSUED FOR PRELIMINARY REVIEW 13 AUG 19 J.A.
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ROGERS
CREST
EMERGENCY COMMUNICATIONS
SITE NAME: SOOKE WEST
SITE LOCATION: 3727 OTTER POINT ROAD SOOKE, BRITISH COLUMBIA
SITE NUMBER: W5001
DRAWING TITLE: NORTHEAST & NORTHWEST COMPOUND/ TOWER ELEVATIONS
DWG. SCALE: 1:250
DRAWN BY: N.MANALO
DATE: JUN 26 2019
CHECKED BY: D. YOCHIM
FC TELEC PROJECT NUMBER: 1915
APPROVED BY: F. CHUNARA
DRAWING NUMBER: A03
NORTHWEST COMPOUND/ TOWER ELEVATION A A02
±48.2m PROPOSED CREST ANTENNA
45.0m T.O. TOWER
44.0m PROPOSED ROGERS ANTENNAS
41.0m FUTURE ROGERS ANTENNAS
38.0m FUTURE ROGERS ANTENNAS
TBD PROPOSED ROGERS W/W ANTENNA
TBD PROPOSED CREST W/W ANTENNAS
30.0m FUTURE ROGERS ANTENNAS
0.0m GRADE
PROPOSED ROGERS W.I.C. CABINET (SEE NOTE 1)
PROPOSED ROGERS CHAINLINK FENCE
NORTHEAST COMPOUND/ TOWER ELEVATION B A02
EXISTING TREE (TYP.)
EXISTING CHAINLINK FENCE
T.O. EXISTING RIDGE ±6.0m
GRADE 0.0m
PROPOSED ROGERS W.I.C. CABINET (SEE NOTE 1)
PROPOSED ROGERS CHAINLINK FENCE


NOTE:
1. PREFABRICATED W.I.C. SUPPLIED BY ROGERS AND INSTALLED BY CONTRACTOR.
PROPOSED CREST ANTENNA
PROPOSED / FUTURE ROGERS ANTENNAS
FUTURE ROGERS ANTENNAS (TYP. 3 LEVELS)
PROPOSED ROGERS M/W ANTENNA
PP PROPOSED CREST M/W ANTENNA (TYP. OF 2)
PROPOSED ROGERS 45.0m SELF SUPPORT TOWER
EXISTING CHAINLINK FENCE (TYP.)
PROPOSED ROGERS CHAINLINK FENCE
PROPOSED ROGERS W.I.C.-M CABINET ON CONCRETE PAD (SEE NOTE 1)
PROPOSED POWER POLE (TYP.)
EXISTING CONCRETE BLOCKS
PROPOSED ROGERS O/H POWERLINE
EXISTING ACCESS DOUBLE GATE
EXISTING APPROACH
COMPOUND ISOMETRIC
REVISION / ISSUE HISTORY:
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C RE-ISSUED FOR PRELIMINARY REVIEW 19 SEP 19 G.M.
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CLIENT:
ROGERS
CREST
EMERGENCY COMMUNICATIONS
SITE NAME: SOOKE WEST
SITE LOCATION: 3727 OTTER POINT ROAD SOOKE, BRITISH COLUMBIA
SITE NUMBER: W5001
DRAWING TITLE:
COMPOUND ISOMETRIC
DWG. SCALE: N.T.S.
DRAWN BY: N.MANALO
DATE: JUN 26 2019
CHECKED BY: D. YOCHIM
FC TELEC PROJECT NUMBER: 19115
APPROVED BY: F. CHUMARA
DRAWING NUMBER: A04


Drawing CR-123-FP-LAY-002
Sht. 0
Rev. 1
Capital Regional District | Capital Regional District, 2015 | CRD 2018
111 m
23 m
12 m
10 m
12m
11m
44 m
483mm
0 5 10m
2019 ima...
Rev. Description Date Technician
0 Drawing Established 15/10/2020 AM
1 21/9/2016
DD/MM/YYYY
DD/MM/YYYY
Otter Point Fire Site Layout (refer to compound plan drawing for detail)
Org. Planner: Est. Date: 11/06/2020 Scale: NTS
CREST
EMERGENCY COMMUNICATIONS

COMMUNITY IMPACT STATEMENT

What is the rationale for the proposed location? To improve Public Safety radio coverage Otter Point area and extend coverage along highway 14 west of Sooke.
Has an alternative location or expansion of an existing tower been considered? Many locations have been evaluated. There are currently no towers in West Sooke that will provide the necessary coverage.
What measures will be taken to integrate the antenna system into the local surroundings? The tower will be constructed in an area surrounded by trees. The only portion visible will be above the trees.
Have any hazardous or environmentally sensitive areas been identified in proximity to the proposed location? No, the proposed site was blasted years ago to level out the property.
What mitigation measures are proposed to minimize the impact of the tower on the community? The tower location is situated so that there are no residential areas.
What security measures are proposed or required to protect the infrastructure and control public access? A perimeter fence will be installed.
What aeronautical safety requirements will be imposed by Transport Canada? An L-810 obstruction light will be mounted at the top of the tower.
Describe how the proposal will minimize effects on existing radiocommunication and broadcasting antenna systems.

Appendix C: Comments Received

October 4, 2020

Juan de Fuca Electoral Area Planning
3-7450 Butler Road
Sooke, BC V9Z 1N1

Re: Capital Regional District
Notice of Application
Radio Communication & Broadcasting Antenna System
LP000019 – District Lot 49 Block A, Otter District
(3727 Otter Point Road – Otter Point Fire Hall)

Erecting a 45 m radio communication tower

To Whom It May Concern:

As a resident of Otter Point I have concerns and questions about the above-mentioned Notice of Application.

Have you considered using one of the two towers located in the Sooke Business Park on the West Coast Super Storage property rather than erect another tower?

Why is is not possible to use these existing towers? Please consider using existing infrastructure before proposing new antenna-supporting structures.

The towers in the Sooke Business Park are in an industrial area whereas the proposed application for a tower at Otter Point Fire Department is in a residential area. Out of consideration for residents in the area why is it not being placed in an industrial area over residential especially when there are already towers erected?

Has there been any alternate locations that have been looked into for the tower other than the suggestion above (the Sooke Business Park) or the proposed location of the Otter Point Fire Department? If so, what is the reason for not placing the tower at another location?

Have you contacted residents by mail or hand delivery that are within the radius of three times the tower height?

Has there been any consideration into the safety of our Front Line Responders, namely the Firefighters of the Volunteer Fire Department of Otter Point being exposed to the radio frequencies emitted with a radio communication and broadcasting antenna system at their work place?

Have you considered options in satisfying aeronautical obstruction marking requirements at the site due to frequent helicopters that fly over this area when performing a West Coast Trail/Juan de Fuca Trail rescue as well as any other private planes using the same flight path?

I would appreciate a response to these concerns and questions in a timely manner and that all required government authorities have been made aware of this correspondence.

Otter Point Residents,

Arlene and Robb McInnis

Wendy Miller

From: JDFEPC - Jeri Grant
Sent: Wednesday, September 30, 2020 1:27 PM
To: Mike Taylor; Emma Taylor; Michael Matlo; BIJDF; Jonathan Reimer; Shawn Carby; Geoff Gullekson; John McCrea; Stephen Henderson; Jessica Arnet
Cc: Iain Lawrence; Kevin Lorette; Wendy Miller; JDFDEPC
Subject: Re: Referral - Radio communication tower application, Otter Point Fire Hall, 3727 Otter Point Rd (LP000019)

Hi Emma,

Sorry this slipped through the cracks. The Juan de Fuca Emergency Program has no issue with this application, we fully support it. This tower would in fact improve CREST radio reception in the area including the JdF Local Services Building.

Stay safe and stay healthy,
Jeri Grant
Juan de Fuca Emergency Program Coordinator

jdfepc@crd.bc.ca
Office 250.642.8105 | Cell 250.883.0607 | Fax 250.642.5274
JDF Local Area Services Building | Capital Regional District
3 – 7450 Butler Road, Sooke, BC V9Z 1N1

For information on Emergency Preparedness in the Capital Region, go to: www.prepareyourself.ca

Please consider the environment before printing this email.

Wendy Miller

From: Mike Taylor
Sent: Wednesday, September 30, 2020 1:12 PM
To: Emma Taylor; Michael Matlo; BIJDF; Jonathan Reimer; JDFEPC - Jeri Grant; Shawn Carby; Geoff Gullekson; John McCrea; Stephen Henderson; Jessica Arnet
Cc: Iain Lawrence; Kevin Lorette; Wendy Miller
Subject: RE: Referral - Radio communication tower application, Otter Point Fire Hall, 3727 Otter Point Rd (LP000019)

Hi, Emma. As previously indicated by Mike Matlo our Building Bylaw would require a Building Permit for the tower installation only if physically affected a building. As this appears to be a stand-alone tower the Building Dept. has no concerns.
Mike

Michael Taylor
Manager and Chief Building Inspector
Capital Regional District T: 250.360.3291
Email: mtaylor@crd.bc.ca

From:	John McCrea
To:	Michael Matlo
Cc:	Emma Taylor; Mike Taylor; BIJDF; Jonathan Reimer; JDFEPC - Jeri Grant; Shawn Carby; Geoff Gullekson; Stephen Henderson; Jessica Arnet
Subject:	Re: Referral - Radio communication tower application, Otter Point Fire Hall, 3727 Otter Point Rd (LP000019)
Date:	Tuesday, September 15, 2020 10:15:13 AM

Good Morning Emma

The Otter Point Fire Department is in full support of this project and has no concerns with the tower being built on our property.

Thank you

John

John McCrea; Fire Chief
Otter Point Fire Department and Training Centre
3727 Otter Point Road
Sooke, BC. V9Z 0K1
P: 250 642-6211
C: 250 213-7745

Appendix D: Applicant's Response Letter

CREST
EMERGENCY COMMUNICATIONS
Unit 110-2944 West Shore Parkway, Victoria, BC V9B 0B2
Phone 250.391.6552 | Fax 250.391.1601 | CREST.CA

Juan De Fuca Electoral Area Planning
Attn: Emma Taylor, Planner
3-7450 Butler Road
Sooke, BC
V9Z 1N1

October 13, 2020

Re: Capital Regional District
Notice of Application
Radio Communication & Broadcasting Antenna System
LP000019 – District Lot 49 Block A, Otter District
(3727 Otter Point Road – Otter Point Fire Hall)

Dear Emma,

Thank you for forwarding the submission from Arlene and Robb McInnis regarding our application for a public safety transmission facility at the Otter Point Fire Hall. I will try and answer their questions.

We have examined other options for a site in the general area but have not found any that meet our criteria. Our first choice is always to look at collocating on existing infrastructure since it is a more cost-effective solution. The Sooke Business Park is at a much lower elevation (above sea level) than Otter Pt. Fire Hall (which is about 150 feet higher elevation) so was not high enough for our siting requirements. As well we wanted to be farther west to provide better coverage out towards Shirley.

We did not have any letters of concern from the immediate neighbourhood, and they were notified of our application.

Health Canada's Safety Code 6 regulations are applicable to this, and all telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radio frequency electromagnetic fields and ensures public safety for all Canadians. Our transmitters operate at a low power setting and they are used only for emergency communications. Improving communications in this area makes first responders safer and the public they serve. We also comply with Navigation Canada lighting regulations.

We are planning to make this investment in our network to extend our coverage, at the request of police, fire, and ambulance agencies. We are simply trying to give them adequate communication tools.

I hope I have addressed the McInnis's concerns.

Sincerely,

Gord Horth
General Manager

CC: Arlene & Robb McInnis, [redacted]

Appendix E: Evaluation Criteria

Evaluation Criteria:
The CRD Board may consider the following when reviewing an application for an antenna system:

1. Rationale for proposed location;
2. Proximity to residential uses, institutions and public lands;
3. Visibility and measures to integrate the antenna system into the local surroundings;
4. Security measures;
5. Alternatives and/or mitigation measures;
6. Hazardous areas;
7. Environmentally sensitive areas;
8. Transport Canada's aeronautical safety requirements;
9. Referral responses including compliance with BC Building Code, if applicable;
10. Comments received through public notification;
11. Potential impact on the community if the application is approved.
12. Designs that address the following guidelines:

    i) antenna systems are as unobtrusive and inconspicuous as possible;

    ii) the visual aesthetic impacts on the community is minimized;

    iii) landscaping or screening is incorporated;

    iv) displays of any type of lighting are avoided except where required by Transport Canada. Where lighting is proposed for security reasons, it shall be shielded from adjacent properties and kept to a minimum intensity by being of capped, downward facing and motion-sensory designs;

    v) antenna systems are set back at least three times the height of the antenna system from adjacent dwellings. The CRD may request a different setback due to factors such as buffering topography and vegetation, transportation and utility corridors, watercourses, or public comments.

7. Radio Communication and Broadcasting Antenna Systems Application

a) LP000019 - Block A, District Lot 49, Otter District (3727 Otter Point Road)

Emma Taylor spoke to the staff report for the application received to install a 45 metre (m) radio communication tower with a 48.2 m antenna at 3727 Otter Point Road for the purpose of improving public safety radio coverage in the community. In accordance with the Juan de Fuca Radiocommunication and Broadcasting Antenna Systems Application Policy, notices were delivered to owners and occupants within 500 m of the subject property advising the public of the application and the opportunities to provide written comments and questions. Emma Taylor outlined the submissions included in the staff report which were received in response to the notice as well as the applicant's response to the submissions.

Emma Taylor confirmed that a representative for the application is present.

The LUC questioned if other companies are permitted to co-locate on the tower and if the applicant has full authority over the tower.

The representative for the applicant, Capital Regional Emergency Services Telecommunication Inc. (CREST), stated:

- proposed location would be CREST's most westerly facility
- coverage in Otter Point and Shirley has been challenging
- western coverage has been coming from the US
- proposed tower would fill first responder coverage gaps
- consideration was initially given to co-locate with a private cellular company
- at this time, the private cellular company has withdrawn its interest
- it is anticipated that interest in co-locating will be received once the tower is installed
- private companies have co-located on other CREST towers
- CREST's agreement with the CRD for a tower on the subject property has not been finalized
- CREST has agreements with the CRD for towers at other locations

Maureen Hunter, Otter Point:

- questioned if the proposed tower would be limited to emergency communications by a private cellular company, if support was granted for a company to co-locate on the tower

The Chair stated that:

- should a private cellular company co-locate on the tower, communications would not be limited to emergency communications
- the Otter Point Volunteer Fire Department supports the CREST application
- should any revenue be received from the tower, it is anticipated that the revenue would be directed to the Otter Point Volunteer Fire Department

MOVED by Vern McConnell, **SECONDED** by Dale Risvold that the Land Use Committee recommends to the Capital Regional District (CRD) Board:
That a statement of concurrence be provided for the proposed 45.0 m radio communications tower and 48.2 m antenna on Block A, District Lot 49, Otter District for the purpose of improving public safety radio coverage.

CARRIED

Making a difference...together

REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 09, 2020

SUBJECT **2021 Standing Committee Terms of Reference**

ISSUE SUMMARY

The purpose of this report is to provide the 2021 Terms of Reference for the CRD Board's Standing Committees.

BACKGROUND

Under the *Local Government Act* and the CRD Board Procedures Bylaw, the CRD Board Chair has the authority to establish Standing Committees and appoint members to provide advice and recommendations to the Board.

Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members.

This year, there were no changes to the defined purpose in the following TORs:

- Core Area Liquid Waste Management Committee
- Electoral Areas Committee
- Environmental Services Committee
- First Nations Relations Committee
- Hospitals & Housing Committee
- Planning Transportation and Protective Services
- Regional Parks Committee

For 2021, the Finance and Governance Committee will be split to create two separate committees:

- Finance Committee
- Governance Committee

New TORs have been drafted for the two new committees to reflect their respective service areas. Finance Committee and Governance Committee will meet every second month, on alternating months.

Minor housekeeping changes were made to the pro-forma provisions of the standing committees' TOR, including updates to the language under committee composition to clarify that all Board Members can attend all committees, but not vote unless a member, in accordance with the Procedures Bylaw; and, clarification to the provision regarding creation of the committee agenda to clarify Board Members may raise items for the agenda through the notice of motion process.

Following endorsement by the Board, the TORs will be received by each standing committee. Any future revisions to the TOR will require ratification by the Board.

CONCLUSION

Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of governing committees and provide a point of reference and guidance for the committees and their members.

RECOMMENDATION

That the Board approve the 2021 Terms of Reference for Standing Committees attached as Appendix A.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2021 Standing Committees' Terms of Reference

Terms of Reference

CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Core Area Liquid Waste Management Committee (CALWMC) is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding the Core Area Liquid Waste Management Plan and certain aspects of the Core Area Wastewater Treatment Project (CAWTP).

The Committee's official name is to be:

Core Area Liquid Waste Management Committee

1.0 PURPOSE

a) The mandate of the Committee is to oversee and make recommendations to the Board regarding the:

   i. Administration and regulatory reporting for the Core Area Liquid Waste Management Plan

   ii. Core area trunk sewers and sewage disposal systems

   iii. Receipt of monthly updates from the Project Board and to monitor ongoing budget and risks.

b) The administration of the CAWTP has been delegated to the Core Area Wastewater Treatment Project Board (the "Project Board").

c) The Committee will act as the steering committee of the Technical and Community Advisory Committee, as outlined in Appendix A.

2.0 ESTABLISHMENT AND AUTHORITY

a) The Committee will make recommendations to the Board for consideration

b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

a) The membership is comprised of all directors on the CRD Board from the following municipalities that are participants in the Core Area Liquid Waste Management Plan:

- Colwood
- Esquimalt
- Langford
- Oak Bay
- Saanich
- Victoria
- View Royal
- An elected representative and alternate from each of the Songhees Nation and Esquimalt Nation Councils (Board Procedures Bylaw No. 3828)

b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw.

4.0 PROCEDURES

a) The Committee shall meet quarterly and have special meetings as required at the call of the Committee Chair;

b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;

c) With the approval of the Committee Chair and Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration

d) A quorum is a majority of the Committee membership and is required to conduct Committee business

5.0 RESOURCES AND SUPPORT

a) The General Manager, Integrated Water Services and General Manager, Parks & Environmental Services will act as a liaison to the Committee with support from other departments, as required; and

b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

APPENDIX A

STEERING THE TECHNICAL AND COMMUNITY ADVISORY COMMITTEE CORE AREA AND WEST SHORE SEWAGE TREATMENT

In accordance with the Terms of Reference of the Technical and Community Advisory Committee Core Area and West Shore Sewage Treatment (TCAC) approved by the Capital Regional District Board (CRD), August 14, 2013, the Core Area Liquid Waste Management Committee (CALWMC) will steer the TCAC as follows:

- Make recommendations to the CRD Board to appoint TCAC members
- Make requests to TCAC for appropriate technical and community consultation advice and input in order to facilitate informed decision-making in a variety of CAWTP matters that have not been delegated to the CAWT Project Board
- Dissolve the TCAC at the end of the planning stage of the Core Area and West Shore sewage treatment project or at a time determined by the CALWMC

Terms of Reference

ELECTORAL AREAS COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Electoral Areas Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding services in the electoral areas.

The Committee's official name is to be:

Electoral Areas Committee

1.0 PURPOSE

a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding services in the electoral areas including, but not limited to:

   i. Building inspection
   ii. Bylaw enforcement
   iii. Animal control
   iv. Grants-in-aid
   v. Soil deposit and removal
   vi. Stormwater quality
   vii. Fire protection
   viii. Local emergency management
   ix. Local economic development

b) The Committee also has the authority as delegated by the Board to:

   i. Hold a hearing to file or cancel a Notice on Title (s. 57 & 58 of the *Community Charter)*
   ii. Modify, assign or release a covenant registrable under s. 219 of the *Land Title Act*

c) The Committee may also make recommendations to the Board to advocate to senior levels of government regarding issues of importance to electoral areas.

d) The local service area committees and commissions as outlined in Appendix A will report through the Electoral Areas Committee.

e) Any other matter that relates to the electoral areas may be referred to the Committee for consideration.

2.0 ESTABLISHMENT AND AUTHORITY

a) The Committee will make recommendations to the Board; and

b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

a) Committee members will include the Director from each of the electoral areas: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands; and

b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw.

4.0 PROCEDURES

a) The Committee shall meet on a monthly basis, except August, and have special meetings as required;

b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;

c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and

d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

a) The General Managers of the Planning & Protective Services and Finance & Technology departments will act as liaison to the committee; and

b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

APPENDIX A

Juan de Fuca Electoral Area Local Service Area Commissions/Committees:

- East Sooke Fire Protection & Emergency Response Service Commission
- Juan de Fuca Electoral Area Parks & Recreation Advisory Commission
- Otter Point Fire Protection & Emergency Response Service Commission
- Port Renfrew Fire Protection & Emergency Response Service Commission
- Port Renfrew Utility Services Committee
- Shirley Fire Protection & Emergency Response Service Commission
- Wilderness Mountain Water Service Commission
- Willis Point Fire Protection & Emergency Response Service Commission

Salt Spring Island Electoral Area Local Service Area Commissions/Committees:

- Beddis Water Service Commission
- Cedar Lane Water Service Commission
- Cedars of Tuam Water Service Commission
- Fulford Water Service Commission
- Ganges Sewer Local Services Commission
- Highland/Fernwood Water Local Service Commission
- Salt Spring Island Community Economic Development Commission
- Salt Spring Island Liquid Waste Disposal Local Service Commission
- Salt Spring Island Parks & Recreation Advisory Commission
- Salt Spring Island Transportation Commission

Southern Gulf Islands Electoral Area Local Service Area Commissions/Committees:

- Galiano Island Parks & Recreation Commission
- Lyall Harbour/Boot Cove Water Local Services Committee
- Magic Lake Estates Water & Sewer Committee
- Mayne Island Parks & Recreation Commission
- North Galiano Fire Protection & Emergency Response Service Commission
- Pender Island Community Parks & Recreation Commission
- Saturna Island Parks & Recreation Commission
- Skana Water Service Committee
- Southern Gulf Islands Community Economic Sustainability Commission
- Southern Gulf Islands Electoral Area Emergency Advisory Commission
- Southern Gulf Islands Harbour Commission
- Southern Gulf Islands Public Library Commission
- Sticks Allison Water Local Service Committee
- Surfside Park Estates Water Service Committee

Terms of Reference

CRD

ENVIRONMENTAL SERVICES COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Environmental Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding waste management, resource recovery, climate change and other environmental matters.

The Committee's official name is to be:

Environmental Services Committee

1.0 PURPOSE

a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:

   i. Regional solid waste function
   ii. Environmental protection, monitoring and compliance
   iii. Community climate action
   iv. Resource recovery opportunities

b) The Committee will also:

   i. Serve as the Plan Monitoring Advisory Committee for the current Solid Waste Management Plan (SWMP)
   ii. Stand as the steering committee for the revised SWMP

c) The following committees will report through the Environmental Services Committee:

   i. Climate Action Inter-Municipal Task Force
   ii. Solid Waste Advisory Committee (SWAC)

2.0 ESTABLISHMENT AND AUTHORITY

a) The Committee will make recommendations to the Board for consideration; and

b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

a) Committee members will be appointed CRD Board Members;

b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw.

4.0 PROCEDURES

a) The Committee shall meet on a monthly basis, except August and December, and have special meetings, as required

b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;

c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and

d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

a) The General Manager of Parks & Environmental Services will act as liaison to the Committee; and

b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

Terms of Reference

CRD

FINANCE COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Finance Committee is a standing committee established by the CRD Board to make recommendations to the Board regarding items related financial policy, administration, and reporting. The Committee will also provide advice to the Board on agenda items for Committee of the Whole meetings.

The Committee's official name is to be:

Finance Committee

1.0 PURPOSE

a) To provide advice or make recommendations, or both, to the Board regarding the following functions:

i. Corporate budget process
ii. Financial monitoring, reporting and forecasting
iii. Corporate financial management (including policies) and audit compliance
iv. Grants reporting and policies
v. Financial impacts related to strategic Board priorities and initiatives

b) The Committee will provide recommendations to the Board that aim to increase the transparency of the organization and the visibility of financial reporting efforts.

c) The following committee will report through the Finance Committee

- Royal & McPherson Theatres Services Advisory Committee

2.0 ESTABLISHMENT AND AUTHORITY

a) The Committee will make recommendations to the Board for consideration; and

b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

a) Committee members will be appointed CRD Board Members;

b) All Board members are permitted to participate in standing committee meetings, but not to vote, in accordance with the CRD Board Procedures Bylaw.

4.0 PROCEDURES

a) The Committee shall meet on a bi-monthly basis, on odd number months, and have special meetings as required;

b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may request that a matter be placed on the agenda through the Notice of Motion process;

c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and

d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

a) The Chief Financial Officer will act as liaison to the committee; and

b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

Terms of Reference

FIRST NATIONS RELATIONS COMMITTEE

PREAMBLE

The Capital Regional District (CRD) spans the traditional territories of over 20 First Nations, of which 11 have Reserve lands and 9 of those are populated. The First Nations Relations Committee is a standing committee established by the CRD Board to provide support to the Board in building strong government-to-government relationships with First Nations, and to provide advice and direction to the Board on matters that directly or indirectly affect those relationships.

The Committee's official name is to be:

First Nations Relations Standing Committee

1.1 PURPOSE

a) The mandate of the Committee includes providing advice and making recommendations to the Board regarding the following functions relating to First Nation governments:

   i. Advise on programs and activities that strengthen relationships between the CRD and First Nations within the region;

   ii. Understand and provide advice to the Board on the implications of the BC Treaty process where it intersects with local government interests;

   iii. Provide guidance on the coordination of regional events such as a Forum of all Councils;

   iv. Make recommendations to the Board on the initiatives identified in the First Nations Task Force Final Report; and

   v. Review progress on Reconciliation with First Nations and make recommendations to support continued efforts.

2.1 ESTABLISHMENT AND AUTHORITY

a) The Committee will make recommendations to the Board; and

b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.1 COMPOSITION

a) Committee members will be appointed CRD Board Members;

b) All Board members are permitted to participate in standing committee meetings, but

not to vote, in accordance with the CRD Board Procedures Bylaw.

4.1 PROCEDURES

a) The Committee shall meet quarterly and hold special meetings as required;

b) The agenda shall be finalized in consultation between staff and the Committee Chair and any Committee member may request that a matter be placed on the agenda through the Notice of Motion process;

c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for considerations;

d) A quorum is a majority of the Committee membership and is required to conduct Committee business; and

e) The above procedures may be relaxed or suspended by majority vote of the Committee in order to facilitate unstructured discussions and consensus-based outcomes.

5.1 RESOURCES AND SUPPORT

a) The General Manager of Corporate Services with support from the Manager of First Nations Relations will provide strategic support and act as liaison to the committee; and,

b) Minutes and agendas are prepared and distributed by Corporate Services.

Approved by CRD Board _____

Terms of Reference

GOVERNANCE COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Governance Committee is a standing committee established by the CRD Board to make recommendations to the Board regarding items related to governance and corporate administration. The Committee will also provide advice to the Board on agenda items for Committee of the Whole meetings.

The Committee's official name is to be:

Governance Committee

1.0 PURPOSE

(a) To consider matters and make recommendations to the Board or to the Committee of the Whole regarding the following functions:

i. Board, committee and commission governance and meeting procedures;

ii. General governance issues such as communication, access and accountability processes;

iii. Corporate administration and operations such as but not limited to:
- Labour Relations and Human Resource Matters
- Internal and external communications systems
- Intergovernmental relations

iv. Legal and Risk Management;

v. Identification of items of regional interest and/or items that are relevant to more than one standing committee that are better suited for consideration at a Committee of the Whole meeting;

(b) The Committee may also make recommendations to the Board to advocate to provincial and federal governments on matters effecting the Regional District.

2.0 ESTABLISHMENT AND AUTHORITY

a) The Committee will make recommendations to the Capital Regional District Board for consideration; and

b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

a) Committee members will be appointed CRD Board Members;

b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw.

4.0 PROCEDURES

a) The Committee shall meet every second month on even months, or at the call of the Committee Chair;

b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;

c) With the approval of the Committee Chair and Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration;

d) A quorum is a majority of the Committee membership and is required to conduct Committee business

5.0 RESOURCES AND SUPPORT

a) The General Manager, Corporate Services will act as liaison to the Committee;

b) Minutes and agendas are prepared and distributed by the Corporate Services Department; and

c) The Executive Services Department will provide additional Committee support as required.

Approved by CRD Board _____

Terms of Reference

HOSPITALS AND HOUSING COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Hospitals and Housing Committee is a Standing Committee established by the CRD Board and will oversee and make recommendations to the CRD, Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC) boards on matters relating to hospitals and housing, and community health.

The Committee's official name is to be:

Hospitals and Housing Committee

1.0 PURPOSE

a) The mandate of the Committee includes providing advice or making recommendations, or both, to the CRD, CRHD, and CRHC Boards regarding the following region-wide functions:

i. Land Banking and Housing
ii. CRHC
iii. CRHD
iv. Community health planning, regulations and enforcement
v. Implementation of various housing affordability models, the potential formation of strategic partnerships and the creation of alternative corporate entities
vi. Options for the procurement of health care facilities and housing developments and
vii. Real estate matters relating to health care facilities and housing

b) The following committees will report through the Hospitals and Housing Committee:

i. Regional Housing Advisory Committee
ii. Tenant Advisory Committee
iii. Any other advisory body established by the Committee.

2.0 ESTABLISHMENT AND AUTHORITY

a) The Committee will make recommendations to the CRD Board, the CRHD Board, and the CRHC Board, as applicable, for consideration; and

b) The CRD Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

a) Committee members will be appointed CRD Board Members and should include the Chair of the CRHC and the Chair of the CRHD Board.

b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Procedures Bylaw.

4.0 PROCEDURES

a) The Committee shall meet on a monthly basis, except August, and have special meetings as required;

b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;

c) With the approval of the Committee Chair and the CRD Board Chair (or CRHC Board Chair, or CRHD Board Chair, as applicable), Committee matters of an urgent or time sensitive nature may be forwarded directly to the appropriate Board for consideration; and

d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

a) The General Manager of Planning and Protective Services will act as liaison to the Committee;

b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

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Terms of Reference

PLANNING, TRANSPORTATION AND PROTECTIVE SERVICES COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Planning, Transportation and Protective Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to planning, regional transportation, protective services, and emergency management matters.

The Committee's official name is to be:

Planning, Transportation and Protective Services Committee

1.0 PURPOSE

a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:

   i. Regional Growth Strategy
   ii. Regional transportation matters
   iii. Encouraging a strong regional voice on regional transportation matters including ferries, rail and transit
   iv. Protective services – including 911, fire dispatch and hazmat
   v. Emergency Preparedness

b) The Committee may also make recommendations to the Board to:

   i. Advocate to senior levels of government to support major multi-modal transportation projects which support the region's sustainability measures; and

   ii. Advocate for regional transit priorities to the Victoria Regional Transit Commission.

c) The following committees will report through the Planning, Transportation and Protective Services Committee:

   i. Development & Planning Advisory Committee
   ii. Traffic Safety Commission
   iii. Local Government Emergency Program Advisory Commission
   iv. Regional Emergency Program Advisory Commission
   v. Regional Food and Agriculture Task Force
   vi. Any other advisory body established by the Committee

2.0 ESTABLISHMENT AND AUTHORITY

a) The Committee will make recommendations to the Board for consideration; and

b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

a) Committee members will be appointed CRD Board Members;

b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw.

4.0 PROCEDURES

a) The Committee shall meet on a monthly basis, except August and December, and have special meetings as required;

b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;

c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and

d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

a) The General Manager of the Planning and Protective Services Department will act as a liaison to the committee; and

b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

Terms of Reference

REGIONAL PARKS COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Regional Parks Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding regional parks.

The Committee's official name is to be:

Regional Parks Committee

1.0 PURPOSE

a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:

i. Regional parks and trails, including land acquisition, management, operations and programs
ii. Regional Parks Strategic Plan, Land Acquisition Strategy

2.0 ESTABLISHMENT AND AUTHORITY

a) The Committee will make recommendations to the Board for consideration; and

b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

a) Committee members will be appointed CRD Board Members;

b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw.

4.0 PROCEDURES

a) The Committee shall meet on a monthly basis, except August and December, and have special meetings as required;

b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;

c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and

d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

a) The General Manager of Parks & Environmental Services will act as liaison to the committee; and

b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

2021 Appointments

Board and Committee Membership

Making a difference...together

Capital Regional District | December 2020

Capital Regional District Board

Chair: Director Plant

Vice-Chair: Director Mersereau

Capital Regional Hospital District Board

Chair: Director Blackwell

Acting Chair: Director Plant

Capital Region Housing Corporation Board

Chair: Director Helps

Vice-Chair: Director Screech

Standing Committees

The following appointments are made by the Board Chair in consultation with the Vice-Chair.

Core Area Liquid Waste Management

Membership consists of all 15 Board members from the seven municipal participants in the Core Area Liquid Waste Management Plan.

Chair: Director Blackwell

Director Brice

Director Desjardins

Director Haynes

Director Helps

Director Isitt

Director Loveday

Director Martin

Vice Chair: Director Seaton

Director Mersereau

Director Murdoch

Director Plant

Director Screech

Director Taylor

Director Young

Two First Nations Appointments - TBD

Electoral Areas

Membership consists of all 3 Electoral Area Directors.

Chair: Director Hicks

Vice-Chair: Director Holman

Director Howe

Board Chair (ex-officio)

2021 Appointments

Board and Committee Membership

Making a difference...together

Capital Regional District | December 2020

Environmental Services

Chair: Director Desjardins
3. Director Blackwell
4. Director Helps
5. Director Hicks
6. Director Holman
7. Director Orr

Vice-Chair: Director Taylor
8. Director Ranns
9. Director Williams
10. Director Windsor

Board Chair (ex-officio)

Finance

Chair: Director Brice
3. Director Blackwell
4. Director Howe
5. Director Loveday
6. Director Orr
7. Director Screech

Vice-Chair: Director Williams
8. Director Taylor
9. Director Windsor
10. Director Young

Board Chair (ex-officio)

First Nations Relations

Chair: Director Tait
3. Director Desjardins
4. Director Haynes
5. Director Howe
6. Director Orr

Vice-Chair: Director Isitt
7. Director Ranns
8. Director Seaton
9. Director Williams

Board Chair (ex-officio)

Governance

Chair: Director Murdoch
3. Director Brice
4. Director Desjardins
5. Director Isitt
6. Director Martin
7. Director McNeil-Smith

Vice-Chair: Director Windsor
8. Director Ranns
9. Director Tait
10. Director Young

Board Chair (ex-officio)

Hospitals and Housing

Chair: Director Helps
3. Director Blackwell
4. Director Brice
5. Director Haynes
6. Director Holman

Vice-Chair: Director Screech
7. Director Loveday
8. Director Murdoch
9. Director Orr

Board Chair (ex-officio)

2021 Appointments

Board and Committee Membership

Capital Regional District | December 2020

Planning, Transportation & Protective Services

Chair: Director McNeil-Smith
3. Director Haynes
4. Director Hicks
5. Director Loveday
6. Director Mersereau
7. Director Murdoch

Vice-Chair: Director Martin
8. Director Tait
9. Director Williams
10. Director Windsor

Board Chair (ex-officio)

Regional Parks

Chair: Director Mersereau
3. Director Holman
4. Director Isitt
5. Director Martin
6. Director Ranns
7. Director Screech

Vice-Chair: Director Young
8. Director Seaton
9. Director Tait
10. Director Taylor

Board Chair (ex-officio)

Sub-Committees

Solid Waste Advisory Committee (reporting to the Environment Services Committee). Term is for four years.

Chair: Director Desjardins	Vice-Chair: Elected from amongst the membership
Public Members Appointed by the Board in 2018 until 2021	Board Chair (ex-officio)

Royal and McPherson Theatres Services Advisory Committee (reporting to the Finance Committee). Term is for two years.

Participant	Board Member
Saanich	Colin Plant
	Susan Brice
Victoria	Geoff Young
	Jeremy Loveday
Oak Bay	Kevin Murdoch

Regional Arts Facilities Select Committee (reporting to the CRD Board). Annual appointments.

Director Plant (Chair)	Director Screech (Vice-Chair)
Director Helps	Director Mersereau
Director Holman	Director Murdoch
Director Loveday	Director Taylor
Director Martin	Director Williams
Director McNeil-Smith	

2021 Appointments

Board and Committee Membership

Making a difference...together

Capital Regional District | December 2020

Other Appointments - *Either Board Chair or Board confirmed appointments*

ICET - Central South Island Regional Advisory Committee

Member Representative	Board Nominee
Mike Hicks	None

Greater Victoria Harbour Authority Board

Board Chair nominates one Director of CRD Board to be nominated as GVHA Director. Board to also appoint Member representative.

Member Representative	Board Nominee
Rob Martin	Susan Brice

Greater Victoria Labour Relations Association

Representative	Alternate
Rob Martin	None

Island Corridor Foundation

Board appoints one Director as Local Government Designated Representative annually. Board nominates one Director for election to the Foundation Board (could be the same person as the Member Representative) at its AGM, held in April, for a two-year term.

Member Representative	Nominee
Barbara Desjardins	Lanny Seaton

Municipal Finance Authority

Board appoints two Directors as representatives and two Directors as alternates. Appointments will take effect at the MFA's AGM held in March. Term is for one year.

Director	Alternate
Geoff Young	None
Ken Williams	None

Sooke and Electoral Area Parks and Recreation Commission

Appointed by member Councils. Term is for one year.

Participants	Commissioner	Alternate
Juan de Fuca	Mike Hicks	Dan Quigley
Sooke	Al Beddows	Dana Lajeunesse
	Maja Tait	Jeff Bateman

Royal and McPherson Theatres Society

Appointed by member Councils. Term is for one year.

Participants	Board Member	Alternate
Oak Bay	Tara Ney	Cairine Green
Saanich	Ned Taylor	None

2021 Appointments

Board and Committee Membership

Capital Regional District | December 2020

Victoria	Marianne Alto	None

Traffic Safety Commission

Board appoints one Director as a Representative, and one Director as an Alternate. Term is for two years.

Representative	Alternate
Fred Haynes	Colin Plant

Regional Representative to the Te'mexw Treaty Advisory Committee

Representative	Alternate
Ryan Windsor	None

Saanich Peninsula Water Commission

Members from each of the participants. Appointed by each of the member councils. Term is for one year.

Participant	Commissioner	Alternate
Central Saanich	Zeb King	Chris Graham
Central Saanich	Ryan Windsor	Niall Paltiel
North Saanich	Geoff Orr	Heather Gartshore
North Saanich	Murray Weisenberger	Celia Stock
Sidney	Sara Duncan	Peter Wainwright
Sidney	Cliff McNeil-Smith	Barbara Fallot

Vancouver Island Regional Library Board

Board appoints. Only Juan de Fuca Area participated in this service function. Term is for one year.

Representative	Alternate
Mike Hicks	Dan Quigley

Continuing Appointments *The following appointments continue or were revised in 2020.*

Emergency Management Committee

Board appointment of the 3 EA Directors, ELT & Senior Manager, Protective Services. Term is for four years.

Electoral Areas	Representative	ELT + Management		
Juan de Fuca	Mike Hicks	Bob Lapham	Larisa Hutcheson	Shawn Carby
Southern Gulf Islands	David Howe	Kevin Lorette	Ted Robbins	
Salt Spring Island	Gary Holman	Nelson Chan	Kristen Morley	

Arts Commission

Members from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participant	Representative	Alternate
Esquimalt	Lynda Hundleby	Meagan Brame

2021 Appointments

Board and Committee Membership

Capital Regional District | December 2020

Highlands	Karel Roessingh	None
Metchosin	Sharie Epp	None
Oak Bay	Tara Ney	None
Saanich	Colin Plant	Ned Taylor
Sooke	Dana Lajeunesse	Al Beddows
Southern Gulf Islands	Wendy Gardner	TBD
Victoria	Jeremy Loveday (Chair)	Sharmarke Dubow
View Royal	Gery Lemon	None

Climate Action Inter-Municipal Task Force

Task Force consists of one elected representative of each municipality and the three electoral areas. Term is for four years unless otherwise noted.

Local Government	Representative	Alternate
Central Saanich	Niall Paltiel	None
Colwood	Michael Baxter	None
Esquimalt	Jacob Helliwell	None
Highlands	Ann Baird	Gord Baird
Metchosin	Andy MacKinnon	Marie-Terese Little
North Saanich	Patricia Pearson	Murray Weisenberger
Oak Bay	Andrew Appleton	None
Saanich	Judy Brownoff	None
Sidney	Sara Duncan	Barbara Fallot
Sooke	Tony St-Pierre	None
Victoria	Sarah Potts (2018-2020)	None
View Royal	Gery Lemon	John Rogers
Salt Spring Island	Gary Holman	None
Southern Gulf Islands	David Howe	None
Juan de Fuca	Mike Hicks	None

CREST (Capital Region Emergency Service Telecommunications)

The CRD appoints the 3 Directors representing the Electoral Areas for shareholder votes (proxies are appointed on an annual basis).

Appointed CRD Shareholder	Proxy
Mike Hicks	Jeri Grant
Gary Holman	Charles Nash
Dave Howe	Rob Reeleder

2021 Appointments

Board and Committee Membership

Capital Regional District | December 2020

Greater Victoria Coalition to End Homelessness

For the Society Board, 3 Directors from the CRD to include the Mayor of Victoria who will be the CRD Co-Chair on the Board. Corporate representation will include the 3 names, and up to 4 others including staff.

Appointed Directors:	Corporate Member Representative:
Lisa Helps (Mayor of Victoria)	Kevin Lorette, GM, Planning & Protective Services
Geoff Orr	Don Elliott, Senior Manager, Regional Housing
Ned Taylor	John Reilly, Manager, Housing Planning & Programs

Gulf Islands National Park Reserve Advisory Board

One of the 7 Park Advisory Board members is to be an elected regional Director from the CRD. CRD membership is updated following each local/regional government election. Board typically appoints SGI representative and an alternate.

Representative	Alternate
Dave Howe	Larisa Hutcheson, GM, Parks & Environmental Services

Peninsula Recreation Commission

Appointed by member Councils. Term is for two years.

Participants	Commissioner	Alternate
Central Saanich	Niall Paltiel	Gord Newton
Central Saanich	Ryan Windsor	None
Central Saanich	Ted Daly	
North Saanich	Geoff Orr	Celia Stock
North Saanich	Heather Gartshore	Jack McClintock
North Saanich	Ross Imrie	
Sidney	Chad Rintoul	Scott Garnett
Sidney	Cliff McNeil-Smith	None
Sidney	Karen Frost	

Regional Housing Trust Fund Commission

One Council member is appointed by each participating municipality. Appointments come forward to the Board Chair from the Senior Manager, Regional Housing and are included with appointments made by Board Chair. The Salt Spring Island and Southern Gulf Islands Electoral Area Directors are also members. Term is for two years.

Participant	Commissioner	Alternate
Central Saanich	Bob Thompson	None
Esquimalt	Meagan Brame	None
Highlands	Ann Baird	Karel Roessingh
Metchosin	Marie-Térèse Little	None
North Saanich	Celia Stock	Heather Gartshore
Oak Bay	Cairine Green	Esther Paterson

2021 Appointments

Board and Committee Membership

Capital Regional District | December 2020

Saanich	Zac de Vries	None
Salt Spring Island	Gary Holman	None
Sidney	Sara Duncan	Terri O'Keeffe
Sooke	Ebony Logins	None
Southern Gulf Islands	Dave Howe	Ben Mabberley
Victoria	Charlayne Thornton-Joe (2018-2020); Sarah Potts (2021-2022)	None
View Royal	David Screech	None

Regional Water Supply Commission

Members from each of the participants. Term is for four years.

Participant	Commissioner	Alternate
Central Saanich	Chris Graham	Zeb King
Colwood	Gordie Logan	Cynthia Day
Esquimalt	Tim Morrison	Lynda Hundleby
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Mike Hicks	Dan Quigley
Langford	Roger Wade	Matt Sahlstrom
	Lillian Szpak	Norma Stewart
Metchosin	Kyara Kahakuawila	Marie-Térèse Little
North Saanich	Celia Stock	Heather Gartshore
Oak Bay	Eric Zhelka	Esther Paterson
Saanich	Karen Harper*	Judy Brownoff, Susan Brice, Colin Plant
	Rebecca Mersereau*	Susan Brice, Colin Plant, Judy Brownoff
	Natalie Chambers	Colin Plant, Judy Brownoff, Susan Brice
	Zac de Vries	Judy Brownoff, Susan Brice, Colin Plant
	Ned Taylor	Susan Brice, Colin Plant, Judy Brownoff
Sidney	Sara Duncan	Terri O'Keeffe
Sooke	Tony St. Pierre	Megan McMath
Victoria	Laurel Collins	None
	Jeremy Loveday	None
	Ben Isitt	None
	Geoff Young	None
View Royal	John Rogers	David Screech

**Assignment of one additional vote*

2021 Appointments

Board and Committee Membership

Capital Regional District | December 2020

Juan de Fuca Water Distribution Commission

Members from each of the participants. Appointed by each of the member councils. Term is for four years.

Participant	Commissioner	Alternate
Colwood	Gordie Logan	Cynthia Day
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Mike Hicks	Dan Quigley
Langford	Lillian Szpak	Norma Stewart
	Roger Wade	Matt Sahlstrom
Metchosin	Kyara Kahakauwila	Marie-Térèse Little
Sooke	Ebony Logins	Megan McMath
View Royal	John Rogers	Ron Mattson

Saanich Peninsula Wastewater Commission

Members from each of the participants. Appointed by each of the member councils. Term is for two years.

Participant	Commissioner	Alternate
Central Saanich	Zeb King	Chris Graham
Central Saanich	Ryan Windsor	Niall Paltiel
North Saanich	Geoff Orr	Heather Gartshore
North Saanich	Murray Weisenberger	Celia Stock
Sidney	Sara Duncan	Peter Wainwright
Sidney	Cliff McNeil-Smith	Barbara Fallot

Making a difference...together

REPORT TO CAPTIAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 09, 2020

SUBJECT **ARCHIE GALBRAITH MEMORIAL SCHOLARSHIP 2020**

ISSUE SUMMARY

The recipient of the 2020 Archie Galbraith Memorial Scholarship (the scholarship) has been selected.

BACKGROUND

In July 1973, the Capital Regional District (CRD) Board established a scholarship to enable a student to attend Lester B. Pearson College.

Archie Galbraith was the Mayor of Central Saanich and Deputy Chair of the CRD Board. Archie Galbraith died while in office, and in the scholarship has been given in his honour since 1974. The scholarship is $13,200 and is awarded annually by the college faculty to a student from the capital region or, if that is not possible, to a Canadian recipient.

Brooke O'Toole is the scholarship recipient this year and her student profile is attached as Appendix A.

RECOMMENDATION

That the Capital Regional District Board recognize the recommendation of Pearson College Selection Committee to award the 2020 Archie Galbraith Memorial Scholarship to Brooke O'Toole.

Submitted by:	Carolyn Jenkinson, Manager, Executive Administration
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Brooke O'Toole Student Profile



BROOKE O'TOOLE

Year 47/2022, Canada-BC

Student Profile

Brooke O'Toole is a first-year Canadian student at Pearson College UWC, joining us from the small Vancouver Island town of Black Creek. From the time she learned of the UWC movement, she has been working toward achieving her own UWC dream. An ambitious and talented student, Brooke's teachers at home were lining up to offer their recommendations for her to have the opportunity to attend this program. They called her a 'gifted leader,' and commented repeatedly on her positivity, intelligence, work ethic, talent, engagement, and sunny personality.

Q&A With Brooke:

Do you have a favourite academic course at Pearson so far?
I would say my favourite course is Marine Science. Our teacher Laura is super passionate about the subject, and her enthusiasm makes me even more excited to learn about the marine ecosystem right here in Pedder Bay. From plankton towing to observing the sea water table, talks about bioluminescence to migration patterns, it is definitely one of the most fascinating classes I've ever taken part in.

What co-curricular activities are you involved in this year?
I am involved in three student-led clubs at the moment: I lead Improv, and I also participate in Songwriting and Languages AB. Each club has been really fun and informative; in Songwriting, we're learning how to compose music digitally, and in Languages AB, one of the student leaders is helping me to learn Arabic. For Improv, I have been helping students develop their ability to hold a presence on stage, as well as to think quickly under pressure.

In my faculty-led activity of KULE (a non-profit organization that partners with rural community groups in Kenya to support projects like building primary schools, supporting orphanage operations, and working with at risk children and seniors), we have been participating in discussions and exercises aimed at dismantling the idea of 'white saviourism' and confronting our own biases. My friend Maïna and I are helping to lead the fundraising team for this activity – recently we organized a donation-based movie night for the rest of the on-campus students.

What inspired you to apply to UWC?
I was inspired to apply because I wanted to make a change in the world. I didn't know how I would achieve it, but I knew if I pushed myself to step out of my comfort zone and challenge myself with experiences like these, I'd find my path. Even in the first couple of months at Pearson, my whole view on the world has been challenged, shifted and turned on its head. I hope that as the next two years unfold, I can continue to challenge my perspectives, learn and ultimately grow as a well-rounded individual.

Making a difference...together

REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 09, 2020

SUBJECT **Bylaw No. 4396: 2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020**

ISSUE SUMMARY

The 2020 to 2024 Financial Plan was adopted on March 18, 2020, and amended April 8, June 24, September 2, and November 18, 2020. Amendments to the Plan are required to authorize revised operating and capital expenditures.

BACKGROUND

The Capital Regional District (CRD) Board approved the 2020 to 2024 Financial Plan (Bylaw No. 4349) on March 18, 2020; Amendment No. 1 on April 8 (Bylaw No. 4354), Amendment No. 2 on June 24 (Bylaw No. 4357), Amendment No. 3 on September 9 (Bylaw No. 4366) and Amendment No. 4 (Bylaw No. 4383) on November 18, 2020. Amendments are required in accordance with Section 374(2) of the *Local Government Act* (LGA), which states that the financial plan may be amended at any time by bylaw to incorporate changes in budget, for certainty. As new information becomes available and pursuant with Section 374 of the LGA, the CRD Board may further revise the financial plan.

The following table highlights the 2020 impact of the proposed amendments to the five-year 2020-2024 Financial Plan.

SERVICE	DESCRIPTION	BUDGET	FUNDING	2020 NET IMPACT	COMMITTEE / COMMISSION APPROVAL
Regional Parks	Todd Creek Trestle Rebuild	Capital	Capital Funds on Hand (unspent budget from 2019)	$380,000	N/A*
			Capital Funds on Hand	$120,000	
Port Renfrew Water	Truck mounted snow plow and truck	Capital	Capital Reserve Fund	$25,000	Port Renfrew Utility Services Committee November 27, 2020
Corporate Emergency	COVID-19 Safe Restart Grants for Local Governments	Operating	Provincial Grant Revenue	$302,200	Governance & Finance Committee December 2, 2020
			Transfer from Reserve	$(302,200)	

** Submitted to Board for approval instead of committee due to expenditure timing.*

The proposed Financial Plan amendment Bylaw No. 4396 incorporates these changes, and is attached as Appendix A, including an updated Schedule B.

ALTERNATIVES

Alternative 1
The Governance and Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4396, "2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4396 be adopted.

Alternative 2
That Bylaw No. 4396 be deferred pending further analysis by CRD staff.

IMPLICATIONS

Financial Implications

Todd Creek Trestle
The multi-year project for the upgrade of Todd Creek Trestle has a total approved budget of $2,147,000, and began in 2009.

The project is anticipated to complete in 2020. In order to complete the project, a further $120,000 is required to fund the remaining project costs. Additionally, the 2020 capital plan for this project requires revision to include the actual carryforward from 2019 of $1,255,000, updating the original estimate of $875,000. The total amendment, inclusive of actual carryforward expenditures and additional funding, is $500,000.

The additional funding is to address costs for additional timber replacements and to address the condition of the foundations and footings of the trestle. A full condition assessment of the timbers and the foundations was performed once the trestle was disassembled and resulted in additional costs to the construction plan and capital plan.

Truck mounted snow plow and truck
Acquisition of a truck mounted snow plow and associated truck replacement has been recommended by the Port Renfrew Utility Services Committee. The access roads to the Port Renfrew water and sewer infrastructure fall on Capital Regional District (CRD) land, and are not maintained by the Province or the Provincial highways maintenance contractor. In the past, during snowfall events, gaining access to the sites to conduct operations and maintenance routines or respond to emergencies has been difficult.

The total cost for the plow equipment and associated truck upgrade is $25,000, to be funded from the Port Renfrew Water Capital Reserve Fund, resulting in a projected balance of $59,992 at year end.

Corporate Emergency
In September 2020, the Province announced joint Provincial and Federal funding to support local government operations as part of BC's Economic Recovery Plan. This included the COVID-19 Safe Restart Grants for Local Governments, where $1,421,000 was allocated to the CRD. The

Governance and Finance Committee has recommended to the Board that $302,200 of this grant be used to cover regional corporate EOC costs incurred in 2020. The amendment will reduce the transfer from reserve and increase grant revenue by $302,200 within the Corporate Emergency service 1.025.

CONCLUSION

In compliance with the *Local Government Act*, the proposed amending Bylaw No. 4396 authorizes the changes required to the 2020 to 2024 Financial Plan Bylaw No. 4349, which the Capital Regional District Board approved on March 18, 2020, and amended on April 8, June 24, September 9, and November 18, 2020.

RECOMMENDATION

The Governance and Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4396, "2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4396 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw 4396, with Schedules A & B

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4396

****

A BYLAW TO AMEND THE FIVE YEAR FINANCIAL PLAN FOR THE YEARS 2020 – 2024

****

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

1. Bylaw No. 4349, "2020 to 2024 Financial Plan Bylaw, 2020", is hereby amended by replacing Schedules A and B with the attached schedules hereto.

2. This Bylaw may be cited as “2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020”.

READ A FIRST TIME THIS	th	day of	202_
READ A SECOND TIME THIS	th	day of	202_
READ A THIRD TIME THIS	th	day of	202_
ADOPTED THIS	th	day of	202_

_____ _____

CHAIR CORPORATE OFFICER

Attachments: Schedule A
Schedule B

CAPITAL REGIONAL DISTRICT 2020 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2020	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2020	Surplus 2019	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2020
1.010	Legislative & General Government	23,882,917	23,063,101			566,370	253,446	23,882,917	450,000	11,567,124	1,679,586	1,749,121	294,695		8,142,391	8,142,391
1.10X	Facilities and Risk	3,012,068	2,894,773				117,295	3,012,068		2,635,829		218,251	2,700		155,288	155,288
1.101	G.I.S.	558,174	535,644			22,530		558,174		491,222		3,250			63,702	63,702
1.103	Elections	20,158	166				19,992	20,158			0	158			20,000	20,000
1.104	U.B.C.M.	16,805	16,805					16,805	2,832			87			13,886	13,886
1.109	Electoral Area Admin Exp - JDF	59,372	59,372		0			59,372	1,216		0	122		0	58,034	58,034
1.110	Electoral Area Admin Exp - SGI	420,697	413,697			6,000	1,000	420,697	57,835		0	20,477			342,385	342,385
1.111	Electoral Area Admin Exp - SSI	776,992	729,242			40,000	7,750	776,992	36,730	227,280		702			512,280	512,280
1.112	Regional Grant in Aid	1,444,622	1,444,622					1,444,622	1,408,622			36,000				-
1.114	Grant-in-Aid - Juan de Fuca	41,626	41,626					41,626	31,545			222			9,859	9,859
1.116	Grant-in-Aid - Salt Spring Island	45,628	45,357		271			45,628	0			231			45,397	45,397
1.117	Grant-in-Aid - Southern Gulf Islands	63,643	63,326		317			63,643	0			852			62,791	62,791
1.119	Vancouver Island Regional Library	304,608	303,741		867			304,608				530			304,078	304,078
1.121	Sooke Regional Museum	193,331	193,331					193,331	53			315			192,963	192,963
1.123	Prov. Court of B.C. (Family Court)	145,295	120,137				25,158	145,295				145,295			0	0
1.124	SSI Economic Development Commission	87,599	87,599					87,599	0		10,000	571			77,028	77,028
1.125	SGI Economic Development Commission	98,462	98,462		0			98,462	6,952			679			90,831	90,831
1.126	Victoria Family Court Committee	15,934	15,934					15,934	46			888			15,000	15,000
1.128	Greater Victoria Police Victim Services	286,371	286,371					286,371	600			14,571			271,200	271,200
1.129	Vancouver Island Regional Library - Debt	213,900	60,000	153,900				213,900				213,900				-
1.133	Langford E.A. - Greater Victoria Public Library	30,675	30,675					30,675	4			82			30,589	30,589
1.137	Galiano Island Community Use Building	60,862	33,445	27,417				60,862				246			60,616	60,616
1.138	Southern Gulf Islands Regional Library	203,001	203,001					203,001	1,140			1,583			200,278	200,278
1.141	Salt Spring Island Public Library	661,397	457,567	197,330			6,500	661,397				1,162			660,235	660,235
1.15X	Municipalities' Own Debt - M.F.A.	14,907,745	64,520	14,843,225				14,907,745				64,520			14,843,225	14,843,225
1.170	Gossip Island Electric Power Supply	57,504	1,061	56,443	0			57,504	152			273		57,079		57,079
1.224	Community Health - Homeless Sec.	827,419	827,419					827,419	25,144			187,848			614,427	614,427
1.226	Community Health (CHR) Facilities	1,997,072	1,443,402				553,670	1,997,072				1,997,072				-
1.227	Saturna Island Medical Clinic	15,387	15,387				0	15,387	8,000			1,701			5,686	5,686
1.228	Galiano Health Service	123,011	123,011					123,011	289			38			122,684	122,684
1.230	Traffic Safety Commission	112,630	112,630					112,630	38,013			3,505			71,112	71,112
1.232	Port Renfrew Street Lighting	8,766	8,766					8,766	1,943			76	2,984	3,763		3,763
1.234	S.S.I. Street Lighting	27,704	27,704					27,704	2,262			41			25,401	25,401
1.235	S. G. I. Small Craft Harbour Facilities	369,758	199,758	0			170,000	369,758				5,411	91,000	273,347		273,347
1.236	Salt Spring Island Fernwood Dock	31,454	19,351				12,103	31,454				171		31,283		31,283
1.238A	Community Transit (S.S.I.)	462,938	453,938				9,000	462,938			10,000	220,685			232,253	232,253
1.238B	Community Transportation (S.S.I.)	168,631	73,281				95,350	168,631				1,135			167,496	167,496
1.280	Regional Parks	11,997,067	8,996,552	388,815		237,200	2,374,500	11,997,067		30,919	10,500	802,429	312,480		10,840,739	10,840,739
1.280A	Regional Parks - Land Acquisition	3,859,865					3,859,865	3,859,865							3,859,865	3,859,865
1.290	Royal Theatre	580,000	100,000			100,000	380,000	580,000							580,000	580,000
1.295	McPherson Theatre	785,843	348,322			84,000	353,521	785,843				35,843			750,000	750,000
1.297	Arts Grants	2,893,591	2,893,591				0	2,893,591	0	13,220	12,000	185,665			2,682,706	2,682,706
1.299	Salt Spring Island Arts	116,348	116,348					116,348	267			76			116,005	116,005
1.309	Climate Action and Adaptation	577,551	577,551					577,551	51,153		0	75,642			450,756	450,756
1.310	Land Banking & Housing	2,764,165	1,676,762	1,033,963		49,440	4,000	2,764,165	263,170	739,746		443,654	35,130		1,282,465	1,282,465
1.311	Regional Housing Trust Fund	4,232,219	4,232,219					4,232,219	3,148,119			84,100			1,000,000	1,000,000
1.313	Animal Care Services	1,154,051	1,144,051		0		10,000	1,154,051				699,126	29,000		425,925	425,925
1.314	SGI House Numbering	9,173	9,173		0			9,173	22			92			9,059	9,059
1.316	SSI Building Numbering	9,286	9,229		57			9,286	0			20			9,266	9,266
1.317	JDF Building Numbering	12,722	12,722		0			12,722	46			37			12,639	12,639
1.318	Building Inspection	1,561,459	1,522,027			6,132	33,300	1,561,459	0	29,362	114,247	3,443	1,005,610		408,797	408,797
1.319	Soil Deposit Removal	5,554	5,554					5,554				20			5,534	5,534
1.320	Noise Control	38,561	38,561					38,561				231			38,330	38,330
1.322	Nuisances & Unsightly Premises	51,123	51,123					51,123				278			50,845	50,845
1.323	By-Law Enforcement	492,508	455,548				36,960	492,508		464,909		27,599				-
1.324	Regional Planning Services	1,654,488	1,598,288				56,200	1,654,488	173,970	160,470	88,000	63,816	0		1,168,232	1,168,232
1.325	Electoral Area Services - Planning	782,922	699,907				83,015	782,922	0	17,418	45,423	2,427	45,000		672,654	672,654
1.330	Regional Growth Strategy	331,689	331,689					331,689		0	15,000	21,915			294,774	294,774
1.335	Geo-Spatial Referencing System	178,520	128,538				49,982	178,520				16,900			161,620	161,620
1.350	Willis Point Fire Protect & Recreation	204,256	137,086			6,170	61,000	204,256	46,183			32,865			125,208	125,208
1.352	South Galiano Fire Protection	379,103	247,528	46,280		5,600	79,695	379,103				300		66,380	312,423	378,803
1.353	Otter Point Fire Protection	497,637	320,317			5,000	172,320	497,637				300			497,337	497,337
1.354	Malahat Fire Protection	61,569	61,569					61,569	139						61,430	61,430
1.355	Durrance Road Fire Protection	2,939	2,939		0			2,939						2,939		2,939
1.356	Pender Fire Protection	1,027,091	824,979	58,200			143,912	1,027,091	0		58,200	8,781			960,110	960,110
1.357	East Sooke Fire Protection	492,495	212,536	155,109		0	124,850	492,495	5,120			25,550	55,070		406,755	406,755
1.358	Port Renfrew Fire Protection	146,195	118,634	2,898			24,663	146,195				1,072	57,990		87,133	87,133
1.359	N. Galiano Fire Protection	224,034	157,030	48,872		13,132	5,000	224,034	21,654			667		24,440	177,273	201,713
1.360	Shirley Fire Protection	153,389	83,729			10,000	59,660	153,389				200			153,189	153,189
1.363	Saturna Island Fire	170,002	170,002					170,002	20			7,241			162,741	162,741
1.369	Electoral Area Fire Services - JDF	66,901	57,966			3,462	5,472	66,901				100			66,801	66,801
1.369	Electoral Area Fire Services - SGI	75,389	65,307			3,908	6,175	75,389							75,389	75,389
1.370	Juan de Fuca Emergency Program	85,538	68,548				16,990	85,538				334			85,204	85,204
1.371	S.S.I. Emergency Program	111,595	111,595					111,595				287			111,308	111,308
1.372	Electoral Area Emergency Program	664,823	664,823				0	664,823	29,307	413,859		78,911			142,746	142,746
1.373	S.G.I. Emergency Program	244,937	227,437				17,500	244,937				2,049			242,888	242,888
1.374	Regional Emergency Program Support	166,266	166,266				0	166,266	0		30,000	7,003			129,263	129,263
1.375	Hazardous Material Incident Response	330,004	320,444				9,560	330,004				17,306			312,698	312,698
1.377	J.D.F. Search and Rescue	84,277	84,277					84,277	0			20,674			63,603	63,603
1.378	S.S.I. Search and Rescue	24,352	24,352		0			24,352	2,220			98			22,034	22,034
1.40X	SEAPARC	3,557,036	3,038,070	103,966			415,000	3,557,036	0		0	270,219	426,941		2,859,876	2,859,876

CAPITAL REGIONAL DISTRICT 2020 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2020	**Operations**	**Interest & Principal**	**Deficit**	**Capital**	**Transfers to Reserves**	**Total 2020**	**Surplus 2019**	**Recovery from other services**	**Transfers from Reserves**	**Other revenue**	**Fee & Charges**	**Parcel Tax**	**Property Value Tax**	**Requisition 2020**
1.405	JDF EA - Community Parks	187,745	165,356			0	22,389	187,745				749			186,996	186,996
1.408	JDF EA - Community Recreation	87,510	86,510				1,000	87,510	0			20,209			67,301	67,301
1.44X	Panorama Rec. Center.	7,182,406	6,024,822	756,214		0	401,370	7,182,406			0	860,496	1,328,063		4,993,847	4,993,847
1.455	Salt Spring Island - Community Parks	856,149	851,149	0			5,000	856,149		350,735		125,106			380,308	380,308
1.458	Salt Spring Is.- Community Rec	231,954	231,954					231,954	0			36	182,000		49,918	49,918
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Pro	1,949,320	1,568,976	171,204			209,140	1,949,320		112,958		17,669	277,535		1,541,158	1,541,158
1.465	Saturna Island Comm. Parks	18,615	18,615				0	18,615	0			1,061			17,554	17,554
1.468	Saturna Island - Community Rec.	13,529	13,529					13,529	1,565			343			11,621	11,621
1.475	Mayne Is. Com. Parks & Rec	81,525	81,525					81,525				262			81,263	81,263
1.476	Mayne Is. Comm. Parks (reserve)	22,177	22,177					22,177	18,167			3,630	380			-
1.478	Mayne Is. Community Rec.	35,745	35,745					35,745	2,892			56			32,797	32,797
1.485	North & South Pender Com. Parks	154,960	104,400			0	50,560	154,960				1,240			153,720	153,720
1.488	North & South Pender Com. Rec	60,366	60,366					60,366	896			817			58,653	58,653
1.495	Galiano Parks	90,080	75,486				14,594	90,080				60			90,020	90,020
1.498	Galiano Community Recreation	35,981	35,981					35,981	71			16			35,894	35,894
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	24,905,334	21,389,281			0	3,516,053	24,905,334	943,419		0	6,492,358	17,469,557			-
1.523	Port Renfrew Refuse Disposal	85,010	78,306				6,704	85,010		15,000		37,155			32,855	32,855
1.525	Solid Waste Disposal - Debt	1,385,658	1,280	1,384,378				1,385,658	1,335			1,280	1,383,043			-
1.531	Stormwater Quality Management - Sooke	36,921	24,721				12,200	36,921			0	77			36,844	36,844
1.533	Stormwater Quality Management - S.G.I.	44,877	44,877					44,877				389			44,488	44,488
1.535	Stormwater Quality Management - S.S.I.	22,861	22,861					22,861			331	28			22,502	22,502
1.536	LWMP-Stormwater Quality Management-Core	735,936	733,936				2,000	735,936	27,716		0	93,999			614,221	614,221
1.537	Stormwater Quality Management - Peninsula	113,795	113,795					113,795	0			3,849			109,946	109,946
1.538	Source - Stormwater Quality - Peninsula	61,433	61,433					61,433	3,519		4,100	1,550			52,264	52,264
1.57X	Environmental Services	18,494,888	18,254,765			15,000	225,123	18,494,888	60,000	18,342,488	0	92,400				-
1.911	911 Systems	2,672,114	1,565,647	1,011,949			94,518	2,672,114				2,325,364	195,750		151,000	151,000
1.912A	911 Call Answer - RCMP	-	0		0			-	18,408	0		3,322			(21,730)	(21,730)
1.912B	911 Call Answer - Municipalities	-			0			-	48,995	809,100		(54,678)			(803,417)	(803,417)
1.913	913 Fire Dispatch	706,691	700,391				6,300	706,691				12,313			694,378	694,378
1.921	Regional CREST Contribution	1,690,484	1,689,602		882			1,690,484				101,300			1,589,184	1,589,184
1.923	Emergency Comm - CREST - S.G.I.	161,541	161,541		0			161,541	564			1,516			159,461	159,461
1.924	Emergency Comm - CREST - J.D.F.	105,685	105,372		313			105,685	0			210			105,475	105,475
1.925	Emergency Comm - CREST - S.S.I.	89,156	89,156		0			89,156	463			120			88,573	88,573
2.610	Saanich Peninsula Water Supply	6,957,371	6,257,371				700,000	6,957,371				500	6,956,871			-
2.620	SSI Highland Water System	31,744	986	30,758				31,744	1,120			110		30,514		30,514
2.621	Highland / Fernwood Water - SSI	420,636	311,264	42,782			66,590	420,636			20,000	730	343,084	56,822		56,822
2.622	Cedars of Tuam	46,813	40,705	358			5,750	46,813			12,500	50	34,263			-
2.624	Beddis Water	249,790	170,256	66,294			13,240	249,790			8,000	310	169,240	72,240		72,240
2.626	Fulford Water	212,992	139,593	55,219			18,180	212,992			0	840	145,793	66,359		66,359
2.628	Cedar Lane Water (S.S.I.)	81,430	68,510	7,824			5,096	81,430			20,000	180	49,299	11,951		11,951
2.630	Magic Lakes Estate Water System	949,363	627,303	219,670			102,390	949,363			20,000	9,943	350,903	568,517		568,517
2.640	Saturna Island Water System (Lyall Harbour)	236,700	150,428	35,199	33,573		17,500	236,700			0	917	104,753	131,030		131,030
2.642	Skana Water (Mayne)	66,870	48,715	2,115			16,040	66,870			0	150	43,650	23,070		23,070
2.650	Port Renfrew Water	117,738	107,738		0		10,000	117,738				1,077	58,334	58,327		58,327
2.655	Snuggery Cove (Port Renfrew)	-	0	0	0			-	8,034		0	0			(8,034)	(8,034)
2.660	Fernwood Water	16,639	871	15,768				16,639	451			50		16,138		16,138
2.665	Sticks Allison Water (Galiano)	52,102	43,902				8,200	52,102			0	100	47,002	5,000		5,000
2.667	Surfside Park Estates (Mayne)	110,845	89,762	4,203			16,880	110,845			5,000	200	77,802	27,843		27,843
2.670	Regional Water Supply	34,055,398	16,185,686	8,463,204		9,107,214	299,294	34,055,398				612,540	33,442,858			-
2.680	Juan de Fuca Water Distribution	20,135,341	12,970,668	1,749,868		5,200,860	213,945	20,135,341		6,000	228,160	179,550	19,721,631			-
2.691	Wilderness Mountain Water Service	147,157	116,291	23,587	5,639		1,640	147,157				120	83,178	63,859		63,859
3.700	Septage Disposal - Municipal	203,465	139,883			63,582		203,465	64,310			88,783	2,500		47,872	47,872
3.700	Septage Disposal - JDF Service Area	443	443					443							443	443
3.701	Millstream Remediation Service	660,156	3,769	144,904		511,483		660,156	17	0	320,000	20,139			320,000	320,000
3.705	S.S.I. Liquid Waste Disposal	812,276	594,593	179,072	9,341		29,270	812,276			0	1,471	462,000	348,805		348,805
3.707	On Site System Management Program - LWMP	318,571	318,571					318,571	41,197		87,500	8,434			181,440	181,440
3.71X	Trk Swrs & Swge Disp - oper	10,945,267	10,244,149				701,118	10,945,267	30,581	644,564	80,000	7,128,424			3,061,698	3,061,698
3.7XX	Trk Swrs - debt	41,084,449	6,880,401	10,068,778	10,027	16,749,355	7,375,888	41,084,449	236,015	840,000	0	32,110,735			7,897,699	7,897,699
3.720	LWMP (Peninsula) - Implementation	46,875	46,875					46,875			35,000	200			11,675	11,675
3.750	LWMP	1,204,917	1,204,917					1,204,917			840,000	163,216			201,701	201,701
3.752	Harbours Program	342,942	342,942					342,942				24,178			318,764	318,764
3.755	Regional Source Control	1,605,745	1,605,745				0	1,605,745	97,774	53,696	4,426	95,922	53,000		1,300,927	1,300,927
3.810	Ganges Sewer	978,061	674,548	245,813			57,700	978,061			0	1,712	922,221	54,128		54,128
3.820	Maliview Estates Sewer System	154,900	117,281	1,619			36,000	154,900			5,000	27,170	122,730			-
3.830	Magic Lake Estates Sewer System	974,068	623,634	257,174			93,260	974,068		10,424	15,000	1,803	248,230	698,611		698,611
3.850	Port Renfrew Sewer	97,641	92,641	0			5,000	97,641				1,205	48,226	48,210		48,210
21.ALL	Feasibility Study Reserve Fund - All	64,976	64,976					64,976	24,976			0			40,000	40,000

CAPITAL REGIONAL DISTRICT 2021 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2021	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2021	Surplus 2020	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2021
1.010	Legislative & General Government	23,026,960	22,120,112			651,080	255,768	23,026,960	0	12,603,087	0	1,283,794	308,554		8,831,525	8,831,525
1.10X	Facilities and Risk	3,177,712	3,057,059				120,653	3,177,712		2,795,255		220,993	2,759		158,704	158,704
1.101	G.I.S.	577,646	554,616			23,030		577,646		509,231		3,310			65,105	65,105
1.103	Elections	20,170	207				19,963	20,170			0	170			20,000	20,000
1.104	U.B.C.M.	17,139	17,139					17,139	0			90			17,049	17,049
1.109	Electoral Area Admin Exp - JDF	54,335	54,335		0			54,335	0		0	80		0	54,255	54,255
1.110	Electoral Area Admin Exp - SGI	402,139	401,139			0	1,000	402,139	0		0	12,280			389,859	389,859
1.111	Electoral Area Admin Exp - SSI	768,725	755,815			5,000	7,910	768,725	0	232,280		620			535,825	535,825
1.112	Regional Grant in Aid	-	0					-	0			0				-
1.114	Grant-in-Aid - Juan de Fuca	41,885	41,885					41,885	0			230			41,655	41,655
1.116	Grant-in-Aid - Salt Spring Island	50,384	50,384		0			50,384	0			200			50,184	50,184
1.117	Grant-in-Aid - Southern Gulf Islands	99,073	99,073		0			99,073	0			920			98,153	98,153
1.119	Vancouver Island Regional Library	323,222	323,222		0			323,222				570			322,652	322,652
1.121	Sooke Regional Museum	197,162	197,162					197,162	0			315			196,847	196,847
1.123	Prov. Court of B.C. (Family Court)	149,360	123,801				25,559	149,360				149,360			0	-
1.124	SSI Economic Development Commission	79,489	79,489					79,489	0			560			78,929	78,929
1.125	SGI Economic Development Commission	93,407	93,407		0			93,407	0			530			92,877	92,877
1.126	Victoria Family Court Committee	15,916	15,916					15,916	0			916			15,000	15,000
1.128	Greater Victoria Police Victim Services	292,396	292,396					292,396	0			14,703			277,693	277,693
1.129	Vancouver Island Regional Library - Debt	369,767	0	369,767				369,767				369,767				-
1.133	Langford E.A. - Greater Victoria Public Library	31,179	31,179					31,179	0			80			31,099	31,099
1.137	Galiano Island Community Use Building	61,455	34,038	27,417				61,455				280			61,175	61,175
1.138	Southern Gulf Islands Regional Library	207,048	207,048					207,048	0			1,700			205,348	205,348
1.141	Salt Spring Island Public Library	666,263	462,433	197,330			6,500	666,263				1,140			665,123	665,123
1.15X	Municipalities' Own Debt - M.F.A.	14,545,847	64,520	14,481,327				14,545,847				64,520			14,481,327	14,481,327
1.170	Gossip Island Electric Power Supply	57,323	880	56,443	0			57,323	0			273		57,050		57,050
1.224	Community Health - Homeless Sec.	707,523	707,523					707,523	0			125,448			582,075	582,075
1.226	Community Health (CHR) Facilities	2,083,796	1,530,126				553,670	2,083,796				2,083,796				-
1.227	Saturna Island Medical Clinic	18,295	18,295				0	18,295	0			0			18,295	18,295
1.228	Galiano Health Service	129,172	129,172					129,172	0			30			129,142	129,142
1.230	Traffic Safety Commission	76,270	76,270					76,270	0			3,700			72,570	72,570
1.232	Port Renfrew Street Lighting	8,817	8,817					8,817	0			110	4,350	4,357		4,357
1.234	S.S.I. Street Lighting	28,830	28,830					28,830	0			40			28,790	28,790
1.235	S. G. I. Small Craft Harbour Facilities	360,970	209,026	1,944			150,000	360,970				5,500	92,860	262,610		262,610
1.236	Salt Spring Island Fernwood Dock	32,142	19,572				12,570	32,142				170		31,972		31,972
1.238A	Community Transit (S.S.I.)	544,902	535,902				9,000	544,902			50,000	252,120			242,782	242,782
1.238B	Community Transportation (S.S.I.)	174,382	79,032				95,350	174,382				1,330			173,052	173,052
1.280	Regional Parks	12,660,908	9,621,996	388,815		114,668	2,535,429	12,660,908		31,483	0	797,658	318,790		11,512,977	11,512,977
1.280A	Regional Parks - Land Acquisition	3,751,180					3,751,180	3,751,180							3,751,180	3,751,180
1.290	Royal Theatre	580,000	100,000			100,000	380,000	580,000							580,000	580,000
1.295	McPherson Theatre	786,410	348,322			88,000	350,088	786,410				36,410			750,000	750,000
1.297	Arts Grants	2,946,266	2,946,266				0	2,946,266	0	13,512	0	188,471			2,744,283	2,744,283
1.299	Salt Spring Island Arts	118,059	118,059					118,059	0			70			117,989	117,989
1.309	Climate Action and Adaptation	509,637	509,637					509,637	0		4,524	54,357			450,756	450,756
1.310	Land Banking & Housing	2,689,633	1,565,920	1,119,713		0	4,000	2,689,633	0	772,592		277,612	35,130		1,604,299	1,604,299
1.311	Regional Housing Trust Fund	931,850	931,850					931,850	0			84,100			847,750	847,750
1.313	Animal Care Services	1,181,238	1,171,238		0		10,000	1,181,238				713,200	29,581		438,457	438,457
1.314	SGI House Numbering	9,334	9,334		0			9,334	0			130			9,204	9,204
1.316	SSI Building Numbering	9,376	9,376		0			9,376	0			30			9,346	9,346
1.317	JDF Building Numbering	12,964	12,964		0			12,964	0			50			12,914	12,914
1.318	Building Inspection	1,605,169	1,565,599			6,270	33,300	1,605,169	0	30,008	116,770	3,550	1,027,720		427,121	427,121
1.319	Soil Deposit Removal	5,640	5,640					5,640				20			5,620	5,620
1.320	Noise Control	39,740	39,740					39,740				200			39,540	39,540
1.322	Nuisances & Unsightly Premises	52,805	52,805					52,805				270			52,535	52,535
1.323	By-Law Enforcement	505,308	467,532				37,776	505,308		477,098		28,210				-
1.324	Regional Planning Services	1,872,462	1,816,262				56,200	1,872,462	0	166,823	268,840	65,320	0		1,371,479	1,371,479
1.325	Electoral Area Services - Planning	809,732	726,717				83,015	809,732	0	17,798	43,814	2,480	45,990		699,650	699,650
1.330	Regional Growth Strategy	329,041	329,041					329,041		0	0	23,080			305,961	305,961
1.335	Geo-Spatial Referencing System	182,450	123,574				58,876	182,450				17,270			165,180	165,180
1.350	Willis Point Fire Protect & Recreation	160,845	106,035			6,310	48,500	160,845	0			32,885			127,960	127,960
1.352	South Galiano Fire Protection	450,872	237,885	125,817		5,720	81,450	450,872				310		129,717	320,845	450,562
1.353	Otter Point Fire Protection	469,900	329,560			5,110	135,230	469,900				310			469,590	469,590
1.354	Malahat Fire Protection	69,332	69,332					69,332	0						69,332	69,332
1.355	Durrance Road Fire Protection	2,898	2,898		0			2,898						2,898		2,898
1.356	Pender Fire Protection	1,103,948	841,478	116,400			146,070	1,103,948	0		116,400	9,670			977,878	977,878
1.357	East Sooke Fire Protection	496,053	213,344	155,109		0	127,600	496,053	0			26,110	56,280		413,663	413,663
1.358	Port Renfrew Fire Protection	149,115	121,707	2,898			24,510	149,115				1,240	59,150		88,725	88,725
1.359	N. Galiano Fire Protection	215,204	154,952	48,872		6,270	5,110	215,204	0			700		25,013	189,491	214,504
1.360	Shirley Fire Protection	156,691	85,721			10,000	60,970	156,691				200			156,491	156,491
1.363	Saturna Island Fire	168,191	168,191					168,191	0			6,820			161,371	161,371
1.369	Electoral Area Fire Services - JDF	66,901	57,755			3,538	5,608	66,901				100			66,801	66,801
1.369	Electoral Area Fire Services - SGI	75,389	65,068			3,992	6,329	75,389							75,389	75,389
1.370	Juan de Fuca Emergency Program	87,528	70,428				17,100	87,528				220			87,308	87,308
1.371	S.S.I. Emergency Program	114,534	114,534					114,534				280			114,254	114,254
1.372	Electoral Area Emergency Program	610,892	600,892				10,000	610,892	0	459,671		800			150,421	150,421
1.373	S.G.I. Emergency Program	251,486	233,986				17,500	251,486				2,150			249,336	249,336
1.374	Regional Emergency Program Support	141,107	141,107				0	141,107	0		0	7,310			133,797	133,797
1.375	Hazardous Material Incident Response	340,037	330,267				9,770	340,037				18,440			321,597	321,597
1.377	J.D.F. Search and Rescue	86,642	86,642					86,642	0			21,130			65,512	65,512
1.378	S.S.I. Search and Rescue	22,124	22,124		0			22,124	0			90			22,034	22,034
1.40X	SEAPARC	4,426,416	3,907,450	103,966			415,000	4,426,416	0		0	455,511	1,032,365		2,938,540	2,938,540

CAPITAL REGIONAL DISTRICT 2021 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2021	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2021	Surplus 2020	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2021
1.405	JDF EA - Community Parks	191,880	169,074			0	22,806	191,880				780			191,100	191,100
1.408	JDF EA - Community Recreation	90,130	89,110				1,020	90,130	0			20,590			69,540	69,540
1.44X	Panorama Rec. Center.	10,064,756	8,318,086	923,437		0	823,233	10,064,755			51,000	1,571,746	3,266,788		5,175,221	5,175,221
1.455	Salt Spring Island - Community Parks	879,699	874,589	0			5,110	879,699		358,450		127,550			393,699	393,699
1.458	Salt Spring Is.- Community Rec	287,290	287,290					287,290	0			0	227,620		59,670	59,670
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Pro	2,005,628	1,618,384	26,976			360,268	2,005,628		103,044		16,800	283,640		1,602,144	1,602,144
1.465	Saturna Island Comm. Parks	18,938	18,938				0	18,938	0			1,160			17,778	17,778
1.468	Saturna Island - Community Rec.	13,735	13,735					13,735	0			380			13,355	13,355
1.475	Mayne Is. Com. Parks & Rec	83,868	83,868					83,868				340			83,528	83,528
1.476	Mayne Is. Comm. Parks (reserve)	4,010	4,010					4,010	0			3,630	380			-
1.478	Mayne Is. Community Rec.	34,100	34,100					34,100	0			60			34,040	34,040
1.485	North & South Pender Com. Parks	158,360	107,414			0	50,946	158,360				1,160			157,200	157,200
1.488	North & South Pender Com. Rec	62,039	62,039					62,039	0			780			61,259	61,259
1.495	Galiano Parks	92,060	77,579				14,481	92,060				60			92,000	92,000
1.498	Galiano Community Recreation	37,000	37,000					37,000	0			10			36,990	36,990
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	24,671,687	23,580,290			0	1,091,397	24,671,687	0		0	6,492,357	18,179,330			-
1.523	Port Renfrew Refuse Disposal	86,322	79,903				6,419	86,322		15,000		37,866			33,456	33,456
1.525	Solid Waste Disposal - Debt	203,550	1,280	202,270				203,550	0			1,280	202,270			-
1.531	Stormwater Quality Management - Sooke	40,954	40,954				0	40,954			3,358	79			37,517	37,517
1.533	Stormwater Quality Management - S.G.I.	46,135	46,135					46,135				410			45,725	45,725
1.535	Stormwater Quality Management - S.S.I.	23,597	23,597					23,597			572	30			22,995	22,995
1.536	LWMP-Stormwater Quality Management-Core	735,216	720,216				15,000	735,216	0		0	92,762			642,454	642,454
1.537	Stormwater Quality Management - Peninsula	116,455	116,455					116,455	0			3,870			112,585	112,585
1.538	Source - Stormwater Quality - Peninsula	59,271	59,271					59,271	0		4,300	1,651			53,320	53,320
1.57X	Environmental Services	18,854,021	18,628,898			0	225,123	18,854,021	0	18,761,621	0	92,400				-
1.911	911 Systems	2,674,880	1,563,450	1,011,949			99,481	2,674,880				2,323,930	195,750		155,200	155,200
1.912A	911 Call Answer - RCMP	-	0		0			-	0	0		0			0	-
1.912B	911 Call Answer - Municipalities	-			0			-	0	809,100		(57,220)			(751,880)	(751,880)
1.913	913 Fire Dispatch	730,661	724,221				6,440	730,661				11,840			718,821	718,821
1.921	Regional CREST Contribution	1,723,234	1,723,234		0			1,723,234				107,510			1,615,724	1,615,724
1.923	Emergency Comm - CREST - S.G.I.	168,811	168,811		0			168,811	0			1,630			167,181	167,181
1.924	Emergency Comm - CREST - J.D.F.	110,133	110,133		0			110,133	0			240			109,893	109,893
1.925	Emergency Comm - CREST - S.S.I.	90,758	90,758		0			90,758	0			120			90,638	90,638
2.610	Saanich Peninsula Water Supply	7,190,796	6,440,796				750,000	7,190,796				500	7,190,296			-
2.620	SSI Highland Water System	31,464	706	30,758				31,464	0			110		31,354		31,354
2.621	Highland / Fernwood Water - SSI	427,630	310,966	48,604			68,060	427,630			15,000	740	350,076	61,814		61,814
2.622	Cedars of Tuam	50,389	35,262	9,247			5,880	50,389			1,500	50	48,839			-
2.624	Beddis Water	248,376	167,059	47,107			34,210	248,376			0	310	170,490	77,576		77,576
2.626	Fulford Water	233,046	164,246	15,271			53,529	233,046			20,000	850	148,396	63,800		63,800
2.628	Cedar Lane Water (S.S.I.)	67,328	54,294	7,824			5,210	67,328			5,000	180	50,104	12,044		12,044
2.630	Magic Lakes Estate Water System	967,503	643,413	219,670			104,420	967,503			20,000	9,470	356,521	581,512		581,512
2.640	Saturna Island Water System (Lyall Harbour)	221,944	153,988	35,456	0		32,500	221,944			0	320	116,355	105,269		105,269
2.642	Skana Water (Mayne)	69,734	51,559	2,115			16,060	69,734			2,000	150	44,514	23,070		23,070
2.650	Port Renfrew Water	119,908	109,908		0		10,000	119,908				1,090	59,409	59,409		59,409
2.655	Snuggery Cove (Port Renfrew)	-	0	0	0			-	0		0	0			0	-
2.660	Fernwood Water	16,376	608	15,768				16,376	0			50		16,326		16,326
2.665	Sticks Allison Water (Galiano)	58,062	49,682				8,380	58,062			5,000	100	47,852	5,110		5,110
2.667	Surfside Park Estates (Mayne)	108,318	91,398	0			16,920	108,318			5,000	200	80,914	22,204		22,204
2.670	Regional Water Supply	35,007,956	16,417,873	8,484,204		9,800,000	305,878	35,007,956				612,540	34,395,416			-
2.680	Juan de Fuca Water Distribution	21,219,924	13,434,657	2,066,615		5,500,000	218,652	21,219,924		6,000	69,941	179,550	20,964,433			-
2.691	Wilderness Mountain Water Service	153,354	123,553	24,801	0		5,000	153,354				120	85,137	68,097		68,097
3.700	Septage Disposal - Municipal	143,037	143,037			0		143,037	0			91,165	2,555		49,317	49,317
3.700	Septage Disposal - JDF Service Area	457	457					457							457	457
3.701	Millstream Remediation Service	147,639	2,735	144,904		0		147,639	0	0	63,287	21,064			63,288	63,288
3.705	S.S.I. Liquid Waste Disposal	848,706	615,264	179,072	0		54,370	848,706			5,000	1,070	461,430	381,206		381,206
3.707	On Site System Management Program - LWMP	194,147	194,147					194,147	0		0	8,952			185,195	185,195
3.71X	Trk Swrs & Swge Disp - oper	10,941,537	10,281,925				659,612	10,941,537	0	661,165	150,000	6,969,843			3,160,529	3,160,529
3.7XX	Trk Swrs - debt	46,193,692	20,505,013	10,512,414	0	5,529,745	9,646,520	46,193,692	0	0	1,335,858	35,897,240			8,960,593	8,960,593
3.720	LWMP (Peninsula) - Implementation	12,032	12,032					12,032			0	210			11,822	11,822
3.750	LWMP	372,215	372,215					372,215			0	167,012			205,203	205,203
3.752	Harbours Program	358,423	358,423					358,423				25,432			332,991	332,991
3.755	Regional Source Control	1,580,563	1,576,896				3,667	1,580,563	0	54,878	0	106,547	63,000		1,356,138	1,356,138
3.810	Ganges Sewer	994,868	690,085	245,813			58,970	994,868			0	1,730	937,818	55,320		55,320
3.820	Maliview Estates Sewer System	194,247	155,547	2,130			36,570	194,247			40,000	27,170	127,077			-
3.830	Magic Lake Estates Sewer System	1,141,634	582,241	464,083			95,310	1,141,634		10,654	0	1,090	253,690	876,200		876,200
3.850	Port Renfrew Sewer	100,010	95,010	0			5,000	100,010				1,210	49,400	49,400		49,400
21.ALL	Feasibility Study Reserve Fund - All	-	0					-	0			0			0	-

CAPITAL REGIONAL DISTRICT 2022 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2022	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2022	Surplus 2021	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2022
1.010	Legislative & General Government	23,219,742	22,300,611			661,000	258,131	23,219,742	0	12,831,974	0	1,289,679	323,092		8,774,997	8,774,997
1.10X	Facilities and Risk	3,334,985	3,210,259				124,726	3,334,985		2,945,579		224,390	2,820		162,196	162,196
1.101	G.I.S.	582,878	559,338			23,540		582,878		512,945		3,370			66,563	66,563
1.103	Elections	181,629	181,629				0	181,629			51,459	110,170			20,000	20,000
1.104	U.B.C.M.	17,463	17,463					17,463	0			90			17,373	17,373
1.109	Electoral Area Admin Exp - JDF	52,537	52,537		0			52,537	0		0	80		0	52,457	52,457
1.110	Electoral Area Admin Exp - SGI	403,887	402,887			0	1,000	403,887	0		0	12,550			391,337	391,337
1.111	Electoral Area Admin Exp - SSI	766,158	745,658			5,000	15,500	766,158	0	237,390		640			528,128	528,128
1.112	Regional Grant in Aid	-	0					-	0			0				-
1.114	Grant-in-Aid - Juan de Fuca	42,154	42,154					42,154	0			230			41,924	41,924
1.116	Grant-in-Aid - Salt Spring Island	55,411	55,411		0			55,411	0			200			55,211	55,211
1.117	Grant-in-Aid - Southern Gulf Islands	99,848	99,848		0			99,848	0			920			98,928	98,928
1.119	Vancouver Island Regional Library	330,221	330,221		0			330,221				570			329,651	329,651
1.121	Sooke Regional Museum	201,063	201,063					201,063	0			315			200,748	200,748
1.123	Prov. Court of B.C. (Family Court)	149,360	123,107				26,253	149,360				149,360			0	-
1.124	SSI Economic Development Commission	81,249	81,249					81,249	0			570			80,679	80,679
1.125	SGI Economic Development Commission	95,339	95,339		0			95,339	0			540			94,799	94,799
1.126	Victoria Family Court Committee	15,916	15,916					15,916	0			916			15,000	15,000
1.128	Greater Victoria Police Victim Services	298,536	298,536					298,536	0			14,703			283,833	283,833
1.129	Vancouver Island Regional Library - Debt	369,767	0	369,767				369,767				369,767				-
1.133	Langford E.A. - Greater Victoria Public Library	31,688	31,688					31,688	0			80			31,608	31,608
1.137	Galiano Island Community Use Building	62,053	34,636	27,417				62,053				277			61,776	61,776
1.138	Southern Gulf Islands Regional Library	211,176	211,176					211,176	0			1,700			209,476	209,476
1.141	Salt Spring Island Public Library	647,479	467,253	173,726			6,500	647,479				1,140			646,339	646,339
1.15X	Municipalities' Own Debt - M.F.A.	14,168,701	64,520	14,104,181				14,168,701				64,520			14,104,181	14,104,181
1.170	Gossip Island Electric Power Supply	57,134	691	56,443	0			57,134	0			273		56,861		56,861
1.224	Community Health - Homeless Sec.	703,927	703,927					703,927	0			125,448			578,479	578,479
1.226	Community Health (CHR) Facilities	2,051,885	1,498,215				553,670	2,051,885				2,051,885				-
1.227	Saturna Island Medical Clinic	18,803	18,803				0	18,803	0			0			18,803	18,803
1.228	Galiano Health Service	135,647	135,647					135,647	0			30			135,617	135,617
1.230	Traffic Safety Commission	77,960	77,960					77,960	0			3,790			74,170	74,170
1.232	Port Renfrew Street Lighting	9,017	9,017					9,017	0			110	4,450	4,457		4,457
1.234	S.S.I. Street Lighting	29,995	29,995					29,995	0			40			29,955	29,955
1.235	S. G. I. Small Craft Harbour Facilities	394,237	211,679	32,558			150,000	394,237				5,500	94,750	293,987		293,987
1.236	Salt Spring Island Fernwood Dock	32,142	19,716				12,426	32,142				170		31,972		31,972
1.238A	Community Transit (S.S.I.)	558,731	549,731				9,000	558,731			50,000	257,660			251,071	251,071
1.238B	Community Transportation (S.S.I.)	163,767	68,417				95,350	163,767				1,360			162,407	162,407
1.280	Regional Parks	12,877,135	9,784,770	388,815		117,191	2,586,359	12,877,135		32,057	0	800,659	323,624		11,720,795	11,720,795
1.280A	Regional Parks - Land Acquisition	3,751,180					3,751,180	3,751,180							3,751,180	3,751,180
1.290	Royal Theatre	580,000	100,000			100,000	380,000	580,000							580,000	580,000
1.295	McPherson Theatre	786,410	348,322			88,000	350,088	786,410				36,410			750,000	750,000
1.297	Arts Grants	3,012,464	3,012,464				0	3,012,464	0	13,810	0	188,471			2,810,183	2,810,183
1.299	Salt Spring Island Arts	119,795	119,795					119,795	0			70			119,725	119,725
1.309	Climate Action and Adaptation	406,508	406,508					406,508	0		0	21,487			385,021	385,021
1.310	Land Banking & Housing	2,982,666	1,497,508	1,481,158		0	4,000	2,982,666	0	666,979		345,652	2,000		1,968,035	1,968,035
1.311	Regional Housing Trust Fund	-	0					-	0			0			0	-
1.313	Animal Care Services	1,196,806	1,186,806		0		10,000	1,196,806				727,460	30,170		439,176	439,176
1.314	SGI House Numbering	9,496	9,496		0			9,496	0			130			9,366	9,366
1.316	SSI Building Numbering	9,526	9,526		0			9,526	0			30			9,496	9,496
1.317	JDF Building Numbering	13,210	13,210		0			13,210	0			50			13,160	13,160
1.318	Building Inspection	1,634,508	1,594,798			6,410	33,300	1,634,508	0	30,668	119,340	3,620	1,050,332		430,548	430,548
1.319	Soil Deposit Removal	5,641	5,641					5,641				20			5,621	5,621
1.320	Noise Control	40,522	40,522					40,522				200			40,322	40,322
1.322	Nuisances & Unsightly Premises	53,655	53,655					53,655				270			53,385	53,385
1.323	By-Law Enforcement	509,220	470,608				38,612	509,220		480,380		28,840				-
1.324	Regional Planning Services	2,166,967	2,110,767				56,200	2,166,967	0	173,351	539,690	66,760	0		1,387,166	1,387,166
1.325	Electoral Area Services - Planning	814,200	730,950				83,250	814,200	0	18,190	21,700	2,530	47,000		724,780	724,780
1.330	Regional Growth Strategy	339,409	339,409					339,409		0	0	23,580			315,829	315,829
1.335	Geo-Spatial Referencing System	186,460	118,347				68,113	186,460				17,650			168,810	168,810
1.350	Willis Point Fire Protect & Recreation	163,770	108,820			6,450	48,500	163,770	0			32,905			130,865	130,865
1.352	South Galiano Fire Protection	469,294	240,697	139,507		5,850	83,240	469,294				320		139,507	329,467	468,974
1.353	Otter Point Fire Protection	482,427	339,007			5,220	138,200	482,427				310			482,117	482,117
1.354	Malahat Fire Protection	71,216	71,216					71,216	0						71,216	71,216
1.355	Durrance Road Fire Protection	2,856	2,856		0			2,856						2,856		2,856
1.356	Pender Fire Protection	1,122,675	858,013	116,400			148,262	1,122,675	0		116,400	9,863			996,412	996,412
1.357	East Sooke Fire Protection	504,931	219,412	155,109		0	130,410	504,931	0			26,660	57,520		420,751	420,751
1.358	Port Renfrew Fire Protection	152,092	124,840	2,898			24,354	152,092				1,260	60,333		90,499	90,499
1.359	N. Galiano Fire Protection	217,892	157,390	48,872		6,410	5,220	217,892	0			720		23,511	193,661	217,172
1.360	Shirley Fire Protection	160,043	87,733			10,000	62,310	160,043				200			159,843	159,843
1.363	Saturna Island Fire	168,385	168,385					168,385	0			6,820			161,565	161,565
1.369	Electoral Area Fire Services - JDF	66,901	57,507			3,617	5,776	66,901				100			66,801	66,801
1.369	Electoral Area Fire Services - SGI	75,389	64,789			4,083	6,518	75,389							75,389	75,389
1.370	Juan de Fuca Emergency Program	89,565	72,355				17,210	89,565				220			89,345	89,345
1.371	S.S.I. Emergency Program	117,554	117,554					117,554				280			117,274	117,274
1.372	Electoral Area Emergency Program	620,671	610,451				10,220	620,671	0	468,864		820			150,987	150,987
1.373	S.G.I. Emergency Program	258,216	240,716				17,500	258,216				2,200			256,016	256,016
1.374	Regional Emergency Program Support	141,604	141,604				0	141,604	0		0	7,460			134,144	134,144
1.375	Hazardous Material Incident Response	350,335	340,355				9,980	350,335				18,840			331,495	331,495
1.377	J.D.F. Search and Rescue	89,068	89,068					89,068	0			21,590			67,478	67,478
1.378	S.S.I. Search and Rescue	22,124	22,124		0			22,124	0			90			22,034	22,034
1.40X	SEAPARC	4,503,480	3,979,514	103,966			420,000	4,503,480	0		0	464,338	1,054,823		2,984,319	2,984,319

CAPITAL REGIONAL DISTRICT 2022 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2022	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2022	Surplus 2021	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2022
1.405	JDF EA - Community Parks	196,100	172,867			0	23,233	196,100				800			195,300	195,300
1.408	JDF EA - Community Recreation	92,804	91,764				1,040	92,804	0			21,040			71,764	71,764
1.44X	Panorama Rec. Center.	10,196,411	8,441,275	923,437		0	831,699	10,196,411			0	1,614,704	3,338,012		5,243,695	5,243,695
1.455	Salt Spring Island - Community Parks	903,304	892,967	5,117			5,220	903,304		366,340		130,350			406,614	406,614
1.458	Salt Spring Is.- Community Rec	296,883	296,883					296,883	0			0	234,014		62,869	62,869
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Pro	1,911,467	1,661,675	0			249,792	1,911,467		105,310		17,150	289,870		1,499,137	1,499,137
1.465	Saturna Island Comm. Parks	19,267	19,267				0	19,267	0			1,180			18,087	18,087
1.468	Saturna Island - Community Rec.	13,938	13,938					13,938	0			390			13,548	13,548
1.475	Mayne Is. Com. Parks & Rec	86,283	86,283					86,283				340			85,943	85,943
1.476	Mayne Is. Comm. Parks (reserve)	4,010	4,010					4,010	0			3,630	380			-
1.478	Mayne Is. Community Rec.	34,850	34,850					34,850	0			60			34,790	34,790
1.485	North & South Pender Com. Parks	161,840	110,495			0	51,345	161,840				1,180			160,660	160,660
1.488	North & South Pender Com. Rec	63,757	63,757					63,757	0			800			62,957	62,957
1.495	Galiano Parks	94,080	79,721				14,359	94,080				60			94,020	94,020
1.498	Galiano Community Recreation	38,039	38,039					38,039	0			10			38,029	38,029
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	24,671,687	21,954,025			0	2,717,662	24,671,687	0		0	6,492,357	18,179,330			-
1.523	Port Renfrew Refuse Disposal	87,660	81,717				5,943	87,660		15,000		38,535			34,125	34,125
1.525	Solid Waste Disposal - Debt	203,550	1,280	202,270				203,550	0			1,280	202,270			-
1.531	Stormwater Quality Management - Sooke	52,058	52,058				0	52,058			13,710	81			38,267	38,267
1.533	Stormwater Quality Management - S.G.I.	47,426	47,426					47,426				420			47,006	47,006
1.535	Stormwater Quality Management - S.S.I.	24,351	24,351					24,351			820	30			23,501	23,501
1.536	LWMP-Stormwater Quality Management-Core	753,384	738,384				15,000	753,384	0		0	94,803			658,581	658,581
1.537	Stormwater Quality Management - Peninsula	119,184	119,184					119,184	0			3,954			115,230	115,230
1.538	Source - Stormwater Quality - Peninsula	60,658	60,658					60,658	0		4,500	1,686			54,472	54,472
1.57X	Environmental Services	19,139,780	18,914,657			0	225,123	19,139,780	0	19,047,380	0	92,400				-
1.911	911 Systems	2,679,350	1,561,005	1,011,949			106,396	2,679,350				2,324,100	195,750		159,500	159,500
1.912A	911 Call Answer - RCMP	-	0		0			-	0	0		0			0	-
1.912B	911 Call Answer - Municipalities	-			0			-	0	809,100		(58,370)			(750,730)	(750,730)
1.913	913 Fire Dispatch	755,316	748,736				6,580	755,316				12,100			743,216	743,216
1.921	Regional CREST Contribution	1,757,539	1,757,539		0			1,757,539				109,600			1,647,939	1,647,939
1.923	Emergency Comm - CREST - S.G.I.	173,629	173,629		0			173,629	0			1,630			171,999	171,999
1.924	Emergency Comm - CREST - J.D.F.	113,279	113,279		0			113,279	0			240			113,039	113,039
1.925	Emergency Comm - CREST - S.S.I.	93,326	93,326		0			93,326	0			120			93,206	93,206
2.610	Saanich Peninsula Water Supply	7,447,490	6,647,490				800,000	7,447,490				500	7,446,990			-
2.620	SSI Highland Water System	31,172	414	30,758				31,172	0			110		31,062		31,062
2.621	Highland / Fernwood Water - SSI	447,290	323,824	53,906			69,560	447,290			20,000	750	359,323	67,217		67,217
2.622	Cedars of Tuam	76,533	28,481	42,042			6,010	76,533			0	50	76,483			0
2.624	Beddis Water	268,995	168,906	65,769			34,320	268,995			0	310	174,230	94,455		94,455
2.626	Fulford Water	214,863	144,979	32,728			37,156	214,863			0	860	151,479	62,524		62,524
2.628	Cedar Lane Water (S.S.I.)	63,228	50,084	7,824			5,320	63,228			0	180	50,914	12,134		12,134
2.630	Magic Lakes Estate Water System	992,042	639,892	245,650			106,500	992,042			0	9,470	378,022	604,550		604,550
2.640	Saturna Island Water System (Lyall Harbour)	230,781	158,086	40,195	0		32,500	230,781			0	320	137,653	92,808		92,808
2.642	Skana Water (Mayne)	76,780	50,375	15,325			11,080	76,780			0	150	45,410	31,220		31,220
2.650	Port Renfrew Water	122,083	112,083		0		10,000	122,083				1,110	60,487	60,486		60,486
2.655	Snuggery Cove (Port Renfrew)	-	0	0	0			-	0		0	0			0	-
2.660	Fernwood Water	16,103	335	15,768				16,103	0			50		16,053		16,053
2.665	Sticks Allison Water (Galiano)	59,031	50,471				8,560	59,031			5,000	100	48,711	5,220		5,220
2.667	Surfside Park Estates (Mayne)	104,992	88,032	0			16,960	104,992			0	200	84,151	20,641		20,641
2.670	Regional Water Supply	36,141,182	16,822,097	8,706,477		10,300,000	312,607	36,141,182				612,540	35,528,642			-
2.680	Juan de Fuca Water Distribution	22,620,309	13,871,927	2,524,920		6,000,000	223,462	22,620,309		6,000	30,596	179,550	22,404,163			-
2.691	Wilderness Mountain Water Service	164,616	124,328	35,288	0		5,000	164,616				120	90,768	73,728		73,728
3.700	Septage Disposal - Municipal	145,655	145,655			0		145,655	0			91,161	2,555		51,939	51,939
3.700	Septage Disposal - JDF Service Area	481	481					481							481	481
3.701	Millstream Remediation Service	146,564	1,660	144,904		0		146,564	0	0	62,750	21,064			62,750	62,750
3.705	S.S.I. Liquid Waste Disposal	860,965	626,333	179,072	0		55,560	860,965			0	1,080	471,580	388,305		388,305
3.707	On Site System Management Program - LWMP	198,243	198,243					198,243	0		0	9,149			189,094	189,094
3.71X	Trk Swrs & Swge Disp - oper	11,072,740	10,411,251				661,489	11,072,740	0	678,173	65,000	7,102,158			3,227,409	3,227,409
3.7XX	Trk Swrs - debt	48,511,764	22,931,787	10,913,535	0	5,529,745	9,136,697	48,511,764	0	0	3,357,228	36,092,442			9,062,095	9,062,095
3.720	LWMP (Peninsula) - Implementation	12,190	12,190					12,190			0	214			11,976	11,976
3.750	LWMP	379,660	379,660					379,660			0	170,353			209,307	209,307
3.752	Harbours Program	366,489	366,489					366,489				25,941			340,548	340,548
3.755	Regional Source Control	1,733,693	1,730,502				3,191	1,733,693	0	56,082	120,000	108,638	63,000		1,385,973	1,385,973
3.810	Ganges Sewer	1,022,019	715,946	245,813			60,260	1,022,019			10,000	1,750	953,729	56,540		56,540
3.820	Maliview Estates Sewer System	170,470	124,873	8,447			37,150	170,470			7,000	27,170	136,300			-
3.830	Magic Lake Estates Sewer System	1,186,733	596,183	493,140			97,410	1,186,733		10,888	10,000	1,110	259,270	905,465		905,465
3.850	Port Renfrew Sewer	104,563	98,783	780			5,000	104,563				1,230	51,667	51,666		51,666
21.ALL	Feasibility Study Reserve Fund - All	-	0					-	0			0			0	-

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2023	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2023	Surplus 2022	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2023
1.010	Legislative & General Government	23,524,938	22,693,252			571,140	260,546	23,524,938	0	13,095,273	0	1,295,703	338,333		8,795,629	8,795,629
1.10X	Facilities and Risk	3,404,196	3,275,310				128,886	3,404,196		3,007,701		227,786	2,946		165,764	165,764
1.101	G.I.S.	595,533	571,473			24,060		595,533		524,059		3,440			68,034	68,034
1.103	Elections	20,170	253				19,917	20,170			0	170			20,000	20,000
1.104	U.B.C.M.	17,810	17,810					17,810	0			90			17,720	17,720
1.109	Electoral Area Admin Exp - JDF	53,506	53,506		0			53,506	0		0	80		0	53,426	53,426
1.110	Electoral Area Admin Exp - SGI	412,420	411,420			0	1,000	412,420	0		0	12,820			399,600	399,600
1.111	Electoral Area Admin Exp - SSI	782,608	761,778			5,000	15,830	782,608	0	242,613		660			539,335	539,335
1.112	Regional Grant in Aid	-	0					-	0			0				-
1.114	Grant-in-Aid - Juan de Fuca	42,197	42,197					42,197	0			230			41,967	41,967
1.116	Grant-in-Aid - Salt Spring Island	60,459	60,459		0			60,459	0			200			60,259	60,259
1.117	Grant-in-Aid - Southern Gulf Islands	99,939	99,939		0			99,939	0			920			99,019	99,019
1.119	Vancouver Island Regional Library	336,830	336,830		0			336,830				570			336,260	336,260
1.121	Sooke Regional Museum	205,082	205,082					205,082	0			315			204,767	204,767
1.123	Prov. Court of B.C. (Family Court)	149,360	122,396				26,964	149,360				149,360			0	0
1.124	SSI Economic Development Commission	82,590	82,590					82,590	0			580			82,010	82,010
1.125	SGI Economic Development Commission	96,997	96,997		0			96,997	0			550			96,447	96,447
1.126	Victoria Family Court Committee	15,916	15,916					15,916	0			916			15,000	15,000
1.128	Greater Victoria Police Victim Services	304,502	304,502					304,502	0			14,703			289,799	289,799
1.129	Vancouver Island Regional Library - Debt	369,767	0	369,767				369,767				369,767				-
1.133	Langford E.A. - Greater Victoria Public Library	32,321	32,321					32,321	0			80			32,241	32,241
1.137	Galiano Island Community Use Building	62,712	35,295	27,417				62,712				277			62,435	62,435
1.138	Southern Gulf Islands Regional Library	215,400	215,400					215,400	0			1,700			213,700	213,700
1.141	Salt Spring Island Public Library	648,452	468,226	173,726			6,500	648,452				1,140			647,312	647,312
1.15X	Municipalities' Own Debt - M.F.A.	13,304,865	64,520	13,240,345				13,304,865				64,520			13,240,345	13,240,345
1.170	Gossip Island Electric Power Supply	57,140	697	56,443	0			57,140	0			273		56,867		56,867
1.224	Community Health - Homeless Sec.	554,991	554,991					554,991	0			125,448			429,543	429,543
1.226	Community Health (CHR) Facilities	2,081,838	1,528,168				553,670	2,081,838				2,081,838				-
1.227	Saturna Island Medical Clinic	21,711	21,711				0	21,711	0			0			21,711	21,711
1.228	Galiano Health Service	142,346	142,346					142,346	0			30			142,316	142,316
1.230	Traffic Safety Commission	79,680	79,680					79,680	0			3,880			75,800	75,800
1.232	Port Renfrew Street Lighting	9,216	9,216					9,216	0			110	4,550	4,556		4,556
1.234	S.S.I. Street Lighting	31,162	31,162					31,162	0			40			31,122	31,122
1.235	S. G. I. Small Craft Harbour Facilities	410,542	218,848	41,694			150,000	410,542				5,500	96,710	308,332		308,332
1.236	Salt Spring Island Fernwood Dock	32,142	20,133				12,009	32,142				170		31,972		31,972
1.238A	Community Transit (S.S.I.)	570,777	561,777				9,000	570,777			50,000	263,320			257,457	257,457
1.238B	Community Transportation (S.S.I.)	165,102	69,752				95,350	165,102				1,390			163,712	163,712
1.280	Regional Parks	13,070,404	9,928,486	388,815		119,769	2,633,334	13,070,404		32,641	20,000	803,726	328,564		11,885,473	11,885,473
1.280A	Regional Parks - Land Acquisition	3,751,180					3,751,180	3,751,180							3,751,180	3,751,180
1.290	Royal Theatre	580,000	100,000			100,000	380,000	580,000							580,000	580,000
1.295	McPherson Theatre	786,410	348,322			92,000	346,088	786,410				36,410			750,000	750,000
1.297	Arts Grants	3,074,500	3,074,500				0	3,074,500	0	14,114	0	188,471			2,871,915	2,871,915
1.299	Salt Spring Island Arts	121,599	121,599					121,599	0			70			121,529	121,529
1.309	Climate Action and Adaptation	416,640	416,640					416,640	0		0	21,960			394,680	394,680
1.310	Land Banking & Housing	3,591,375	1,202,030	2,385,345		0	4,000	3,591,375	0	469,830		345,421	2,000		2,774,124	2,774,124
1.311	Regional Housing Trust Fund	-	0					-	0			0			0	-
1.313	Animal Care Services	1,221,282	1,211,282		0		10,000	1,221,282				742,010	30,770		448,502	448,502
1.314	SGI House Numbering	9,703	9,703		0			9,703	0			130			9,573	9,573
1.316	SSI Building Numbering	9,735	9,735		0			9,735	0			30			9,705	9,705
1.317	JDF Building Numbering	13,499	13,499		0			13,499	0			50			13,449	13,449
1.318	Building Inspection	1,668,043	1,628,193			6,550	33,300	1,668,043	0	31,343	121,970	3,700	1,073,444		437,586	437,586
1.319	Soil Deposit Removal	5,747	5,747					5,747				20			5,727	5,727
1.320	Noise Control	41,331	41,331					41,331				200			41,131	41,131
1.322	Nuisances & Unsightly Premises	54,690	54,690					54,690				270			54,420	54,420
1.323	By-Law Enforcement	519,041	479,584				39,457	519,041		489,571		29,470				-
1.324	Regional Planning Services	1,750,602	1,694,402				56,200	1,750,602	0	176,997	90,560	68,230	0		1,414,815	1,414,815
1.325	Electoral Area Services - Planning	833,024	749,734				83,290	833,024	0	18,590	11,020	2,580	48,030		752,804	752,804
1.330	Regional Growth Strategy	346,709	346,709					346,709		0	0	24,090			322,619	322,619
1.335	Geo-Spatial Referencing System	190,550	120,887				69,663	190,550				18,030			172,520	172,520
1.350	Willis Point Fire Protect & Recreation	166,750	111,660			6,590	48,500	166,750	0			32,925			133,825	133,825
1.352	South Galiano Fire Protection	476,533	245,976	139,507		5,980	85,070	476,533				330		139,507	336,696	476,203
1.353	Otter Point Fire Protection	492,982	346,422			5,330	141,230	492,982				310			492,672	492,672
1.354	Malahat Fire Protection	72,644	72,644					72,644	0						72,644	72,644
1.355	Durrance Road Fire Protection	2,859	2,859		0			2,859						2,859		2,859
1.356	Pender Fire Protection	1,139,536	874,874	116,400			148,262	1,139,536	0		116,400	10,060			1,013,076	1,013,076
1.357	East Sooke Fire Protection	512,564	224,175	155,109		0	133,280	512,564	0			27,230	58,790		426,544	426,544
1.358	Port Renfrew Fire Protection	155,129	127,541	2,898			24,690	155,129				1,280	61,539		92,310	92,310
1.359	N. Galiano Fire Protection	221,451	160,699	48,872		6,550	5,330	221,451	0			740		22,790	197,921	220,711
1.360	Shirley Fire Protection	163,257	89,577			10,000	63,680	163,257				200			163,057	163,057
1.363	Saturna Island Fire	173,453	173,453					173,453	0			6,820			166,633	166,633
1.369	Electoral Area Fire Services - JDF	66,901	58,761			3,697	4,442	66,901				100			66,801	66,801
1.369	Electoral Area Fire Services - SGI	75,389	66,204			4,173	5,013	75,389							75,389	75,389
1.370	Juan de Fuca Emergency Program	91,235	73,905				17,330	91,235				220			91,015	91,015
1.371	S.S.I. Emergency Program	119,887	119,887					119,887				280			119,607	119,607
1.372	Electoral Area Emergency Program	634,025	623,585				10,440	634,025	0	479,179		840			154,006	154,006
1.373	S.G.I. Emergency Program	263,339	245,839				17,500	263,339				2,250			261,089	261,089
1.374	Regional Emergency Program Support	144,656	144,656				0	144,656	0		0	7,630			137,026	137,026
1.375	Hazardous Material Incident Response	357,998	347,798				10,200	357,998				19,250			338,748	338,748
1.377	J.D.F. Search and Rescue	91,024	91,024					91,024	0			22,060			68,964	68,964
1.378	S.S.I. Search and Rescue	22,124	22,124		0			22,124	0			90			22,034	22,034
1.40X	SEAPARC	4,598,105	4,064,139	103,966			430,000	4,598,104	0		0	474,406	1,075,968		3,047,730	3,047,730

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2023	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2023	Surplus 2022	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2023
1.405	JDF EA - Community Parks	200,420	176,615			0	23,805	200,420				820			199,600	199,600
1.408	JDF EA - Community Recreation	94,802	93,742				1,060	94,802	0			21,500			73,302	73,302
1.44X	Panorama Rec. Center.	10,316,213	8,621,342	854,537		0	840,334	10,316,213			0	1,647,437	3,412,160		5,256,615	5,256,615
1.455	Salt Spring Island - Community Parks	1,002,139	912,342	84,467			5,330	1,002,139		374,400		133,210			494,529	494,529
1.458	Salt Spring Is.- Community Rec	303,350	303,350					303,350	0			0	239,121		64,229	64,229
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Pro	2,189,770	1,776,438	136,631			276,701	2,189,770		107,630		17,500	296,230		1,768,410	1,768,410
1.465	Saturna Island Comm. Parks	19,671	19,671				0	19,671	0			1,200			18,471	18,471
1.468	Saturna Island - Community Rec.	14,240	14,240					14,240	0			400			13,840	13,840
1.475	Mayne Is. Com. Parks & Rec	88,156	88,156					88,156				340			87,816	87,816
1.476	Mayne Is. Comm. Parks (reserve)	4,010	4,010					4,010	0			3,630	380			-
1.478	Mayne Is. Community Rec.	35,620	35,620					35,620	0			60			35,560	35,560
1.485	North & South Pender Com. Parks	165,390	112,882			0	52,508	165,390				1,200			164,190	164,190
1.488	North & South Pender Com. Rec	65,149	65,149					65,149	0			820			64,329	64,329
1.495	Galiano Parks	96,150	81,489				14,661	96,150				60			96,090	96,090
1.498	Galiano Community Recreation	38,878	38,878					38,878	0			10			38,868	38,868
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	26,071,687	22,122,168			0	3,949,519	26,071,687	0		0	7,892,357	18,179,330			-
1.523	Port Renfrew Refuse Disposal	89,026	83,339				5,687	89,026		15,000		39,218			34,808	34,808
1.525	Solid Waste Disposal - Debt	203,550	1,280	202,270				203,550	0			1,280	202,270			-
1.531	Stormwater Quality Management - Sooke	39,115	26,740				12,375	39,115			0	82			39,033	39,033
1.533	Stormwater Quality Management - S.G.I.	48,461	48,461					48,461				430			48,031	48,031
1.535	Stormwater Quality Management - S.S.I.	24,884	24,884					24,884			836	30			24,018	24,018
1.536	LWMP-Stormwater Quality Management-Core	819,836	819,836				0	819,836	0		50,000	96,889			672,947	672,947
1.537	Stormwater Quality Management - Peninsula	121,756	121,756					121,756	0			4,041			117,715	117,715
1.538	Source - Stormwater Quality - Peninsula	57,124	57,124					57,124	0		0	1,720			55,404	55,404
1.57X	Environmental Services	19,545,153	19,320,030			0	225,123	19,545,153	0	19,452,753	0	92,400				-
1.911	911 Systems	2,683,910	1,575,212	1,011,949			96,749	2,683,910				2,324,270	195,750		163,890	163,890
1.912A	911 Call Answer - RCMP	-	0		0			-	0	0		0			0	-
1.912B	911 Call Answer - Municipalities	-			0			-	0	809,100		(59,540)			(749,560)	(749,560)
1.913	913 Fire Dispatch	773,880	767,160				6,720	773,880				12,360			761,520	761,520
1.921	Regional CREST Contribution	1,792,529	1,792,529		0			1,792,529				111,730			1,680,799	1,680,799
1.923	Emergency Comm - CREST - S.G.I.	178,606	178,606		0			178,606	0			1,630			176,976	176,976
1.924	Emergency Comm - CREST - J.D.F.	116,462	116,462		0			116,462	0			240			116,222	116,222
1.925	Emergency Comm - CREST - S.S.I.	95,991	95,991		0			95,991	0			120			95,871	95,871
2.610	Saanich Peninsula Water Supply	7,663,613	6,813,613				850,000	7,663,613				500	7,663,113			-
2.620	SSI Highland Water System	31,178	420	30,758				31,178	0			110		31,068		31,068
2.621	Highland / Fernwood Water - SSI	448,171	309,048	68,033			71,090	448,171			0	760	366,145	81,266		81,266
2.622	Cedars of Tuam	78,326	28,954	43,232			6,140	78,326			0	50	78,276			-
2.624	Beddis Water	275,304	173,560	67,304			34,440	275,304			0	310	178,030	96,964		96,964
2.626	Fulford Water	216,919	148,115	32,728			36,076	216,919			0	870	154,775	61,274		61,274
2.628	Cedar Lane Water (S.S.I.)	64,410	51,156	7,824			5,430	64,410			0	180	52,006	12,224		12,224
2.630	Magic Lakes Estate Water System	1,073,696	653,756	311,320			108,620	1,073,696			0	9,470	454,854	609,372		609,372
2.640	Saturna Island Water System (Lyall Harbour)	254,949	172,627	49,822	0		32,500	254,949			10,000	320	167,037	77,592		77,592
2.642	Skana Water (Mayne)	98,449	51,447	35,902			11,100	98,449			0	150	46,320	51,979		51,979
2.650	Port Renfrew Water	155,336	134,030	11,306	0		10,000	155,336				1,130	77,103	77,103		77,103
2.655	Snuggery Cove (Port Renfrew)	-	0	0	0			-	0		0	0			0	-
2.660	Fernwood Water	16,109	341	15,768				16,109	0			50		16,059		16,059
2.665	Sticks Allison Water (Galiano)	55,165	46,425				8,740	55,165			0	100	49,735	5,330		5,330
2.667	Surfside Park Estates (Mayne)	108,427	91,427	0			17,000	108,427			1,500	200	87,517	19,210		19,210
2.670	Regional Water Supply	37,067,668	17,171,470	8,276,713		11,300,000	319,484	37,067,668				612,540	36,455,128			-
2.680	Juan de Fuca Water Distribution	23,702,387	14,244,172	2,729,836		6,500,000	228,378	23,702,387		6,000	0	179,550	23,516,837			-
2.691	Wilderness Mountain Water Service	167,340	127,052	35,288	0		5,000	167,340				120	92,130	75,090		75,090
3.700	Septage Disposal - Municipal	148,612	148,612			0		148,612	0			91,228	2,555		54,829	54,829
3.700	Septage Disposal - JDF Service Area	508	508					508							508	508
3.701	Millstream Remediation Service	146,588	1,684	144,904		0		146,588	0	0	62,762	21,064			62,762	62,762
3.705	S.S.I. Liquid Waste Disposal	899,949	648,980	194,189	0		56,780	899,949			9,000	1,090	481,950	407,909		407,909
3.707	On Site System Management Program - LWMP	202,297	202,297					202,297	0		0	9,351			192,946	192,946
3.71X	Trk Swrs & Swge Disp - oper	11,395,580	10,748,127				647,453	11,395,580	0	692,455	309,000	7,272,911			3,121,214	3,121,214
3.7XX	Trk Swrs - debt	45,667,734	20,414,807	10,221,112	0	5,529,745	9,502,070	45,667,733	0	0	387,858	35,911,422			9,368,454	9,368,454
3.720	LWMP (Peninsula) - Implementation	12,457	12,457					12,457			0	219			12,238	12,238
3.750	LWMP	387,253	387,253					387,253			0	173,760			213,493	213,493
3.752	Harbours Program	374,286	374,286					374,286				26,460			347,826	347,826
3.755	Regional Source Control	1,768,490	1,768,490				0	1,768,490	0	57,314	120,940	110,771	63,000		1,416,465	1,416,465
3.810	Ganges Sewer	1,108,652	801,249	245,813			61,590	1,108,652			80,000	1,770	969,102	57,780		57,780
3.820	Maliview Estates Sewer System	184,171	132,039	14,382			37,750	184,171			0	27,170	157,001			-
3.830	Magic Lake Estates Sewer System	1,191,578	598,888	493,140			99,550	1,191,578		11,128	0	1,130	264,970	914,350		914,350
3.850	Port Renfrew Sewer	131,002	111,542	14,460			5,000	131,002				1,250	64,876	64,876		64,876
21.ALL	Feasibility Study Reserve Fund - All	-	0					-	0			0			0	-

CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2024	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2024	Surplus 2023	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2024
1.010	Legislative & General Government	23,938,376	23,193,858			481,510	263,008	23,938,376	0	13,359,695	0	1,301,858	345,166		8,931,657	8,931,657
1.10X	Facilities and Risk	3,476,586	3,345,902				130,685	3,476,586		3,072,863		231,302	3,010		169,411	169,411
1.101	G.I.S.	608,459	583,869			24,590		608,459		535,409		3,510			69,540	69,540
1.103	Elections	20,170	258				19,912	20,170			0	170			20,000	20,000
1.104	U.B.C.M.	18,158	18,158					18,158	0			90			18,068	18,068
1.109	Electoral Area Admin Exp - JDF	54,485	54,485		0			54,485	0		0	80		0	54,405	54,405
1.110	Electoral Area Admin Exp - SGI	421,122	420,122			0	1,000	421,122	0		0	13,100			408,022	408,022
1.111	Electoral Area Admin Exp - SSI	799,376	778,206			5,000	16,170	799,376	0	247,950		680			550,746	550,746
1.112	Regional Grant in Aid	-	0					-	0			0				-
1.114	Grant-in-Aid - Juan de Fuca	42,241	42,241					42,241	0			230			42,011	42,011
1.116	Grant-in-Aid - Salt Spring Island	65,509	65,509		0			65,509	0			200			65,309	65,309
1.117	Grant-in-Aid - Southern Gulf Islands	100,032	100,032		0			100,032	0			920			99,112	99,112
1.119	Vancouver Island Regional Library	343,532	343,532		0			343,532				570			342,962	342,962
1.121	Sooke Regional Museum	209,182	209,182					209,182	0			315			208,867	208,867
1.123	Prov. Court of B.C. (Family Court)	149,359	121,668				27,691	149,359				149,359			0	-
1.124	SSI Economic Development Commission	83,955	83,955					83,955	0			590			83,365	83,365
1.125	SGI Economic Development Commission	98,676	98,676		0			98,676	0			560			98,116	98,116
1.126	Victoria Family Court Committee	15,916	15,916					15,916	0			916			15,000	15,000
1.128	Greater Victoria Police Victim Services	310,589	310,589					310,589	0			14,703			295,886	295,886
1.129	Vancouver Island Regional Library - Debt	369,767	0	369,767				369,767				369,767				-
1.133	Langford E.A. - Greater Victoria Public Library	32,964	32,964					32,964	0			80			32,884	32,884
1.137	Galiano Island Community Use Building	63,602	36,185	27,417				63,602				280			63,322	63,322
1.138	Southern Gulf Islands Regional Library	219,696	219,696					219,696	0			1,700			217,996	217,996
1.141	Salt Spring Island Public Library	649,447	469,221	173,726			6,500	649,447				1,140			648,307	648,307
1.15X	Municipalities' Own Debt - M.F.A.	12,592,553	62,830	12,529,723				12,592,553				62,830			12,529,723	12,529,723
1.170	Gossip Island Electric Power Supply	57,145	702	56,443	0			57,145	0			273		56,872		56,872
1.224	Community Health - Homeless Sec.	556,077	556,077					556,077	0			125,448			430,629	430,629
1.226	Community Health (CHR) Facilities	2,112,395	1,558,725				553,670	2,112,395				2,112,395				-
1.227	Saturna Island Medical Clinic	22,145	22,145				0	22,145	0			0			22,145	22,145
1.228	Galiano Health Service	149,385	149,385					149,385	0			30			149,355	149,355
1.230	Traffic Safety Commission	81,440	81,440					81,440	0			3,970			77,470	77,470
1.232	Port Renfrew Street Lighting	9,415	9,415					9,415	0			110	4,650	4,655		4,655
1.234	S.S.I. Street Lighting	32,381	32,381					32,381	0			40			32,341	32,341
1.235	S. G. I. Small Craft Harbour Facilities	431,259	219,990	61,269			150,000	431,259				5,500	98,680	327,079		327,079
1.236	Salt Spring Island Fernwood Dock	32,142	20,551				11,591	32,142				170		31,972		31,972
1.238A	Community Transit (S.S.I.)	583,084	574,084				9,000	583,084			50,000	269,110			263,974	263,974
1.238B	Community Transportation (S.S.I.)	166,461	71,111				95,350	166,461				1,420			165,041	165,041
1.280	Regional Parks	13,360,996	10,158,398	388,815		122,404	2,691,379	13,360,996		33,235	0	806,859	333,614		12,187,289	12,187,289
1.280A	Regional Parks - Land Acquisition	3,751,180					3,751,180	3,751,180							3,751,180	3,751,180
1.290	Royal Theatre	580,000	100,000			100,000	380,000	580,000							580,000	580,000
1.295	McPherson Theatre	786,410	348,322			92,000	346,088	786,410				36,410			750,000	750,000
1.297	Arts Grants	3,137,788	3,137,788				0	3,137,788	0	14,424	0	188,471			2,934,893	2,934,893
1.299	Salt Spring Island Arts	124,026	124,026					124,026	0			70			123,956	123,956
1.309	Climate Action and Adaptation	422,161	422,161					422,161	0		0	22,422			399,739	399,739
1.310	Land Banking & Housing	3,616,715	1,227,370	2,385,345		0	4,000	3,616,715	0	479,832		240,372	2,000		2,894,511	2,894,511
1.311	Regional Housing Trust Fund	-	0					-	0			0			0	-
1.313	Animal Care Services	1,247,473	1,237,473		0		10,000	1,247,473				756,860	31,391		459,222	459,222
1.314	SGI House Numbering	9,914	9,914		0			9,914	0			130			9,784	9,784
1.316	SSI Building Numbering	9,946	9,946		0			9,946	0			30			9,916	9,916
1.317	JDF Building Numbering	13,796	13,796		0			13,796	0			50			13,746	13,746
1.318	Building Inspection	1,703,206	1,663,216			6,690	33,300	1,703,206	0	32,032	124,660	3,780	1,097,066		445,668	445,668
1.319	Soil Deposit Removal	5,864	5,864					5,864				20			5,844	5,844
1.320	Noise Control	42,212	42,212					42,212				200			42,012	42,012
1.322	Nuisances & Unsightly Premises	55,862	55,862					55,862				270			55,592	55,592
1.323	By-Law Enforcement	530,216	489,904				40,312	530,216		500,096		30,120				-
1.324	Regional Planning Services	1,784,930	1,728,730				56,200	1,784,930	0	180,727	91,450	69,740	0		1,443,013	1,443,013
1.325	Electoral Area Services - Planning	837,387	753,977				83,410	837,387	0	18,999	0	2,630	49,090		766,668	766,668
1.330	Regional Growth Strategy	354,178	354,178					354,178		0	0	24,620			329,558	329,558
1.335	Geo-Spatial Referencing System	194,740	123,478				71,262	194,740				18,420			176,320	176,320
1.350	Willis Point Fire Protect & Recreation	169,790	114,560			6,730	48,500	169,790	0			32,945			136,845	136,845
1.352	South Galiano Fire Protection	483,896	251,339	139,507		6,110	86,940	483,896				340		139,507	344,049	483,556
1.353	Otter Point Fire Protection	503,773	353,993			5,450	144,330	503,773				310			503,463	503,463
1.354	Malahat Fire Protection	74,094	74,094					74,094	0						74,094	74,094
1.355	Durrance Road Fire Protection	2,862	2,862		0			2,862						2,862		2,862
1.356	Pender Fire Protection	1,158,943	892,057	116,400			150,486	1,158,943	0		116,400	10,261			1,032,282	1,032,282
1.357	East Sooke Fire Protection	520,362	229,043	155,109		0	136,210	520,362	0			27,810	60,080		432,472	432,472
1.358	Port Renfrew Fire Protection	158,226	130,304	2,898			25,024	158,226				1,300	62,770		94,156	94,156
1.359	N. Galiano Fire Protection	225,074	164,062	48,872		6,690	5,450	225,074	0			760		22,043	202,271	224,314
1.360	Shirley Fire Protection	166,533	91,443			10,000	65,090	166,533				200			166,333	166,333
1.363	Saturna Island Fire	178,522	178,522					178,522	0			6,820			171,702	171,702
1.369	Electoral Area Fire Services - JDF	66,901	60,042			3,777	3,081	66,901				100			66,801	66,801
1.369	Electoral Area Fire Services - SGI	75,389	67,649			4,263	3,478	75,389							75,389	75,389
1.370	Juan de Fuca Emergency Program	93,613	76,163				17,450	93,613				220			93,393	93,393
1.371	S.S.I. Emergency Program	122,262	122,262					122,262				280			121,982	121,982
1.372	Electoral Area Emergency Program	647,632	636,962				10,670	647,632	0	489,721		860			157,051	157,051
1.373	S.G.I. Emergency Program	268,617	251,117				17,500	268,617				2,300			266,317	266,317
1.374	Regional Emergency Program Support	147,770	147,770				0	147,770	0		0	7,800			139,970	139,970
1.375	Hazardous Material Incident Response	365,826	355,406				10,420	365,826				19,680			346,146	346,146
1.377	J.D.F. Search and Rescue	93,001	93,001					93,001	0			22,540			70,461	70,461
1.378	S.S.I. Search and Rescue	22,124	22,124		0			22,124	0			90			22,034	22,034
1.40X	SEAPARC	4,689,739	4,145,773	103,966			440,000	4,689,739	0		0	483,298	1,097,537		3,108,905	3,108,905

CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2024	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2024	Surplus 2023	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2024
1.405	JDF EA - Community Parks	204,830	180,444			0	24,386	204,830				840			203,990	203,990
1.408	JDF EA - Community Recreation	96,858	95,778				1,080	96,858	0			21,970			74,888	74,888
1.44X	Panorama Rec. Center.	10,477,613	8,778,298	374,910		0	1,324,405	10,477,612			0	1,679,614	3,481,608		5,316,391	5,316,391
1.455	Salt Spring Island - Community Parks	1,022,047	932,130	84,467			5,450	1,022,047		382,640		136,140			503,267	503,267
1.458	Salt Spring Is.- Community Rec	309,959	309,959					309,959	0			0	244,343		65,616	65,616
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Pro	2,456,426	1,734,470	438,790			283,166	2,456,426		110,000		17,860	302,750		2,025,816	2,025,816
1.465	Saturna Island Comm. Parks	20,075	20,075				0	20,075	0			1,230			18,845	18,845
1.468	Saturna Island - Community Rec.	14,542	14,542					14,542	0			410			14,132	14,132
1.475	Mayne Is. Com. Parks & Rec	90,073	90,073					90,073				340			89,733	89,733
1.476	Mayne Is. Comm. Parks (reserve)	4,010	4,010					4,010	0			3,630	380			-
1.478	Mayne Is. Community Rec.	36,400	36,400					36,400	0			60			36,340	36,340
1.485	North & South Pender Com. Parks	169,020	115,330			0	53,690	169,020				1,220			167,800	167,800
1.488	North & South Pender Com. Rec	66,573	66,573					66,573	0			840			65,733	65,733
1.495	Galiano Parks	98,260	83,278				14,982	98,260				60			98,200	98,200
1.498	Galiano Community Recreation	39,737	39,737					39,737	0			10			39,727	39,727
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	26,571,687	22,434,431			0	4,137,256	26,571,687	0		0	8,392,357	18,179,330			-
1.523	Port Renfrew Refuse Disposal	90,418	84,991				5,427	90,418		15,000		39,914			35,504	35,504
1.525	Solid Waste Disposal - Debt	203,550	1,280	202,270				203,550	0			1,280	202,270			-
1.531	Stormwater Quality Management - Sooke	39,898	27,280				12,618	39,898			0	85			39,813	39,813
1.533	Stormwater Quality Management - S.G.I.	49,516	49,516					49,516				440			49,076	49,076
1.535	Stormwater Quality Management - S.S.I.	25,426	25,426					25,426			850	30			24,546	24,546
1.536	LWMP-Stormwater Quality Management-Core	786,650	766,650				20,000	786,650	0		0	99,021			687,629	687,629
1.537	Stormwater Quality Management - Peninsula	124,384	124,384					124,384	0			4,130			120,254	120,254
1.538	Source - Stormwater Quality - Peninsula	58,369	58,369					58,369	0		0	1,759			56,610	56,610
1.57X	Environmental Services	19,958,710	19,733,587			0	225,123	19,958,710	0	19,866,310	0	92,400				-
1.911	911 Systems	2,688,570	1,589,850	1,011,949			86,771	2,688,570				2,324,440	195,750		168,380	168,380
1.912A	911 Call Answer - RCMP	-	0		0			-	0	0		0			0	-
1.912B	911 Call Answer - Municipalities	-			0			-	0	809,100		(60,730)			(748,370)	(748,370)
1.913	913 Fire Dispatch	792,899	786,029				6,870	792,899				12,630			780,269	780,269
1.921	Regional CREST Contribution	1,828,220	1,828,220		0			1,828,220				113,910			1,714,310	1,714,310
1.923	Emergency Comm - CREST - S.G.I.	183,723	183,723		0			183,723	0			1,630			182,093	182,093
1.924	Emergency Comm - CREST - J.D.F.	119,736	119,736		0			119,736	0			240			119,496	119,496
1.925	Emergency Comm - CREST - S.S.I.	98,738	98,738		0			98,738	0			120			98,618	98,618
2.610	Saanich Peninsula Water Supply	7,897,484	6,997,484				900,000	7,897,484				500	7,896,984			-
2.620	SSI Highland Water System	31,184	426	30,758				31,184	0			110		31,074		31,074
2.621	Highland / Fernwood Water - SSI	457,597	315,517	69,420			72,660	457,597			0	770	374,262	82,565		82,565
2.622	Cedars of Tuam	89,092	39,590	43,232			6,270	89,092			10,000	50	79,042			-
2.624	Beddis Water	300,074	191,299	74,215			34,560	300,074			15,000	310	181,930	102,834		102,834
2.626	Fulford Water	219,095	151,347	32,728			35,020	219,095			0	880	158,167	60,048		60,048
2.628	Cedar Lane Water (S.S.I.)	65,640	52,266	7,824			5,550	65,640			0	180	53,136	12,324		12,324
2.630	Magic Lakes Estate Water System	1,101,846	667,916	323,140			110,790	1,101,846			0	9,470	471,647	620,729		620,729
2.640	Saturna Island Water System (Lyall Harbour)	273,561	183,869	57,192	0		32,500	273,561			20,000	320	170,729	82,512		82,512
2.642	Skana Water (Mayne)	99,572	52,550	35,902			11,120	99,572			0	150	47,250	52,172		52,172
2.650	Port Renfrew Water	248,390	116,930	121,460	0		10,000	248,390				1,150	123,620	123,620		123,620
2.655	Snuggery Cove (Port Renfrew)	-	0	0	0			-	0		0	0			0	-
2.660	Fernwood Water	16,115	347	15,768				16,115	0			50		16,065		16,065
2.665	Sticks Allison Water (Galiano)	61,341	52,401				8,940	61,341			5,000	100	50,791	5,450		5,450
2.667	Surfside Park Estates (Mayne)	108,943	91,903	0			17,040	108,943			0	200	91,018	17,725		17,725
2.670	Regional Water Supply	38,112,950	17,687,308	3,499,130		16,600,000	326,513	38,112,950				612,540	37,500,410			-
2.680	Juan de Fuca Water Distribution	24,701,934	14,647,089	2,821,443		7,000,000	233,402	24,701,934		6,000	0	179,550	24,516,384			-
2.691	Wilderness Mountain Water Service	170,134	129,846	35,288	0		5,000	170,134				120	93,527	76,487		76,487
3.700	Septage Disposal - Municipal	151,809	151,809			0		151,809	0			91,300	2,555		57,954	57,954
3.700	Septage Disposal - JDF Service Area	537	537					537							537	537
3.701	Millstream Remediation Service	146,613	1,709	144,904		0		146,613	0	0	62,775	21,064			62,774	62,774
3.705	S.S.I. Liquid Waste Disposal	972,342	653,923	260,389	0		58,030	972,342			0	1,100	492,550	478,692		478,692
3.707	On Site System Management Program - LWMP	206,437	206,437					206,437	0		0	9,556			196,881	196,881
3.71X	Trk Swrs & Swge Disp - oper	11,451,971	10,802,600				649,371	11,451,971	0	707,040	145,000	7,272,923			3,327,008	3,327,008
3.7XX	Trk Swrs - debt	45,268,334	20,531,214	13,117,490	0	5,529,745	6,089,885	45,268,334	0	0	66,493	35,863,568			9,338,273	9,338,273
3.720	LWMP (Peninsula) - Implementation	12,706	12,706					12,706			0	219			12,487	12,487
3.750	LWMP	394,998	394,998					394,998			0	177,235			217,763	217,763
3.752	Harbours Program	382,250	382,250					382,250				26,988			355,262	355,262
3.755	Regional Source Control	1,682,153	1,677,792				4,361	1,682,153	0	58,580	0	112,946	63,000		1,447,627	1,447,627
3.810	Ganges Sewer	1,075,632	766,879	245,813			62,940	1,075,632			30,000	1,790	984,792	59,050		59,050
3.820	Maliview Estates Sewer System	279,708	134,920	106,428			38,360	279,708			0	27,170	252,538			-
3.830	Magic Lake Estates Sewer System	1,206,743	611,863	493,140			101,740	1,206,743		11,372	0	1,150	270,800	923,421		923,421
3.850	Port Renfrew Sewer	181,078	101,698	74,380			5,000	181,078				1,270	89,904	89,904		89,904
21.ALL	Feasibility Study Reserve Fund - All	-	0					-	0			0			0	-

SCHEDULE B

CAPITAL REGIONAL DISTRICT

CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

	EXPENDITURE / FUNDING SUMMARY (ALL SERVICES)	2020	2021	2022	2023	2024	TOTAL
	EXPENDITURE						
B	Buildings	89,986,683	39,569,282	116,528,181	9,105,275	4,422,500	259,611,921
E	Equipment	10,099,754	9,207,084	9,472,337	3,945,196	3,387,579	36,111,950
L	Land	5,175,562	2,190,000	600,000	640,000	1,145,000	9,750,562
S	Engineered Structures	290,344,389	59,668,769	45,146,968	42,283,424	41,535,744	478,979,294
V	Vehicles	3,972,000	828,000	928,000	921,500	1,588,000	8,237,500
		399,578,388	**111,463,135**	**172,675,486**	**56,895,395**	**52,078,823**	**792,691,227**
	SOURCE OF FUNDS						
C	Capital Funds on Hand	78,563,644	30,664,109	20,818,744	20,539,744	23,832,744	174,418,985
D	Debenture Debt (New Debt Only)	39,954,405	16,628,000	25,446,000	14,187,275	11,620,000	107,835,680
E	Equipment Replacement Fund	5,684,804	2,902,376	3,121,337	2,598,396	3,247,579	17,554,492
G	Grants (Federal, Provincial)	179,733,142	15,587,308	2,533,181	852,556	3,575,000	202,281,186
R	Reserve Fund	33,238,691	20,140,616	20,056,224	18,491,124	9,803,500	101,730,155
O	Other	62,403,703	25,540,726	100,700,000	226,300	-	188,870,729
		399,578,388	**111,463,135**	**172,675,486**	**56,895,395**	**52,078,823**	**792,691,227**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2020

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	105,700					**105,700**			105,700				**105,700**
1.014	Chief Administrative Officer	2,742					**2,742**			2,742				**2,742**
1.015	Real Estate	1,828					**1,828**			1,828				**1,828**
1.016	Human Resources	1,495					**1,495**			1,495				**1,495**
1.017	Finance	169,140					**169,140**	125,000		44,140				**169,140**
1.018	Health & Capital Planning Strategies	6,495					**6,495**			6,495				**6,495**
1.022	Information Technology	331,400					**331,400**	307,000		24,400				**331,400**
1.024	GM - Planning & Protective Services	-					**-**			-				**-**
1.025	Corporate Emergency	-					**-**			-				**-**
1.105	Facilities Management	6,750	35,000				**41,750**			41,750				**41,750**
1.106	CRD Fisgard HQ Building	50,000		259,729			**309,729**	-				309,729		**309,729**
1.107	Corporate Satellite Facilities			25,000			**25,000**	25,000						**25,000**
1.109	JDF Admin. Expenditures	-					**-**			-				**-**
1.110	SGI Admin. Expenditures	1,440					**1,440**			1,440				**1,440**
1.111	SSI Admin. Expenditures	1,200					**1,200**			1,200				**1,200**
1.118	Corporate Communications	2,990					**2,990**			2,990				**2,990**
1.123	Family Court Building			257,500			**257,500**	90,000				167,500		**257,500**
1.141	SSI Public Library	9,000		20,000			**29,000**					29,000		**29,000**
1.226	Health Facilities - VIHA	-		940,000		-	**940,000**	160,000				780,000		**940,000**
1.235	SGI Small Craft Harbour Facilities				1,423,000		**1,423,000**	867,000	-		-	531,000	25,000	**1,423,000**
1.236	SSI Small Craft Harbour (Fernwood Dock)				2,500		**2,500**				-	2,500		**2,500**
1.238A	Community Transit (SSI)		-		15,000		**15,000**					15,000		**15,000**
1.238B	Community Transportation (SSI)				3,751,292		**3,751,292**	130,572	1,000,000		1,175,220	1,445,500		**3,751,292**
1.280	Regional Parks	114,000	375,000	-	10,793,442	2,020,000	**13,302,442**	6,996,985	540,000	364,000	1,000,000	4,401,457		**13,302,442**
1.290	Royal Theatre	30,000		451,306			**481,306**	96,306			-	325,000	60,000	**481,306**
1.295	McPherson Theatre	130,000		722,646			**852,646**	422,646			-	430,000	-	**852,646**
1.297	Arts Grants and Development	1,890					**1,890**			1,890				**1,890**
1.310	Land Banking and Housing	5,000		79,603,003			**79,608,003**		4,200,000	5,000	14,460,000		60,943,003	**79,608,003**
1.313	Animal Care Services	2,970	18,000				**20,970**			20,970				**20,970**
1.318	Building Inspection	5,000	80,000				**85,000**			85,000				**85,000**
1.323	ByLaw Services	950	15,000				**15,950**			15,950				**15,950**
1.324	Regional Planning Services	10,700					**10,700**			10,700				**10,700**
1.325	Community Planning	18,910					**18,910**			18,910				**18,910**
1.335	Geo-Spatial Referencing	40,000					**40,000**			40,000				**40,000**
1.350	Willis Point Fire	5,000		1,000	55,000		**61,000**			5,000		56,000		**61,000**
1.352	South Galiano Fire		-	2,040,000			**2,040,000**		2,040,000	-				**2,040,000**
1.353	Otter Point Fire	582,500					**582,500**	8,750		408,750		165,000		**582,500**
1.356	Pender Island Fire	51,944	695,000	185,455			**932,399**			201,944		185,455	545,000	**932,399**
1.357	East Sooke Fire	39,200	-				**39,200**			9,200		30,000		**39,200**
1.358	Port Renfrew Fire	28,000					**28,000**			28,000				**28,000**
1.359	North Galiano Fire			-			**-**					-		**-**
1.360	Shirley Fire Department	10,000					**10,000**			10,000				**10,000**
1.369	Electoral Area Fire Services	5,000	30,000				**35,000**					30,000	5,000	**35,000**
1.370	JDF Emergency Program	4,870					**4,870**			4,870				**4,870**
1.372	Emergency Planning Coordination	2,000					**2,000**			2,000				**2,000**
1.375	Hazardous Material Incident Response	10,000					**10,000**			10,000				**10,000**
1.377	JDF Search and Rescue	7,700	59,000				**66,700**						66,700	**66,700**
1.405	JDF EA Community Parks & Recreation					199,000	**199,000**	10,000		10,000	95,000	84,000		**199,000**
1.40X	SEAPARC	205,200	30,000	400,000	35,000	-	**670,200**	-	-	89,200	-	581,000		**670,200**
1.44x	Panorama Recreation	498,000	418,000	3,185,000	193,600		**4,294,600**	322,000	1,753,000	766,000	767,500	686,100	-	**4,294,600**
1.455	SSI Community Parks	5,000	-		255,000		**260,000**		-	5,000	125,000	130,000		**260,000**
1.458	SSI Community Recreation	5,000			-		**5,000**			5,000	-	-		**5,000**
1.459	SSI Park Land & Rec Programs	33,240		1,116,044	-	90,000	**1,239,284**		-	33,240	801,044	405,000		**1,239,284**
1.465	Saturna Island Community Parks				10,000	516,000	**526,000**					20,000	506,000	**526,000**
1.475	Mayne Island Community Parks	51,000				10,000	**61,000**				30,000	31,000		**61,000**
1.485	Pender Island Community Parks				470,000		**470,000**				460,000	10,000		**470,000**
1.495	Galiano Community Parks				41,500		**41,500**					41,500		**41,500**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2020

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.521	Environmental Resource Management	603,000	30,000		6,940,000		**7,573,000**	780,000		283,000		6,510,000		**7,573,000**
1.523	Port Renfrew Refuse Disposal	15,000			15,000		**30,000**			15,000		15,000		**30,000**
1.575	Environmental Administration Services	10,000					**10,000**			10,000				**10,000**
1.576	Environmental Engineering Services	37,000	-				**37,000**			37,000				**37,000**
1.577	IW - Environmental Operations	723,000					**723,000**			723,000				**723,000**
1.578	Environmental Protection	360,000	210,000				**570,000**			570,000				**570,000**
1.579	Environmental Water Quality	40,000					**40,000**			40,000				**40,000**
1.911	911 Call Answer	-					**-**		-					**-**
1.913	913 Fire Dispatch	5,000					**5,000**			5,000				**5,000**
2.610	Saanich Peninsula Water Supply	120,000			1,405,000		**1,525,000**			50,000		1,475,000		**1,525,000**
2.620	Highland Water (SSI)				92,963		**92,963**	92,963						**92,963**
2.621	Highland & Fernwood Water (SSI)	80,000			137,000		**217,000**	17,000	100,000			100,000		**217,000**
2.622	Cedars of Tuam Water (SSI)	10,500			75,000		**85,500**	3,000	70,000			12,500		**85,500**
2.624	Beddis Water (SSI)	52,500			12,000		**64,500**	12,000	-			52,500		**64,500**
2.626	Fulford Water (SSI)	10,000			38,750		**48,750**	11,000	-			37,750		**48,750**
2.628	Cedar Lane Water (SSI)	5,000			40,000		**45,000**	5,000				40,000		**45,000**
2.630	Magic Lake Estates Water (Pender)	94,000			-		**94,000**	80,000	-			14,000		**94,000**
2.640	Lyall Harbour Boot Cove Water (Saturna)	10,000			-	253,000	**263,000**		-		10,000	-	253,000	**263,000**
2.642	Skana Water (Mayne)	5,000			-		**5,000**		-			5,000		**5,000**
2.650	Port Renfrew Water	25,000	10,000		-		**35,000**		-			35,000		**35,000**
2.660	Fernwood Water (SSI)				-		**-**		-					**-**
2.665	Sticks Allison Water (Galiano)	5,000					**5,000**					5,000		**5,000**
2.667	Surfside Park Estates (Mayne)	3,000					**3,000**				-	3,000		**3,000**
2.670	Regional Water Supply	3,312,500	492,000	685,000	10,909,000	1,245,000	**16,643,500**	16,276,500	-	367,000				**16,643,500**
2.680	JDF Water Distribution	792,500	625,000	95,000	14,375,000		**15,887,500**	5,842,500	5,100,000	425,000		4,520,000		**15,887,500**
2.691	Wilderness Mountain Water Service				125,000		**125,000**		-		105,000	20,000		**125,000**
3.701	Millstream Site Remediation					842,562	**842,562**	513,963			328,599			**842,562**
3.705	SSI Septage / Composting				78,809		**78,809**	31,109	-			47,700		**78,809**
3.710	North West Trunk Sewer				4,740,000		**4,740,000**	10,000		200,000		4,530,000		**4,740,000**
3.712	North East Trunk Sewer	40,000			100,000		**140,000**			100,000		40,000		**140,000**
3.713	East Coast Interceptor				1,180,000		**1,180,000**			100,000		1,080,000		**1,180,000**
3.715	North East Trunk 2 (Bowker)				-		**-**			-				**-**
3.718	Saanich Peninsula Wastewater	225,000			3,949,000		**4,174,000**	100,000		375,000		3,699,000		**4,174,000**
3.798C	Debt - Core Area Wastewater Treatment Program	900,000	850,000		223,473,808		**225,223,808**	45,205,450	20,000,000		160,018,359			**225,223,808**
3.810	Ganges Sewer Utility (SSI)	13,500			188,405		**201,905**	7,000	151,405		-	43,500		**201,905**
3.820	Maliview Sewer Utility (SSI)	10,000			409,320		**419,320**	14,900	-		342,420	62,000		**419,320**
3.830	Magic Lake Sewer Utility (Pender)				5,000,000		**5,000,000**		5,000,000					**5,000,000**
3.850	Port Renfrew Sewer				15,000		**15,000**		-		15,000	-		**15,000**
TOTAL		**10,099,754**	**3,972,000**	**89,986,683**	**290,344,389**	**5,175,562**	**399,578,388**	**78,563,644**	**39,954,405**	**5,684,804**	**179,733,142**	**33,238,691**	**62,403,703**	**399,578,388**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2021

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	37,200					**37,200**			37,200				**37,200**
1.014	Chief Administrative Officer	5,151					**5,151**			5,151				**5,151**
1.015	Real Estate	914					**914**			914				**914**
1.016	Human Resources	5,732					**5,732**			5,732				**5,732**
1.017	Finance	219,278					**219,278**	200,000		19,278				**219,278**
1.018	Health & Capital Planning Strategies	2,990					**2,990**			2,990				**2,990**
1.022	Information Technology	315,250					**315,250**	295,000		20,250				**315,250**
1.024	GM - Planning & Protective Services	-					**-**			-				**-**
1.025	Corporate Emergency	-					**-**			-				**-**
1.105	Facilities Management	16,000	70,000				**86,000**			86,000				**86,000**
1.106	CRD Fisgard HQ Building	-		20,000			**20,000**	-				20,000		**20,000**
1.107	Corporate Satellite Facilities			-			**-**	-						**-**
1.109	JDF Admin. Expenditures	-					**-**			-				**-**
1.110	SGI Admin. Expenditures	-					**-**			-				**-**
1.111	SSI Admin. Expenditures	6,210					**6,210**			6,210				**6,210**
1.118	Corporate Communications	7,227					**7,227**			7,227				**7,227**
1.123	Family Court Building			39,764			**39,764**	-				39,764		**39,764**
1.141	SSI Public Library	9,000		-			**9,000**					9,000		**9,000**
1.226	Health Facilities - VIHA	75,000		2,522,500		-	**2,597,500**	-				2,597,500		**2,597,500**
1.235	SGI Small Craft Harbour Facilities				756,423		**756,423**	-	380,000		246,423	80,000	50,000	**756,423**
1.236	SSI Small Craft Harbour (Fernwood Dock)				-		**-**				-	-		**-**
1.238A	Community Transit (SSI)		20,000		15,000		**35,000**					35,000		**35,000**
1.238B	Community Transportation (SSI)				20,000		**20,000**	-	-		-	20,000		**20,000**
1.280	Regional Parks	1,469,000	140,000	600,000	2,990,740	20,000	**5,219,740**	-	-	209,000	2,700,000	2,310,740		**5,219,740**
1.290	Royal Theatre	-		1,290,000			**1,290,000**	-			500,000	790,000	-	**1,290,000**
1.295	McPherson Theatre	80,000		-			**80,000**	-			-	80,000	-	**80,000**
1.297	Arts Grants and Development	-					**-**			-				**-**
1.310	Land Banking and Housing	2,000		32,683,518			**32,685,518**		-	2,000	7,200,000		25,483,518	**32,685,518**
1.313	Animal Care Services	3,029	18,000				**21,029**			21,029				**21,029**
1.318	Building Inspection	-	-				**-**			-				**-**
1.323	ByLaw Services	970	15,000				**15,970**			15,970				**15,970**
1.324	Regional Planning Services	17,300					**17,300**			17,300				**17,300**
1.325	Community Planning	1,830					**1,830**			1,830				**1,830**
1.335	Geo-Spatial Referencing	40,000					**40,000**			40,000				**40,000**
1.350	Willis Point Fire	65,000		18,000	-		**83,000**			65,000		18,000		**83,000**
1.352	South Galiano Fire		-	3,000			**3,000**		-	3,000				**3,000**
1.353	Otter Point Fire	40,000					**40,000**	-		10,000		30,000		**40,000**
1.356	Pender Island Fire	34,000	75,000	18,000			**127,000**			109,000		18,000	-	**127,000**
1.357	East Sooke Fire	7,000	80,000				**87,000**			87,000		-		**87,000**
1.358	Port Renfrew Fire	-					**-**			-				**-**
1.359	North Galiano Fire			-			**-**					-		**-**
1.360	Shirley Fire Department	-					**-**			-				**-**
1.369	Electoral Area Fire Services	7,208	-				**7,208**					-	7,208	**7,208**
1.370	JDF Emergency Program	4,970					**4,970**			4,970				**4,970**
1.372	Emergency Planning Coordination	-					**-**			-				**-**
1.375	Hazardous Material Incident Response	10,000					**10,000**			10,000				**10,000**
1.377	JDF Search and Rescue	-	-				**-**						-	**-**
1.405	JDF EA Community Parks & Recreation					170,000	**170,000**	-		-	50,000	120,000		**170,000**
1.40X	SEAPARC	183,200	-	9,500	-	-	**192,700**	-	-	38,200	70,000	84,500		**192,700**
1.44x	Panorama Recreation	353,900	50,000	445,000	-		**848,900**	-	-	373,900	15,000	460,000	-	**848,900**
1.455	SSI Community Parks	23,000	-		-		**23,000**		-	23,000	-	-		**23,000**
1.458	SSI Community Recreation	5,000			300,000		**305,000**			5,000	175,000	125,000		**305,000**
1.459	SSI Park Land & Rec Programs	42,725		140,000	-	1,250,000	**1,432,725**		-	42,725	425,000	965,000		**1,432,725**
1.465	Saturna Island Community Parks				10,000	-	**10,000**					10,000	-	**10,000**
1.475	Mayne Island Community Parks	-				-	**-**				-	-		**-**
1.485	Pender Island Community Parks				10,000		**10,000**				-	10,000		**10,000**
1.495	Galiano Community Parks				13,000		**13,000**					13,000		**13,000**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2021

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.521	Environmental Resource Management	253,000	30,000		8,243,612		**8,526,612**	-		283,000		8,243,612		**8,526,612**
1.523	Port Renfrew Refuse Disposal	-			-		**-**			-		-		**-**
1.575	Environmental Administration Services	10,000					**10,000**			10,000				**10,000**
1.576	Environmental Engineering Services	40,000	40,000				**80,000**			80,000				**80,000**
1.577	IW - Environmental Operations	277,000					**277,000**			277,000				**277,000**
1.578	Environmental Protection	82,500	35,000				**117,500**			117,500				**117,500**
1.579	Environmental Water Quality	5,000					**5,000**			5,000				**5,000**
1.911	911 Call Answer	1,413,000					**1,413,000**		1,413,000					**1,413,000**
1.913	913 Fire Dispatch	5,000					**5,000**			5,000				**5,000**
2.610	Saanich Peninsula Water Supply	75,000			260,000		**335,000**			50,000		285,000		**335,000**
2.620	Highland Water (SSI)				29,365		**29,365**	29,365						**29,365**
2.621	Highland & Fernwood Water (SSI)	-			-		**-**	-	-			-		**-**
2.622	Cedars of Tuam Water (SSI)	585,000			-		**585,000**	-	585,000			-		**585,000**
2.624	Beddis Water (SSI)	150,000			135,000		**285,000**	-	270,000			15,000		**285,000**
2.626	Fulford Water (SSI)	165,000			70,000		**235,000**	-	220,000			15,000		**235,000**
2.628	Cedar Lane Water (SSI)	-			15,000		**15,000**	-				15,000		**15,000**
2.630	Magic Lake Estates Water (Pender)	25,000			-		**25,000**	-	-			25,000		**25,000**
2.640	Lyall Harbour Boot Cove Water (Saturna)	7,000			70,000	-	**77,000**		50,000		-	27,000	-	**77,000**
2.642	Skana Water (Mayne)	-			20,000		**20,000**		-			20,000		**20,000**
2.650	Port Renfrew Water	10,000	-		-		**10,000**		-			10,000		**10,000**
2.660	Fernwood Water (SSI)				-		**-**		-					**-**
2.665	Sticks Allison Water (Galiano)	9,500					**9,500**					9,500		**9,500**
2.667	Surfside Park Estates (Mayne)	-					**-**				-	-		**-**
2.670	Regional Water Supply	2,377,500	185,000	1,740,000	12,210,000	750,000	**17,262,500**	16,177,500	900,000	185,000				**17,262,500**
2.680	JDF Water Distribution	627,500	70,000	40,000	16,385,000		**17,122,500**	8,432,500	6,500,000	70,000		2,120,000		**17,122,500**
2.691	Wilderness Mountain Water Service				400,000		**400,000**		210,000		190,000	-		**400,000**
3.701	Millstream Site Remediation					-	**-**	-			-			**-**
3.705	SSI Septage / Composting				-		**-**	-	-			-		**-**
3.710	North West Trunk Sewer				200,000		**200,000**	-		200,000		-		**200,000**
3.712	North East Trunk Sewer	-			100,000		**100,000**			100,000		-		**100,000**
3.713	East Coast Interceptor				100,000		**100,000**			100,000		-		**100,000**
3.715	North East Trunk 2 (Bowker)				-		**-**			-				**-**
3.718	Saanich Peninsula Wastewater	-			1,650,000		**1,650,000**	-		150,000		1,500,000		**1,650,000**
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		14,545,629		**14,545,629**	5,529,744	5,000,000		4,015,885			**14,545,629**
3.810	Ganges Sewer Utility (SSI)	-			-		**-**	-	-		-	-		**-**
3.820	Maliview Sewer Utility (SSI)	-			100,000		**100,000**	-	100,000		-	-		**100,000**
3.830	Magic Lake Sewer Utility (Pender)				1,000,000		**1,000,000**		1,000,000					**1,000,000**
3.850	Port Renfrew Sewer				20,000		**20,000**		-		-	20,000		**20,000**
TOTAL		**9,207,084**	**828,000**	**39,569,282**	**59,668,769**	**2,190,000**	**111,463,135**	**30,664,109**	**16,628,000**	**2,902,376**	**15,587,308**	**20,140,616**	**25,540,726**	**111,463,135**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2022

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	95,000					**95,000**			95,000				**95,000**
1.014	Chief Administrative Officer	3,656					**3,656**			3,656				**3,656**
1.015	Real Estate	-					**-**			-				**-**
1.016	Human Resources	3,904					**3,904**			3,904				**3,904**
1.017	Finance	250,120					**250,120**	200,000		50,120				**250,120**
1.018	Health & Capital Planning Strategies	-					**-**			-				**-**
1.022	Information Technology	541,350					**541,350**	529,000		12,350				**541,350**
1.024	GM - Planning & Protective Services	1,495					**1,495**			1,495				**1,495**
1.025	Corporate Emergency	6,000					**6,000**			6,000				**6,000**
1.105	Facilities Management	2,000	80,000				**82,000**			82,000				**82,000**
1.106	CRD Fisgard HQ Building	-		-			**-**	-				-		**-**
1.107	Corporate Satellite Facilities			-			**-**	-						**-**
1.109	JDF Admin. Expenditures	2,000					**2,000**			2,000				**2,000**
1.110	SGI Admin. Expenditures	1,500					**1,500**			1,500				**1,500**
1.111	SSI Admin. Expenditures	9,890					**9,890**			9,890				**9,890**
1.118	Corporate Communications	5,732					**5,732**			5,732				**5,732**
1.123	Family Court Building			-			**-**	-				-		**-**
1.141	SSI Public Library	9,000		-			**9,000**					9,000		**9,000**
1.226	Health Facilities - VIHA	85,000		-		-	**85,000**	-				85,000		**85,000**
1.235	SGI Small Craft Harbour Facilities				190,000		**190,000**	-	90,000		-	100,000	-	**190,000**
1.236	SSI Small Craft Harbour (Fernwood Dock)				-		**-**				-	-		**-**
1.238A	Community Transit (SSI)		-		15,000		**15,000**					15,000		**15,000**
1.238B	Community Transportation (SSI)				-		**-**	-	-		-	-		**-**
1.280	Regional Parks	68,000	225,000	-	2,585,000	20,000	**2,898,000**	-	-	293,000	2,000,000	605,000		**2,898,000**
1.290	Royal Theatre	-		1,540,000			**1,540,000**	-			-	540,000	1,000,000	**1,540,000**
1.295	McPherson Theatre	-		700,000			**700,000**	-			-	700,000	-	**700,000**
1.297	Arts Grants and Development	1,550					**1,550**			1,550				**1,550**
1.310	Land Banking and Housing	1,500		111,000,000			**111,001,500**		11,300,000	1,500	-		99,700,000	**111,001,500**
1.313	Animal Care Services	4,040	18,000				**22,040**			22,040				**22,040**
1.318	Building Inspection	-	-				**-**			-				**-**
1.323	ByLaw Services	990	15,000				**15,990**			15,990				**15,990**
1.324	Regional Planning Services	5,100					**5,100**			5,100				**5,100**
1.325	Community Planning	35,000					**35,000**			35,000				**35,000**
1.335	Geo-Spatial Referencing	30,000					**30,000**			30,000				**30,000**
1.350	Willis Point Fire	20,000		12,000	-		**32,000**			20,000		12,000		**32,000**
1.352	South Galiano Fire		-	3,000			**3,000**		-	3,000				**3,000**
1.353	Otter Point Fire	40,000					**40,000**	-		10,000		30,000		**40,000**
1.356	Pender Island Fire	4,000	-	-			**4,000**			4,000		-	-	**4,000**
1.357	East Sooke Fire	7,200	160,000				**167,200**			167,200		-		**167,200**
1.358	Port Renfrew Fire	-					**-**			-				**-**
1.359	North Galiano Fire			-			**-**					-		**-**
1.360	Shirley Fire Department	-					**-**			-				**-**
1.369	Electoral Area Fire Services	-	-				**-**					-	-	**-**
1.370	JDF Emergency Program	11,710					**11,710**			11,710				**11,710**
1.372	Emergency Planning Coordination	-					**-**			-				**-**
1.375	Hazardous Material Incident Response	10,000					**10,000**			10,000				**10,000**
1.377	JDF Search and Rescue	-	-				**-**						-	**-**
1.405	JDF EA Community Parks & Recreation					-	**-**	-		-	-	-		**-**
1.40X	SEAPARC	113,700	-	330,000	-	-	**443,700**	-	-	108,700	-	335,000		**443,700**
1.44x	Panorama Recreation	284,650	-	130,000	70,000		**484,650**	-	-	221,650	-	263,000	-	**484,650**
1.455	SSI Community Parks	5,000	40,000		1,110,000		**1,155,000**		1,000,000	45,000	-	110,000		**1,155,000**
1.458	SSI Community Recreation	5,000			-		**5,000**			5,000	-	-		**5,000**
1.459	SSI Park Land & Rec Programs	48,250		733,181	-	50,000	**831,431**		-	48,250	533,181	250,000		**831,431**
1.465	Saturna Island Community Parks				10,000	-	**10,000**					10,000	-	**10,000**
1.475	Mayne Island Community Parks	-				-	**-**				-	-		**-**
1.485	Pender Island Community Parks				10,000		**10,000**				-	10,000		**10,000**
1.495	Galiano Community Parks				20,000		**20,000**					20,000		**20,000**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2022

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.521	Environmental Resource Management	253,000	30,000		13,212,224		**13,495,224**	-		283,000		13,212,224		**13,495,224**
1.523	Port Renfrew Refuse Disposal	-			-		**-**			-		-		**-**
1.575	Environmental Administration Services	10,000					**10,000**			10,000				**10,000**
1.576	Environmental Engineering Services	40,000	-				**40,000**			40,000				**40,000**
1.577	IW - Environmental Operations	387,000					**387,000**			387,000				**387,000**
1.578	Environmental Protection	99,000	-				**99,000**			99,000				**99,000**
1.579	Environmental Water Quality	5,000					**5,000**			5,000				**5,000**
1.911	911 Call Answer	-					**-**		-					**-**
1.913	913 Fire Dispatch	5,000					**5,000**			5,000				**5,000**
2.610	Saanich Peninsula Water Supply	-			360,000		**360,000**			50,000		310,000		**360,000**
2.620	Highland Water (SSI)				-		**-**	-						**-**
2.621	Highland & Fernwood Water (SSI)	20,000			-		**20,000**	-	-			20,000		**20,000**
2.622	Cedars of Tuam Water (SSI)	10,000			5,000		**15,000**	-	15,000			-		**15,000**
2.624	Beddis Water (SSI)	-			25,000		**25,000**	-	-			25,000		**25,000**
2.626	Fulford Water (SSI)	-			-		**-**	-	-			-		**-**
2.628	Cedar Lane Water (SSI)	-			10,000		**10,000**	-				10,000		**10,000**
2.630	Magic Lake Estates Water (Pender)	25,000			1,000,000		**1,025,000**	-	1,025,000			-		**1,025,000**
2.640	Lyall Harbour Boot Cove Water (Saturna)	46,000			185,000	-	**231,000**		231,000		-	-	-	**231,000**
2.642	Skana Water (Mayne)	400,000			75,000		**475,000**		400,000			75,000		**475,000**
2.650	Port Renfrew Water	10,000	-		-		**10,000**		-			10,000		**10,000**
2.660	Fernwood Water (SSI)				-		**-**		-					**-**
2.665	Sticks Allison Water (Galiano)	10,000					**10,000**					10,000		**10,000**
2.667	Surfside Park Estates (Mayne)	-					**-**				-	-		**-**
2.670	Regional Water Supply	6,207,500	150,000	2,040,000	7,240,000	530,000	**16,167,500**	9,017,500	7,000,000	150,000				**16,167,500**
2.680	JDF Water Distribution	232,500	210,000	40,000	11,295,000		**11,777,500**	5,437,500	3,100,000	210,000		3,030,000		**11,777,500**
2.691	Wilderness Mountain Water Service				-		**-**		-		-	-		**-**
3.701	Millstream Site Remediation					-	**-**	-			-			**-**
3.705	SSI Septage / Composting				180,000		**180,000**	105,000	-			75,000		**180,000**
3.710	North West Trunk Sewer				200,000		**200,000**	-		200,000		-		**200,000**
3.712	North East Trunk Sewer	-			100,000		**100,000**			100,000		-		**100,000**
3.713	East Coast Interceptor				100,000		**100,000**			100,000		-		**100,000**
3.715	North East Trunk 2 (Bowker)				-		**-**			-				**-**
3.718	Saanich Peninsula Wastewater	-			335,000		**335,000**	-		150,000		185,000		**335,000**
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		5,529,744		**5,529,744**	5,529,744	-		-			**5,529,744**
3.810	Ganges Sewer Utility (SSI)	-			-		**-**	-	-		-	-		**-**
3.820	Maliview Sewer Utility (SSI)	-			1,160,000		**1,160,000**	-	1,160,000		-	-		**1,160,000**
3.830	Magic Lake Sewer Utility (Pender)				-		**-**		-					**-**
3.850	Port Renfrew Sewer				125,000		**125,000**		125,000		-	-		**125,000**
TOTAL		**9,472,337**	**928,000**	**116,528,181**	**45,146,968**	**600,000**	**172,675,486**	**20,818,744**	**25,446,000**	**3,121,337**	**2,533,181**	**20,056,224**	**100,700,000**	**172,675,486**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2023

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	21,500					**21,500**			21,500				**21,500**
1.014	Chief Administrative Officer	13,625					**13,625**			13,625				**13,625**
1.015	Real Estate	-					**-**			-				**-**
1.016	Human Resources	4,485					**4,485**			4,485				**4,485**
1.017	Finance	133,290					**133,290**	100,000		33,290				**133,290**
1.018	Health & Capital Planning Strategies	-					**-**			-				**-**
1.022	Information Technology	269,650					**269,650**	265,000		4,650				**269,650**
1.024	GM - Planning & Protective Services	1,828					**1,828**			1,828				**1,828**
1.025	Corporate Emergency	6,000					**6,000**			6,000				**6,000**
1.105	Facilities Management	2,650	-				**2,650**			2,650				**2,650**
1.106	CRD Fisgard HQ Building	-		15,000			**15,000**	-				15,000		**15,000**
1.107	Corporate Satellite Facilities			-			**-**	-						**-**
1.109	JDF Admin. Expenditures	-					**-**			-				**-**
1.110	SGI Admin. Expenditures	1,530					**1,530**			1,530				**1,530**
1.111	SSI Admin. Expenditures	1,200					**1,200**			1,200				**1,200**
1.118	Corporate Communications	1,828					**1,828**			1,828				**1,828**
1.123	Family Court Building			10,000			**10,000**	-				10,000		**10,000**
1.141	SSI Public Library	-		-			**-**					-		**-**
1.226	Health Facilities - VIHA	255,000		25,000		-	**280,000**	-				280,000		**280,000**
1.235	SGI Small Craft Harbour Facilities				525,000		**525,000**	-	350,000		-	175,000	-	**525,000**
1.236	SSI Small Craft Harbour (Fernwood Dock)				197,000		**197,000**				50,000	147,000		**197,000**
1.238A	Community Transit (SSI)		-		-		**-**					-		**-**
1.238B	Community Transportation (SSI)				-		**-**	-	-		-	-		**-**
1.280	Regional Parks	102,000	238,500	-	1,895,000	20,000	**2,255,500**	-	-	280,500	675,000	1,300,000		**2,255,500**
1.290	Royal Theatre	-		500,000			**500,000**	-			-	500,000	-	**500,000**
1.295	McPherson Theatre	-		1,100,000			**1,100,000**	-			100,000	900,000	100,000	**1,100,000**
1.297	Arts Grants and Development	-					**-**			-				**-**
1.310	Land Banking and Housing	4,000		-			**4,000**		-	4,000	-		-	**4,000**
1.313	Animal Care Services	4,120	18,000				**22,120**			22,120				**22,120**
1.318	Building Inspection	5,000	-				**5,000**			5,000				**5,000**
1.323	ByLaw Services	1,010	15,000				**16,010**			16,010				**16,010**
1.324	Regional Planning Services	12,000					**12,000**			12,000				**12,000**
1.325	Community Planning	2,410					**2,410**			2,410				**2,410**
1.335	Geo-Spatial Referencing	45,000					**45,000**			45,000				**45,000**
1.350	Willis Point Fire	6,000		5,000	-		**11,000**			6,000		5,000		**11,000**
1.352	South Galiano Fire		-	3,000			**3,000**		-	3,000				**3,000**
1.353	Otter Point Fire	40,000					**40,000**	-		10,000		30,000		**40,000**
1.356	Pender Island Fire	25,000	-	-			**25,000**			25,000		-	-	**25,000**
1.357	East Sooke Fire	7,300	-				**7,300**			7,300		-		**7,300**
1.358	Port Renfrew Fire	-					**-**			-				**-**
1.359	North Galiano Fire			-			**-**					-		**-**
1.360	Shirley Fire Department	-					**-**			-				**-**
1.369	Electoral Area Fire Services	126,300	-				**126,300**					-	126,300	**126,300**
1.370	JDF Emergency Program	7,470					**7,470**			7,470				**7,470**
1.372	Emergency Planning Coordination	-					**-**			-				**-**
1.375	Hazardous Material Incident Response	10,000					**10,000**			10,000				**10,000**
1.377	JDF Search and Rescue	-	-				**-**						-	**-**
1.405	JDF EA Community Parks & Recreation					-	**-**	-		-	-	-		**-**
1.40X	SEAPARC	116,000	30,000	-	250,000	-	**396,000**	-	-	66,000	-	330,000		**396,000**
1.44x	Panorama Recreation	179,000	26,000	125,000	-		**330,000**	-	-	175,000	-	155,000	-	**330,000**
1.455	SSI Community Parks	5,000	-		-		**5,000**		-	5,000	-	-		**5,000**
1.458	SSI Community Recreation	5,000			-		**5,000**			5,000	-	-		**5,000**
1.459	SSI Park Land & Rec Programs	89,500		7,192,275	50,000	50,000	**7,381,775**		7,167,275	89,500	-	125,000		**7,381,775**
1.465	Saturna Island Community Parks				10,000	-	**10,000**					10,000	-	**10,000**
1.475	Mayne Island Community Parks	-				-	**-**				-	-		**-**
1.485	Pender Island Community Parks				10,000		**10,000**				-	10,000		**10,000**
1.495	Galiano Community Parks				16,900		**16,900**					16,900		**16,900**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2023

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.521	Environmental Resource Management	253,000	30,000		14,012,224		**14,295,224**	-		283,000		14,012,224		**14,295,224**
1.523	Port Renfrew Refuse Disposal	-			-		**-**			-		-		**-**
1.575	Environmental Administration Services	10,000					**10,000**			10,000				**10,000**
1.576	Environmental Engineering Services	40,000	40,000				**80,000**			80,000				**80,000**
1.577	IW - Environmental Operations	128,000					**128,000**			128,000				**128,000**
1.578	Environmental Protection	74,500	-				**74,500**			74,500				**74,500**
1.579	Environmental Water Quality	5,000					**5,000**			5,000				**5,000**
1.911	911 Call Answer	-					**-**		-					**-**
1.913	913 Fire Dispatch	5,000					**5,000**			5,000				**5,000**
2.610	Saanich Peninsula Water Supply	-			260,000		**260,000**			50,000		210,000		**260,000**
2.620	Highland Water (SSI)				-		**-**	-						**-**
2.621	Highland & Fernwood Water (SSI)	250,000			-		**250,000**	-	250,000			-		**250,000**
2.622	Cedars of Tuam Water (SSI)	-			-		**-**	-	-			-		**-**
2.624	Beddis Water (SSI)	30,000			100,000		**130,000**	-	100,000			30,000		**130,000**
2.626	Fulford Water (SSI)	-			-		**-**	-	-			-		**-**
2.628	Cedar Lane Water (SSI)	-			-		**-**	-				-		**-**
2.630	Magic Lake Estates Water (Pender)	200,000			-		**200,000**	-	200,000			-		**200,000**
2.640	Lyall Harbour Boot Cove Water (Saturna)	45,000			520,000	-	**565,000**		565,000		-	-	-	**565,000**
2.642	Skana Water (Mayne)	-			-		**-**		-			-		**-**
2.650	Port Renfrew Water	10,000	-		1,955,000		**1,965,000**		1,955,000			10,000		**1,965,000**
2.660	Fernwood Water (SSI)				-		**-**		-					**-**
2.665	Sticks Allison Water (Galiano)	-					**-**					-		**-**
2.667	Surfside Park Estates (Mayne)	-					**-**				-	-		**-**
2.670	Regional Water Supply	1,207,500	50,000	90,000	7,065,000	570,000	**8,982,500**	8,932,500	-	50,000				**8,982,500**
2.680	JDF Water Distribution	182,500	474,000	40,000	6,910,000		**7,606,500**	5,712,500	1,400,000	474,000		20,000		**7,606,500**
2.691	Wilderness Mountain Water Service				-		**-**		-		-	-		**-**
3.701	Millstream Site Remediation					-	**-**	-			-			**-**
3.705	SSI Septage / Composting				1,000,000		**1,000,000**	-	1,000,000			-		**1,000,000**
3.710	North West Trunk Sewer				200,000		**200,000**	-		200,000		-		**200,000**
3.712	North East Trunk Sewer	-			100,000		**100,000**			100,000		-		**100,000**
3.713	East Coast Interceptor				100,000		**100,000**			100,000		-		**100,000**
3.715	North East Trunk 2 (Bowker)				-		**-**			-				**-**
3.718	Saanich Peninsula Wastewater	-			350,000		**350,000**	-		150,000		200,000		**350,000**
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		5,529,744		**5,529,744**	5,529,744	-		-			**5,529,744**
3.810	Ganges Sewer Utility (SSI)	-			27,556		**27,556**	-	-		27,556	-		**27,556**
3.820	Maliview Sewer Utility (SSI)	-			-		**-**	-	-		-	-		**-**
3.830	Magic Lake Sewer Utility (Pender)				-		**-**		-					**-**
3.850	Port Renfrew Sewer				1,200,000		**1,200,000**		1,200,000		-	-		**1,200,000**
TOTAL		**3,945,196**	**921,500**	**9,105,275**	**42,283,424**	**640,000**	**56,895,395**	**20,539,744**	**14,187,275**	**2,598,396**	**852,556**	**18,491,124**	**226,300**	**56,895,395**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2024

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	-					**-**			-				**-**
1.014	Chief Administrative Officer	2,742					**2,742**			2,742				**2,742**
1.015	Real Estate	1,828					**1,828**			1,828				**1,828**
1.016	Human Resources	1,495					**1,495**			1,495				**1,495**
1.017	Finance	32,409					**32,409**	-		32,409				**32,409**
1.018	Health & Capital Planning Strategies	1,495					**1,495**			1,495				**1,495**
1.022	Information Technology	667,600					**667,600**	648,000		19,600				**667,600**
1.024	GM - Planning & Protective Services	-					**-**			-				**-**
1.025	Corporate Emergency	8,000					**8,000**			8,000				**8,000**
1.105	Facilities Management	9,150	-				**9,150**			9,150				**9,150**
1.106	CRD Fisgard HQ Building	-		-			**-**	-				-		**-**
1.107	Corporate Satellite Facilities			-			**-**	-						**-**
1.109	JDF Admin. Expenditures	-					**-**			-				**-**
1.110	SGI Admin. Expenditures	-					**-**			-				**-**
1.111	SSI Admin. Expenditures	1,200					**1,200**			1,200				**1,200**
1.118	Corporate Communications	2,990					**2,990**			2,990				**2,990**
1.123	Family Court Building			-			**-**	-				-		**-**
1.141	SSI Public Library	-		-			**-**					-		**-**
1.226	Health Facilities - VIHA	120,000		-		75,000	**195,000**	-				195,000		**195,000**
1.235	SGI Small Craft Harbour Facilities				400,000		**400,000**	-	-		-	400,000	-	**400,000**
1.236	SSI Small Craft Harbour (Fernwood Dock)				-		**-**				-	-		**-**
1.238A	Community Transit (SSI)		-		-		**-**					-		**-**
1.238B	Community Transportation (SSI)				-		**-**	-	-		-	-		**-**
1.280	Regional Parks	74,000	555,000	-	1,584,000	20,000	**2,233,000**	-	-	629,000	575,000	1,029,000		**2,233,000**
1.290	Royal Theatre	-		1,000,000			**1,000,000**	-			500,000	500,000	-	**1,000,000**
1.295	McPherson Theatre	-		500,000			**500,000**	-			-	500,000	-	**500,000**
1.297	Arts Grants and Development	-					**-**			-				**-**
1.310	Land Banking and Housing	5,000		-			**5,000**		-	5,000	-		-	**5,000**
1.313	Animal Care Services	4,205	18,000				**22,205**			22,205				**22,205**
1.318	Building Inspection	-	40,000				**40,000**			40,000				**40,000**
1.323	ByLaw Services	1,030	15,000				**16,030**			16,030				**16,030**
1.324	Regional Planning Services	-					**-**			-				**-**
1.325	Community Planning	3,910					**3,910**			3,910				**3,910**
1.335	Geo-Spatial Referencing	40,000					**40,000**			40,000				**40,000**
1.350	Willis Point Fire	20,000		8,500	-		**28,500**			20,000		8,500		**28,500**
1.352	South Galiano Fire		600,000	-			**600,000**		-	600,000				**600,000**
1.353	Otter Point Fire	10,000					**10,000**	-		10,000		-		**10,000**
1.356	Pender Island Fire	-	-	-			**-**			-		-	-	**-**
1.357	East Sooke Fire	7,400	-				**7,400**			7,400		-		**7,400**
1.358	Port Renfrew Fire	-					**-**			-				**-**
1.359	North Galiano Fire			-			**-**					-		**-**
1.360	Shirley Fire Department	-					**-**			-				**-**
1.369	Electoral Area Fire Services	-	-				**-**					-	-	**-**
1.370	JDF Emergency Program	-					**-**			-				**-**
1.372	Emergency Planning Coordination	-					**-**			-				**-**
1.375	Hazardous Material Incident Response	10,000					**10,000**			10,000				**10,000**
1.377	JDF Search and Rescue	-	-				**-**						-	**-**
1.405	JDF EA Community Parks & Recreation					-	**-**	-		-	-	-		**-**
1.40X	SEAPARC	66,000	-	-	-	500,000	**566,000**	-	500,000	66,000	-	-		**566,000**
1.44x	Panorama Recreation	428,625	-	409,000	-		**837,625**	-	-	248,625	-	589,000	-	**837,625**
1.455	SSI Community Parks	5,000	-		210,000		**215,000**		-	5,000	-	210,000		**215,000**
1.458	SSI Community Recreation	5,000			-		**5,000**			5,000	-	-		**5,000**
1.459	SSI Park Land & Rec Programs	27,500		2,425,000	-	150,000	**2,602,500**		-	27,500	2,400,000	175,000		**2,602,500**
1.465	Saturna Island Community Parks				10,000	-	**10,000**					10,000	-	**10,000**
1.475	Mayne Island Community Parks	-				-	**-**				-	-		**-**
1.485	Pender Island Community Parks				10,000		**10,000**				-	10,000		**10,000**
1.495	Galiano Community Parks				2,000		**2,000**					2,000		**2,000**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2024

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.521	Environmental Resource Management	253,000	30,000		5,350,000		**5,633,000**	-		283,000		5,350,000		**5,633,000**
1.523	Port Renfrew Refuse Disposal	-			-		**-**			-		-		**-**
1.575	Environmental Administration Services	10,000					**10,000**			10,000				**10,000**
1.576	Environmental Engineering Services	40,000	80,000				**120,000**			120,000				**120,000**
1.577	IW - Environmental Operations	65,000					**65,000**			65,000				**65,000**
1.578	Environmental Protection	73,000	-				**73,000**			73,000				**73,000**
1.579	Environmental Water Quality	5,000					**5,000**			5,000				**5,000**
1.911	911 Call Answer	-					**-**		-					**-**
1.913	913 Fire Dispatch	5,000					**5,000**			5,000				**5,000**
2.610	Saanich Peninsula Water Supply	-			210,000		**210,000**			50,000		160,000		**210,000**
2.620	Highland Water (SSI)				-		**-**	-						**-**
2.621	Highland & Fernwood Water (SSI)	-			20,000		**20,000**	-	-			20,000		**20,000**
2.622	Cedars of Tuam Water (SSI)	-			-		**-**	-	-			-		**-**
2.624	Beddis Water (SSI)	-			-		**-**	-	-			-		**-**
2.626	Fulford Water (SSI)	-			-		**-**	-	-			-		**-**
2.628	Cedar Lane Water (SSI)	-			-		**-**	-				-		**-**
2.630	Magic Lake Estates Water (Pender)	-			-		**-**	-	-			-		**-**
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			20,000	-	**20,000**		20,000		-	-	-	**20,000**
2.642	Skana Water (Mayne)	-			-		**-**		-			-		**-**
2.650	Port Renfrew Water	10,000	-		-		**10,000**		-			10,000		**10,000**
2.660	Fernwood Water (SSI)				-		**-**		-					**-**
2.665	Sticks Allison Water (Galiano)	-					**-**					-		**-**
2.667	Surfside Park Estates (Mayne)	200,000					**200,000**				100,000	100,000		**200,000**
2.670	Regional Water Supply	987,500	250,000	40,000	18,315,000	400,000	**19,992,500**	11,642,500	8,100,000	250,000				**19,992,500**
2.680	JDF Water Distribution	182,500	-	40,000	5,965,000		**6,187,500**	6,012,500	-	-		175,000		**6,187,500**
2.691	Wilderness Mountain Water Service				-		**-**		-		-	-		**-**
3.701	Millstream Site Remediation					-	**-**	-			-			**-**
3.705	SSI Septage / Composting				-		**-**	-	-			-		**-**
3.710	North West Trunk Sewer				200,000		**200,000**	-		200,000		-		**200,000**
3.712	North East Trunk Sewer	-			100,000		**100,000**			100,000		-		**100,000**
3.713	East Coast Interceptor				100,000		**100,000**			100,000		-		**100,000**
3.715	North East Trunk 2 (Bowker)				-		**-**			-				**-**
3.718	Saanich Peninsula Wastewater	-			510,000		**510,000**	-		150,000		360,000		**510,000**
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		5,529,744		**5,529,744**	5,529,744	-		-			**5,529,744**
3.810	Ganges Sewer Utility (SSI)	-			-		**-**	-	-		-	-		**-**
3.820	Maliview Sewer Utility (SSI)	-			-		**-**	-	-		-	-		**-**
3.830	Magic Lake Sewer Utility (Pender)				3,000,000		**3,000,000**		3,000,000					**3,000,000**
3.850	Port Renfrew Sewer				-		**-**		-		-	-		**-**
TOTAL		**3,387,579**	**1,588,000**	**4,422,500**	**41,535,744**	**1,145,000**	**52,078,823**	**23,832,744**	**11,620,000**	**3,247,579**	**3,575,000**	**9,803,500**	**-**	**52,078,823**

Making a difference...together

REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 09, 2020

SUBJECT **Bylaw Nos. 4389 and 4395: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas**

ISSUE SUMMARY

Adjusting the utilities rates for the three electoral areas as recommended by the respective Commissions, and as included in the 2021 Financial Plan.

BACKGROUND

Annually, amendments to the Electoral Area utilities fees and charges bylaws are recommended to reflect the rates included in setting the service budgets and preliminary financial plan for the forthcoming year. All local service commissions have recommended their respective 2021 budgets, inclusive of the fees and charges changes.

The proposed fee and charges amendments are intended to cover the projected net cost of service delivery inclusive of reserve contributions for the upcoming year. Board approval is required in advance of the effective billing period January 1 through December 31, 2021.

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

Appendix C contains a comparison of changes to rates contained in each of the two parent bylaws: Bylaw No. 3847 and Bylaw No. 3864.

Bylaw No. 3847 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges, and Bylaw No. 3864 covers all Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4389 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. 9, 2020” be introduced and read a first, second, and third time.
2. That Bylaw 4389 be adopted.
3. That Bylaw No. 4395 cited as “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2020” be introduced and read a first, second, and third time.
4. That Bylaw No. 4395 be adopted.

Alternative 2

That Bylaws 4389 and 4395 be referred back to staff for additional information.

IMPLICATIONS

Financial Implications
Changes in fees and charges are required in order for local utility services in the three Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions. The recommended rates are effective for January 1 through December 31, 2021, and reflect estimated 2020 surplus and deficit transfers and carryforwards.

CONCLUSION

Several utilities within the Electoral Areas require changes to fees and charges, to reflect user fees required to fund operating and capital budgets. The Commissions have all recommended their respective 2021 service budget for Board approval; this approval is required prior to January 1, 2021, in order to attain the revenue targets specified in the 2021 service budgets.

RECOMMENDATION

1. That Bylaw No. 4389 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. 9, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4389 be adopted.
3. That Bylaw No. 4395 cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2020" be introduced and read a first, second, and third time.
4. That Bylaw No. 4395 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw 4389 and Schedules
Appendix B: Bylaw 4395 and Schedules
Appendix C: Changes to Fees & Charges Summary

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4389

****

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

****

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 “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. 9, 2020".

READ A FIRST TIME THIS	th	DAY OF	2020
READ A SECOND TIME THIS	th	DAY OF	2020
READ A THIRD TIME THIS	th	DAY OF	2020
ADOPTED THIS	th	DAY OF	2020

CHAIR

CORPORATE OFFICER

SCHEDULE "C"

1. Water, Sewer, and Port Renfrew Street Lighting

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

Service Area	Annual Charge • 25% of which is billed each 3 months
Skana Water	$927.38 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	$1,193.40 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	$394.02 per Single Family Equivalent connected to the sewer system
Lyall Harbour/Boot Cove Water	$667.45 per Single Family Equivalent connected to the water system
Magic Lake Estates Water	$329.39 per Single Family Equivalent connected to the water system
	Quarterly Consumption Charge, effective as of July 1, 2013: >50 m^3 = $0.50 m^3 >80 m^3 = $1.00 per m^3
Sticks Allison Water	$1,408.54 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: $20.00 per month for each Single Family Equivalent connected to the water system Annual User Charge: $951.26 per annum for each Single Family Equivalent connected to the water system
Port Renfrew Water Annual User Charge	$190.76 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	$586.16 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	$34.12 per User

(Schedule C continued on next page)

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

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

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

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

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

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4395

****

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 “B” in its entirety and replacing it with SCHEDULE “B” attached hereto.

   b) By removing SCHEDULE “C” in its entirety and replacing it with SCHEDULE “C” attached hereto.

2. 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. 14, 2020”.

READ A FIRST TIME THIS	th	DAY OF	2020
READ A SECOND TIME THIS	th	DAY OF	2020
READ A THIRD TIME THIS	th	DAY OF	2020
ADOPTED THIS	th	DAY OF	2020

_____ _____

CHAIR CORPORATE OFFICER

SCHEDULE "B"

1. Water Service Turn On and Turn Off Fee

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

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

(b) During Non-Working Hours: $200.00

(Schedule B continued on next page)

2. Water and Sewer User Fees

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

(a) Fixed Fee

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	$1900.00 per single family dwelling unit or equivalent
Cedar Lane	$1,163.43 per single family dwelling unit or equivalent
Beddis	$831.20 per single family dwelling unit or equivalent
Highland	$0 per single family dwelling unit or equivalent
Fernwood	$0 per single family dwelling unit or equivalent
Maliview	$1,807.53 per single family dwelling unit or equivalent
Fulford	$1,381.23 per single family dwelling unit or equivalent Other: No Fixed Fee
Highland & Fernwood	$1,182.53 per single family dwelling unit or equivalent

(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	$3.50 per cubic metre
	Greater than 38.0 cubic metres	$9.00 per cubic metre
Cedar Lane	First 30.0 cubic metres or portion	$2.50 per cubic metre
	31.0 to 60.0 cubic metres or portion	$9.00 per cubic metre
	Greater than 61 cubic metres	$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	$3.10 per cubic metre
	Next 68.0 cubic metres or portion	$6.30 per cubic metre
	Greater than 106 cubic metres	$8.50 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	$0.64 per cubic metre
	Next 68.0 cubic metres or portion	$2.00 per cubic metre
	Greater than 106 cubic metres	$5.13 per cubic metre
Maliview	$1.75 per cubic metre of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other: $3.27 per cubic metre Minimum Consumption Charge per three months is $345.31 per service connection.	

SCHEDULE C

Liquid Waste Receiving Facility

1. Disposal Fees and Charges

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

Fees:	
Septage	$97.89 per cubic metre ($0.445 per imperial gallon)
Sewage	$97.89 per cubic metre ($0.445 per imperial gallon)
Facility User Permit	$50.00 per Septage waste disposal truck per annum (valid for a period from January 1 of each year until December 31 of the subject year). This fee is not pro-rated in the first year of this schedule coming into force.
Charges:	
Call Out Charge	$75.00 per hour; minimum charge $150 first 2 hours
After Hours Call Out	$75.00 per hour; minimum charge $150 first 2 hours

2. Definitions:

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

"**CRD**" means the Capital Regional District.

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

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

"**Facility Access Permit**" means a Facility Access Permit issued by the CRD.

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

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

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

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

"**Liquid Waste**" means Septage and/or Sewage Sludge.

"**Liquid Waste Receiving Facility**" means the Salt Spring Liquid Waste facility that receives Trucked Liquid Waste, more particularly described as located off Burgoyne Bay Road, Salt

Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

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

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

"**Prohibited Waste**" means Hazardous Waste as defined by the *Hazardous Waste Regulation*.

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

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

"**Sewage Sludge**" means the primary or secondary Sewage Sludge from a sewage treatment plant.

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

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

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

3. User Fees:

   a) The Liquid Waste disposal fee set out in Section 1 will be imposed on every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility and shall be paid in accordance with this bylaw.

   b) The fees charged will be calculated by multiplying the measured volume of Liquid Waste Discharged by the unit rate set out in Section 1. Where no measured volume is available, the fees charged will be calculated by multiplying the unit rate by the volume of a full load of Liquid Waste from the Haulers truck as specified in the operators manual for the Haulers truck.

4. Credit:

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

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

i. The person receiving credit shall pay to the CRD all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The CRD will invoice monthly for Liquid Waste delivered during the preceding month. The invoice amount will be based on the total quantity of the waste delivered during the month, and the posted rates in effect at the time of delivery.

ii. Late payment(s) will be subject to an interest penalty of 1.5% per month.

iii. The CRD reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment or other justified cause as judged solely by the CRD.

5. Regulations:

a) Persons, including Generators or Haulers of Liquid Waste, shall only use the Liquid Waste Receiving Facility upon the following conditions:

i. That they agree to comply with all provisions within this Bylaw.

ii. They have received a Facility Access Permit from the CRD.

iii. That the Liquid Waste meets the operating criteria to be received and processed at the facility.

iv. That they agree to comply with all operating protocols governing the use of the Liquid Waste Receiving Facility as prescribed in Section 6, as stated on any signage or materials published by the CRD, or as directed by an employee or agent of the CRD.

b) Any person making a Discharge at the Trucked Liquid Waste Receiving Facility shall immediately stop the Discharge at the instructions of an employee of the CRD if that employee has reasonable grounds to believe the Discharge does not meet the provisions of this bylaw or any other enactment.

c) A Hauler or other person is liable for any damage to a Liquid Waste Receiving Facility or CRD property caused by the Hauler or other person or caused by the functioning or operation of a Hauler or other person's vehicle, tank, or equipment.

d) The CRD may suspend or revoke a permit to access and use of the Liquid Waste Receiving Facility if the Generator or Hauler falsifies or omits information on a Trucked Waste Manifest.

e) Sections 5 (a) to 5 (d) do not apply to a Municipality or agent of a Municipality, where Liquid Waste is removed from a water, Sewer or sewage facility or the Liquid Waste Receiving Facility for purposes of maintenance activities on the water, Sewer or sewage facility or the Liquid Waste Receiving facility.

6. Operating Protocols:

a) The Liquid Waste Receiving Facility is an unattended facility and is controlled by a locked gate. In order to access the site a Hauler must have a valid Facility Access Permit.

i. Permits can be obtained by making application to the CRD on the application form attached herto in Schedule “E”, and paying the annual fee as set out in section 1.

ii. Each vehicle owned by the Hauler that is used for the purposes of Septage waste disposal at the Liquid Waste Receiving Facility must be listed on the Facilty Access Permit.

iii. Once approved a Facility Access Permit sticker, gate access key and/or codes will issued to the Hauler.

iv. A Facilty Access Permit Sticker will be issued for each vehicle listed on the Facility Access Permit.

v. The CRD may suspend or revoke a Facility Access Permit:

(1) for any or all vehicles licensed to any one Hauler for any violation of, or noncompliance with, the terms and conditions of this bylaw, or any enactment applicable to the Discharge of waste into a Liquid Waste Receiving Facility, when the violation or noncompliance interferes with the operation of the Liquid Waste Receiving Facility.

(2) if a Generator or Hauler falsifies or omits information regarding the source, type, or quality of Septage Discharged at the Liquid Waste Receiving Facility.

(3) for any or all vehicles licensed to any one Hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the CRD or the Operator.

b) While on site at the Liquid Waste Receiving Facility, all Haulers, persons, employees, and agents of the CRD shall abide by WorkSafeBC and CRD protocols and regulations, and conduct their activities in a safe and respectful manner.

c) The designated intake connection at the Liquid Waste Receiving Facility must be used. Discharging Liquid Waste directly or indirectly into any other point at the Liquid Waste Receiving Facility is strictly prohibited and may result in suspension or revocation of a Facility Access Permit.

d) Information regarding the Liquid Waste to be Discharged including the waste manifest must be properly entered into the log-in Hauler’s panel or may result in suspension or revocation of a Facility Access Permit.

e) The solid to Liquid Waste content shall not contain any solid rocks or debris larger than 38mm in diameter. Failure to comply with this requirement may lead to Call Out Charges as set out in Section 1, if CRD staff are required to attend the Liquid Waste Receiving Facility, and could result in liability to repair the facility if damage is caused.

f) Should the Liquid Waste Receiving Facility alarm go into effect and the inlet valve close, Haulers must wait until the Liquid Waste Receiving Facility has been reset before

continuing to off-load. No Liquid Waste shall be deposited anywhere else on site while waiting for CRD personnel to respond.

g) All hauling vehicles using the site must have connection devices compatible with those of the facility.

h) The Hauler is responsible for connecting and disconnecting hoses from the hauling vehicle to the facility Discharge coupling, and the operation of the equipment associated with the hauling vehicle.

i) The Discharge of Liquid Waste shall be conducted without spillage. Hoses shall not be drained to the ground. In the event that an environmental spill occurs, the Hauler must immediately discontinue discharging and contact the CRD and report the a) date / time; b) volume; c) material spilled.

j) Each vehicle owned by the Hauler that is used for the purpose of waste disposal at the Liquid Waste Receiving Facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.

k) Parking for Haulers' or other persons' vehicles on site is permitted only while discharging Liquid Waste.

l) There is a limited supply of water to operate the Liquid Waste Receiving Facility. No person shall use water for washing or servicing their vehicles.

m) The Hauler shall designate on the Trucked Waste Manifest the type of Liquid Waste being Discharged.

n) Users shall observe and comply with all posted speed limit requirements on the road access and on the Liquid Waste Receiving Facility.

o) Hours of Operation:

i. Liquid Waste will only be accepted at the Liquid Waste Receiving Facility during regular hours of operation.

ii. The regular hours of operation at the Liquid Waste Receiving Facility are as follows:

Monday to Friday, excluding statutory holidays	7:30 am to 4:00 pm

iii. During the regular hours of operation, the Liquid Waste Receiving Facility will be open for Haulers to dispose of Liquid Waste. CRD staff will only be available to respond to any issues or alarms during regular hours of operation.

iv. After hours access may be considered under emergency situations.

v. No person shall make use of the Liquid Waste Receiving Facility at any time other than the regular hours and days of operation, unless:

(1) that person is an employee, contractor or agent of the CRD; or

(2) there is an emergency situation, and the person using the Liquid Waste Receiving Facility pays the after hour charges as set out in Section 1.

p) A flow meter is provided and shall be used to measure the volume of each Discharge. The CRD will bill each Hauler based on the total volume of Liquid Waste Discharged.

7. Offences and Penalties:

a) A person who contravenes this bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding $10,000.

b) Where an offence is committed, or continues on for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding $10,000, may be imposed for each day on or during which an offence occurs or continues.

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

Appendix C
Changes to Fees & Charges, Bylaws No. 4389 and 4395

Purpose: To summarize changes to Fees and Charges for 2021 in the three Electoral Areas.

Bylaw No. 4389:
To Amend Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges

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

Service Area	2021 Annual Charge	2020 Annual Charge	Committee/Commission Approval
Skana Water	$927.38 (per SFE)	$909.38 (per SFE)	Skana Water Service Committee November 30, 2020
Surfside Park Estates Water	$1,193.40 (per SFE)	$1,178.82 (per SFE)	Surfside Park Estates Water Service Committee November 30, 2020
Magic Lake Estates Sewer	$394.02 (per SFE)	$394.02 (per SFE)	Magic Lake Estates Water and Sewer Committee November 26, 2020
Lyall Harbour/Boot Cove Water	$667.45 (per SFE)	$638.74 (per SFE)	Lyall Harbour/Boot Cove Water Local Services Committee November 23, 2020
Magic Lake Estates Water	$329.39 (per SFE)	$321.96 (per SFE)	Magic Lake Estates Water and Sewer Committee November 26, 2020
	No Change	Consumption Charge >50 m^3 = $0.50/$m^3$ >80 m^3 = $1.00/$m^3$	
Sticks Allison Water	$1,408.54 (per SFE)	$1,379.47 (per SFE)	Sticks Allison Water Local Service Committee November 24, 2020
	No Change	> 136 m^3 per 3 months = $2.20/$m^3$	
Wilderness Mountain Water	$951.26 (per SFE)	$899.42 (per SFE)	Wilderness Mountain Water Service Commission November 24, 2020
	No Change	Consumption Charge = $20.00 (Monthly per SFE)	
Port Renfrew Water Annual User Charge	$190.76 (per Unit)	$189.65 (per Unit)	Port Renfrew Utility Services Committee November 19, 2020
Port Renfrew Sewer Annual User Charge	$586.16 (per Unit)	$498.36 (per Unit)	
Port Renfrew Street Lighting	$34.12 (per User)	$33.53 (per User)	

Bylaw No. 4395:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

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

Service Area	2021 Annual Charge (per SFE)	2020 Annual Charge (per SFE)	Committee/Commission Approval
Cedars of Tuam Water	$1,900.00	$1,950.76	Cedars of Tuam Water Service Commission November 5, 2020
Cedar Lane Water	$1,163.43	$991.86	Cedar Lane Water Service Commission November 5, 2020
Beddis Water	$831.20	$686.93	Beddis Water Service Commission December 3, 2020
Highland Water	No Change	$0	Highland/Fernwood Water Service Commission October 29, 2020
Fernwood Water	No Change	$0	
Highland & Fernwood Water	$1,182.53	$881.88	Highland/Fernwood Water Service Commission October 29, 2020
Maliview Sewer	$1,807.53	$1,215.15	Highland Water and Sewer Services Commission (Maliview) October 29, 2020
Fulford Water	$1,381.23	$1,376.77	Fulford Water Service Commission November 3, 2020

Bylaw No. 4395:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

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

Service Area	2021 Consumption Charge	2020 Consumption Charge	Committee/Commission Approval
Cedars of Tuam Water	First 38 m^3 =$3.50/$m^3$ >38 m^3 = $9.00/$m^3$	First 38 m^3 =$0.90/$m^3$ >38 m^3 = $7.70/$m^3$	Cedars of Tuam Water Service Commission November 5, 2020
Cedar Lane Water	No Change	First 30 m^3 =$2.50/$m^3$ >30 m^3 = $9.00/$m^3$ >61 m^3 = $25.00/$m^3$	Cedar Lane Water Service Commission November 5, 2020
Beddis Water	No Change	First 38 m^3 =$3.10/$m^3$ Next 68 m^3 = $6.30/$m^3$ >106 m^3 = $8.50/$m^3$	Beddis Water Service Commission December 3, 2020
Highland & Fernwood Water	No Change	First 38 m^3 =$0.64/$m^3$ Next 68 m^3 = $2.00/$m^3$ >106 m^3 = $5.13/$m^3$	Highland/Fernwood Water Service Commission October 29, 2020
Maliview Sewer	No Change	$1.75/$m^3$ of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	Highland Water and Sewer Services Commission (Maliview) October 29, 2020
Fulford Water	Single Family Residential: No Consumption Charge Other: $3.27/$m^3$ Minimum Consumption Charge per three months is $345.31 per service connection.	Single Family Residential: No Consumption Charge Other: $3.27/$m^3$ Minimum Consumption Charge per three months is $312.75 per service connection.	Fulford Water Service Commission November 3, 2020

Bylaw No. 4395:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule C (1) Disposal Fees and Charges

Service Area	2021 Fees	2020 Fees	Committee/Commission Approval
Septage	$97.89 per cubic metre ($0.445 per imperial gallon)	$96.79 per cubic metre ($0.44 per imperial gallon)	Salt Spring Island Liquid Waste Disposal Local Service Commission October 27, 2020
Sewage	$97.89 per cubic metre ($0.445 per imperial gallon)	$96.79 per cubic metre ($0.44 per imperial gallon)	Salt Spring Island Liquid Waste Disposal Local Service Commission October 27, 2020

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 9, 2020

SUBJECT **Bylaws No. 4393, 4394: Florence Lake Improvement District Conversion to CRD Service**

ISSUE SUMMARY

A local debt service and loan authorization is required to fund upgrades and remediation of the Florence Lake Improvement District's former water system.

BACKGROUND

Incorporation of the area serviced by the Florence Lake Improvement District ("FLID"), a collection of 17 properties on Savory Road in Langford, BC, into the Juan De Fuca Water Distribution System requires significant upgrades and remediation work to service the area currently serviced by FLID.

On June 12, 2019, the CRD Board adopted the following recommendation of the Juan de Fuca Water Distribution Commission:

A. *Staff be directed to commence a service conversion process with the Province to convert the Florence Lake Improvement District (FLID) to a Capital Regional District (CRD) service which, when concluded, would result in incorporating the FLID water infrastructure into the Juan de Fuca Water Distribution Service; and establishing a new service for the purpose of CRD financing of the infrastructure improvements required as a condition of conversion, and dissolving the FLID; and*

B. *Apply for any available conversion or infrastructure grants on FLID's behalf*

At the direction of the Province, the residents of FLID ran a petition process which was successful and supported by the residents, the Province, and CRD's Integrated Water Services Department; however, as the improvement district is located within the municipal boundaries of Langford, the Province and the *Local Government Act* require CRD to commence an alternative approval process for establishment of the debt service or alternatively, run a referendum.

The Province has drafted an order-in-council to wind-up FLID and transfer its assets and liabilities to the CRD. CRD is unable to accept FLID's assets and liabilities without a debt service to pay for the upgrades necessary to tie-in the FLID service area with the existing JDF water system and remediate the system. The estimated costs of this work are $300,000, to be borrowed under the to-be-created FLID debt service.

ALTERNATIVES

Alternative 1

That:
1. Bylaw No. 4393, Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020, be introduced and read a first, second, and third time;

2. Elector approval for Bylaw No. 4393 be obtained via alternative approval process, and if successful, referred to the Inspector of Municipalities for approval;
3. Bylaw No. 4394, Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020, be introduced and read a first, second, and third time; and
4. Elector approval for Bylaw No. 4394 be obtained via alternative approval process, and if successful, referred to the Inspector of Municipalities for approval.

Alternative 2

That Bylaws No. 4393 and 4394 be referred back to staff for additional information.

IMPLICATIONS

Governance Implications

CRD will need to conduct an elector approval process to create the debt service and borrow for the water service establishment and remediation. The Province is unable to issue an order-in-council or other regulation allowing CRD to rely on the petition to satisfy the elector approval requirement, due to a legislative impediment in the *Local Government Act* relating to the wind-up of improvement districts. Langford council is unable to consent on behalf to the creation of the service, as the taxable service area is only a sub-set of its municipal boundaries, rather than the entire municipality.

City of Langford staff have been in discussions with CRD and the Province. A sample parcel tax bylaw has been drafted by CRD for the City of Langford, pursuant to the requirements of the *Community Charter*. CRD and City of Langford staff are in agreement with CRD taking on the debt service, it relates directly to the JDF Water Distribution system and JDF Water Distribution Commission.

Financial Implications

In the event that CRD does not proceed by Alternative Approval Process ("AAP") or referendum, there is no way to service the properties.

A small AAP for the local service area would have a minor impact on staff time and is likely to cost less than $5,000; a referendum would cost more and require significantly more staff resources. An AAP is recommended.

The petition and community consultations conducted between FLID and IWS indicated the residents wished to pay the debt service by way of parcel tax, rather than fee and charge or requisition, with an option to make a lump-sum payment prior to the service commencing. The amount per parcel is estimated at $17,647 per property, plus interest, over 15 years. A parcel tax would be collected by the City of Langford, pursuant to the requirements under the *Community Charter*.

Alignment with Service Delivery and Strategies

The Provincial direction relating to improvement districts for these organizations to eventually form part of a regional district or municipality. The acceptance of the Florence Lake Improvement District and the eventual creation of a service for its inclusion into the JDF water distribution network, was previously adopted by the Juan de Fuca Water Distribution Commission on June 4,

2019 and the CRD Board on June 12, 2019.

CONCLUSION

In order to allow the Province and FLID to convert to a regional district service, CRD must create the local debt service and loan authorization. Elector approval can only by obtained by AAP or referendum due to legislative impediment. An AAP is recommended.

RECOMMENDATION

That:

1. Bylaw No. 4393, Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020, be introduced and read a first, second, and third time;
2. Elector approval for Bylaw No. 4393 be obtained via alternative approval process, and if successful, referred to the Inspector of Municipalities for approval;
3. Bylaw No. 4394, Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020, be introduced and read a first, second, and third time; and
4. Elector approval for Bylaw No. 4394 be obtained via alternative approval process, and if successful, referred to the Inspector of Municipalities for approval.

Submitted by:	Steve Carey, Manager, Legal Services, Corporate Services
Submitted by:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4393, Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020
Appendix B: Bylaw No. 4394, Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4393

****

A BYLAW TO ESTABLISH THE FLORENCE LAKE WATER SYSTEM LOCAL SERVICE AREA

****

WHEREAS:

A. The Capital Regional District may, under Section 263(1)(a) of the *Local Government Act*, establish and provide any service that the Board considers necessary or desirable for all or part of the Capital Regional District;

B. The Board of the Capital Regional District wishes to establish a water distribution local service of the regional district (the "Service"), in the area formerly serviced by the Florence Lake Improvement District, in order to fund upgrades to the water system, while the former water supply service provided by the Florence Lake Improvement District will be taken on by the Juan De Fuca Water Distribution Service and Commission, respectively;

C. Participating area approval is required and assent of the electors has been obtained pursuant to Section 342(2)(b) of the *Local Government Act*; and

D. The approval of the Inspector of Municipalities has been obtained under Section 343(1)(a) of the *Local Government Act*.

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

Service

1. The Service established by this Bylaw is for the purposes of upgrading the existing Florence Lake Water System, the operation of a water utility, and assuming responsibility for the administration, operation, and maintenance of the infrastructure providing water to the residences of Savory Road, Langford BC, in the area formerly known as the Florence Lake Improvement District.

Boundaries

2. The boundaries of the Service Area are shown in heavy outline on the Plan attached as Schedule "A" to this Bylaw, which are within the City of Langford.

Participating Area

3. Only the City of Langford includes a participating area for this service.

Cost Recovery

4. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service may be recovered by one or more of the following:

a) parcel taxes imposed in accordance with Division 2 of Part 11 of the *Local Government Act;*

b) fees and charges imposed under Section 397 of the *Local Government Act*;

c) revenues raised by other means authorized under the *Local Government Act* or another Act;

d) revenues received by agreement, enterprise, gift, grant or otherwise.

Maximum Requisition

5. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

a) Seventy five thousand ($75,000); or

b) An amount equal to the amount that could be raised by a property value tax rate of $6.3298 per One Thousand Dollars ($1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

Citation

6. This Bylaw may be cited as the "Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020".

READ A FIRST TIME THIS day of

READ A SECOND TIME THIS day of

READ A THIRD TIME THIS day of

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS day of

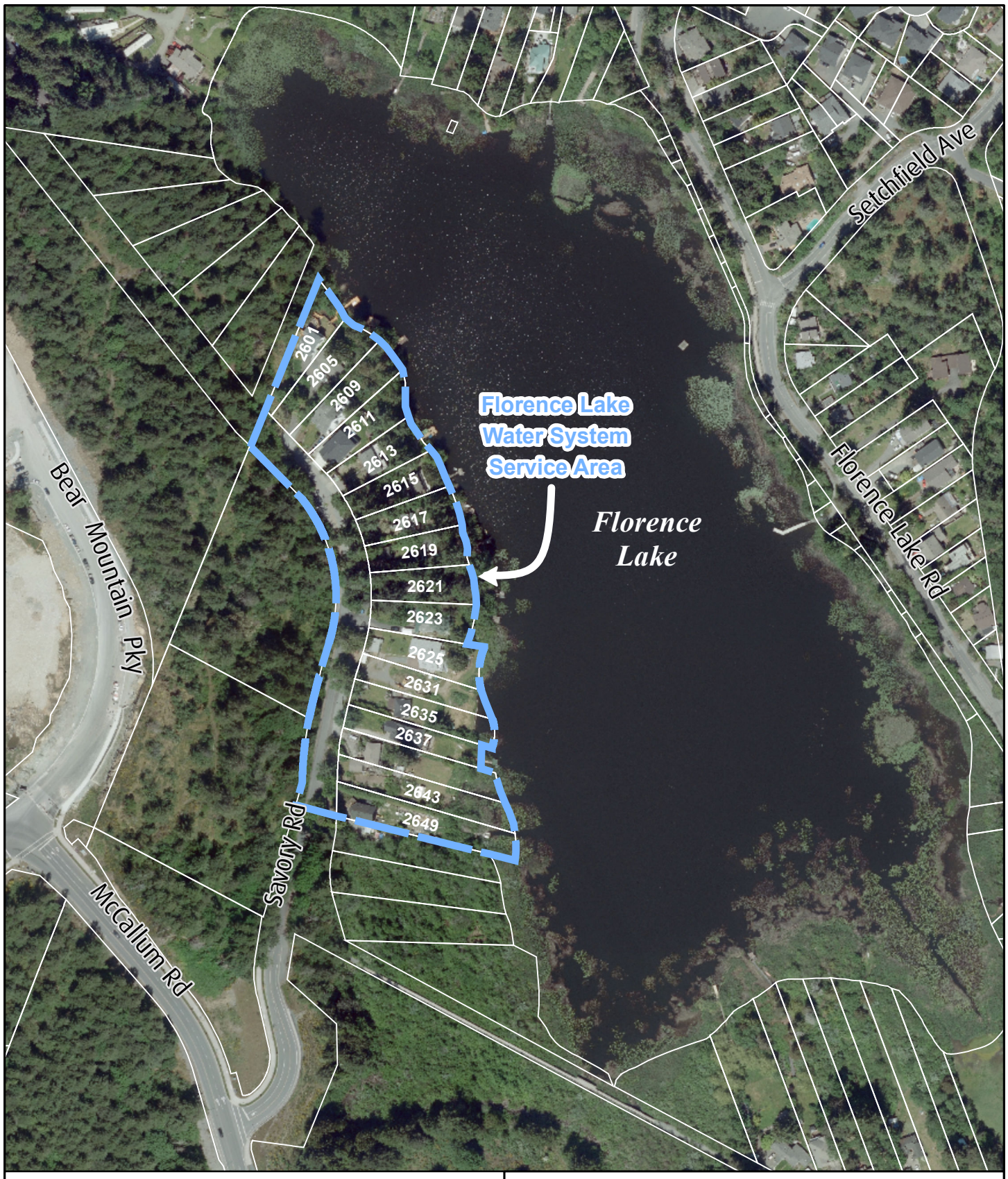
RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 342(2)(b) OF THE *LOCAL GOVERNMENT ACT* THIS day of

ADOPTED THIS day of

CHAIR CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of

Schedule "A"



Proposed Florence Lake Water Debt Service Area

Schedule "A"

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August 2019 | FlorenceLakeWaterSystem.mxd | helpdesk@crd.bc.ca

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4394

****

A BYLAW TO AUTHORIZE THE BORROWING OF THREE HUNDRED THOUSAND DOLLARS ($300,000) FOR THE FLORENCE LAKE WATER SYSTEM UPGRADE

****

WHEREAS:

A. Under Bylaw No. 4393, Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020, the Capital Regional District established a local service for the payment of upgrades to the former Florence Lake Improvement District water distribution service;

B. The Board of the Capital Regional District wishes to upgrade the existing Florence Lake Water System in connection with the Service (the "**Project**") to facilitate integration with the Juan de Fuca Water Distribution Service;

C. The estimated cost of the Project, including expenses incidental thereto to be funded by debt servicing, is the sum of Three Hundred Thousand Dollars ($300,000), which is the amount of debt intended to be authorized by this bylaw;

D. Pursuant to Section 342, 348 and 351 of the *Local Government Act*, participating area approval is required and shall be obtained by assent of the electors under Section 342(2)(b) of the *Local Government Act*;

E. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*; and

F. It is proposed that the financing of the Project is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Capital Regional District.

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

1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the planning, study, design and construction of works for the provision of the facilities and equipment for the purpose of the Project in connection with the Service and to do all things necessary in connection with the Project and without limiting the generality of the foregoing:

   (a) to borrow upon the credit of the Capital Regional District a sum not exceeding Three Hundred Thousand Dollars ($300,000);

   (b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the Project.

2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is fifteen years.

3. This Bylaw may be cited as the “Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020”.

READ A FIRST TIME THIS day of

READ A SECOND TIME THIS day of

READ A THIRD TIME THIS day of

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS day of

RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 342(2) OF THE *LOCAL GOVERNMENT ACT* THIS day of

ADOPTED THIS day of

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of

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REPORT TO HIGHLAND WATER AND SEWER AND HIGHLAND FERNWOOD WATER SERVICES MEETING OF THURSDAY, OCTOBER 29, 2020

SUBJECT **Bylaw 4371 – Salt Spring Island Water, Sewer, and Liquid Waste Disposal Commission Bylaw No. 1, 2010, Amendment No. 1 2020**

ISSUE SUMMARY

To amend Bylaw No. 3693 to continue and update the Salt Spring Island water, sewer and liquid waste disposal commission as it relates to the Highland Water and Sewer service and Fernwood Water and Highland Water service.

BACKGROUND

In December 8, 2010 the Board approved establishment of the Highland Fernwood Water Service (Bylaw 3753) for servicing and debt associated with construction of new water treatment plant.

With the merging of these two water local area services a commission establishment bylaw should have been established at the same time. Bylaw 4371 establishes the Highland and Fernwood Water Commission and the Maliview Sewer Commission; and discontinues the Fernwood Water Local Service Commission and the Highland Water and Sewer Services Commission.

ALTERNATIVES

Alternative 1
The Fernwood Water Local Service Commission and the Highland Water and Sewer Services Commission recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw 4371, "Salt Spring Island Water, Sewer, and Liquid Waste Disposal Commission Bylaw No. 1, 2010, Amendment No. 1, 2020" be introduced and read a first, second, and third time;
2. That Bylaw 4371 be adopted.

Alternative 2
That the matter be referred back to staff for additional information.

IMPLICATIONS

There are no financial or service delivery implications associated with the bylaw amendment. The change is a housekeeping matter to ensure the commissions are established in accordance with the service establishment.

CONCLUSION

The amendment is required to establish a commission for the services provide for within both the Highland and Fernwood Water and the Maliview Sewer service areas.

RECOMMENDATION

The Fernwood Water Local Service Commission and the Highland Water and Sewer Services Commission recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw 4371, "Salt Spring Island Water, Sewer, and Liquid Waste Disposal Commission Bylaw No. 1, 2010, Amendment No. 1, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4371 be adopted.

Submitted by:	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw 4371, Salt Spring Island Water, Sewer, and Liquid Waste Disposal Commission Bylaw No. 1, 2010, Amendment No. 1, 2020

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4371

****

A BYLAW TO MERGE THE HIGHLAND AND FERNWOOD WATER COMMISSIONS AND ESTABLISH A COMMISSION FOR MALIVIEW SEWERAGE SYSTEM (BYLAW NO. 3693)

****

WHEREAS:

A. Under Bylaw No. 3693, Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010, the Regional Board established commissions to administer various water, sewer, and liquid waste services on Salt Spring Island, including the Fernwood Water Commission, managing Fernwood Water Supply Local Service Establishment Bylaw No. 1, 1989 (Bylaw No. 1772); and the Highland Water and Sewer Services Commission, administering the Highland Water System Local Service Establishment Bylaw No. 1, 1991 (Bylaw No. 1937) and the Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991 (Bylaw No. 1938);

B. For some time, the Fernwood and Highland Commissions have functioned as a joint commission with shared membership, and administered the Maliview Sewer Local Service with a subset of members; and

C. The Board wishes to amend Bylaw No. 3693 to merge the Fernwood and Highland Water Commission functions, and create a commission for Maliview Sewer Local Service administration;

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

1. Bylaw No. 3693, "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2020" is hereby amended as follows:

   (a) By removing section 2(g) and rearranging remaining list items 2(h), 2(i), and 2(j) into 2(g), 2(h), and 2(i), accordingly.

   (b) By replacing the table under section 3(a), with the following table:

Committee Establishing Bylaw	**New, Renamed Commission**
Beddis Water Service Committee Bylaw No. 1, 2004	Beddis Water Service Commission
Cedars of Tuam Water Service Committee Bylaw No. 1, 2003	Cedars of Tuam Water Service Commission
Fernwood Water Local Service Committee Bylaw No. 1, 2005 &	Fernwood and Highland Water Service Commission
Highland Water and Sewer Committee Bylaw No. 1, 1991	Maliview Sewer Local Service Commission
Fulford Water Service Committee Bylaw No. 1, 2004	Fulford Water Service Commission
Ganges Sewer Local Services Committee Bylaw, 1991	Ganges Sewer Local Services Commission
Salt Spring Island Liquid Waste Disposal Local Services Committee Bylaw No. 1, 1993	Salt Spring Island Liquid Waste Disposal Local Service Commission

(c) In Schedule "A", in section 1, Membership, by replacing section 1(d) with the following:

> 1(d) The Fernwood and Highland Water Service Commission, administering the Fernwood Water Local Service Area and the Highland Water Local Service Area, shall consist of the Director plus four (4) other persons appointed by resolution of the Regional Board as follows:
>
> (i) Three members shall be resident electors of the Highland Water Local Service Area or the Fernwood Water Local Service Area; and
>
> (ii) One member shall be a resident elector of the Salt Spring Island Electoral Area.

(d) In Schedule "B", section 1, Description of Services, replacing section 1(d) with the following:

> 1(d) The Fernwood and Highland Water Service Commission operates services for the supply, conveyance, treatment, storage and distribution of water within the Fernwood Water Local Service Area, more particularly described in Bylaw No. 1772, "Fernwood Water Supply Local Service Establishment Bylaw No. 1, 1989" and any amendments thereto, and in the Highland Water Local Service Area, more particularly described in Bylaw No. 1937, "Highland Water System Local Service Establishment Bylaw No. 1, 1991" and any amendments thereto;

(e) In Schedule "A", section 1, Membership, by replacing section 1(g) with the following:

> 1(g) The Maliview Sewer Local Service Commission, administering the Maliview Sewer Local Service Area, shall consist of the Director plus (three) other persons appointed by resolution of the Regional Board as follows:
>
> (i) Two (2) members shall be resident electors of the Maliview Sewer Local Service Area; and
>
> (ii) One (1) member shall be a resident elector of the Slat Spring Island Electoral Area.

(f) In Schedule "B", section 1, Description of Services, replacing section 1(g) with the following:

> 1(g) The Maliview Sewer Local Service Commission operates a service for the collection, conveyance, treatment and disposal of sewage within the Maliview Sewer Local Service Area, as more particularly described in Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991".

(g) By removing section 8(b)(i) in its entirety.

2. This bylaw may be cited for all purposes as "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010, Amendment No. 1, 2020".

READ A FIRST TIME THIS th day of 20__

READ A SECOND TIME THIS th day of 20__

READ A THIRD TIME THIS th day of 20__

ADOPTED THIS th day of 20__

CHAIR

CORPORATE OFFICER

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EHQ 20-54

REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 09, 2020

SUBJECT **Rowing BC – NextGen Performance Centre – Expression of Interest**

ISSUE SUMMARY

To seek Board approval to respond to an Expression of Interest issued by Rowing BC to locate the NextGen training centre at Elk/Beaver Lake Regional Park.

BACKGROUND

Rowing Canada Aviron and Rowing BC have partnered to deliver the NextGen portion of the Athlete Development Pathway for rowing in BC through 2028. Provincial Development and Canadian Development athletes are considered NextGen Athletes in BC, i.e., athletes who are typically 5-8 years away from a potential Olympic or Paralympic podium.

Rowing BC is seeking a permanent home for the BC NextGen Performance Centre and has issued an Expression of Interest. Initial responses are due to Rowing BC on January 11, 2021 (see Appendix A).

In order to further understand this opportunity, the CRD Chair, the Mayor of Saanich and the General Manager of Parks & Environmental Services met by conference call with Mr. David Calder, Executive Director, Rowing BC, on December 7. Rowing BC is looking for a simple letter of interest by the deadline in order to continue the discussions and explore the opportunity further.

ALTERNATIVES

Alternative 1

That the CRD Board endorse staff responding to the Rowing BC Expression of Interest in order to continue exploring the concept of the NextGen Performance Centre to be located at Elk/Beaver Lake Regional Park.

Alternative 2

That the CRD Board not purse the opportunity at this time.

IMPLICATIONS

Financial Implications

At this time, it is understood that there would be no financial commitments required of the CRD to support the new training centre. Rowing BC has indicated that funding for any new infrastructure, such as a permanent anchoring system for race lane buoys, and a floating finish line viewing boardwalk, would be funded by the rowing community.

Social Implications

More work is necessary to determine how best to respond to the proposal call with community partners. If the CRD were to pursue supporting a new training centre located at Elk Lake, a planning process would be required to ensure all stakeholder interests are considered. Rowing BC has some expectations for enhanced infrastructure to support the training centre, which would need to be carefully considered within the broader context of the park and the management plan. Transport Canada sanctions all surface activities on Elk Lake.

The Victoria Rowing Society has a license of occupation with the CRD for use of a 0.675 ha portion of the regional park along the eastern shoreline of Elk Lake. The license was renewed in 2018 for 10 years, with an option to renew for a further 7 years. Current users of the site that fall under the Victoria Rowing Society include Rowing Canada Aviron, Victoria City Rowing Club, University of Victoria Rowing Team and Greater Victoria Youth Rowing Society.

Rowing BC anticipates that if such a training centre were to be located at Elk Lake, it may draw interest from the national program for various events and would open up opportunities for events in other sports, such as canoe, kayak, long-distance swimming and triathlon.

CONCLUSION

Rowing BC is seeking a permanent home for its new training centre, NextGen Performance Centre. This centre aims to prepare athletes for national training and bridges the gap to the national level training program from other existing training programs. The CRD, potentially in support of other rowing community partners, must respond to an Expression of Interest by January 11, 2021 in order for Elk Lake to be considered as the location for this facility. No commitments other than an interest to continue the discussions would be made by the CRD at this time.

RECOMMENDATION

That the Capital Regional District Board endorse staff responding to the Rowing BC Expression of Interest in order to continue exploring the concept of the NextGen Performance Centre to be located at Elk/Beaver Lake Regional Park.

Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachment: BC NextGen Performance Centre – Expressions of Interest and Request for Proposals – November 30, 2020

BC NextGen Performance Centre
Expressions of Interest and Request for Proposals

November 30, 2020

INTRODUCTION

Rowing Canada Aviron (RCA) and Rowing BC have partnered to deliver the NextGen portion of the Athlete Development Pathway for rowing in BC through 2028. Provincial Development (PD1 and PD2) and Canadian Development (CanDev) Athletes are considered NextGen Athletes in BC, athletes who are typically 5 – 8 years away from a potential Olympic or Paralympic Podium.

NextGen Athletes will receive support services through the BC NextGen Performance Centre. To read the centre outline please visit the Rowing BC website. The BC NextGen Performance Centre operates on the understanding that an extended exposure to an enhanced training environment increases an athlete's likelihood of Olympic and Paralympic success.

SEEKING A PERMANENT HOME

Rowing BC is seeking a permanent home for the BC NextGen Performance Centre. Interested communities are asked to submit an Expression of Interest (EOI) to Rowing BC ***by January 11, 2021*** (see appendix 1).

Rowing BC will work with interested communities to assess the strengths and weaknesses of each site, and to help establish the value of moving forward into a formal proposal. Formal Proposals must be submitted ***by February 15, 2021***. Final decisions will be made by the Rowing BC Selection Committee ***by February 28, 2021***.

Starting January 4, 2021, due to existing infrastructure, a daily training environment (DTE) and support services will be provided to NextGen Athletes in Saanich (Elk Lake) and Burnaby (Burnaby Lake), BC. Rowing BC's objective is to officially open the BC NextGen Performance Centre on September 7, 2021.

Submissions and any questions should be directed to Rowing BC's Executive Director, David Calder at David.Calder@RowingBC.ca

CENTRE GOALS AND OBJECTIVES

The aim of the BC NextGen Performance Centre is to create the most robust development pathway for BC-based athletes with Olympic and Paralympic podium aspirations. The centre's goals are to increase the number of BC-based athletes on Olympic and Paralympic podiums. The BC NextGen Performance Centre aligns with the Long Term Athlete Development (LTAD) model and uses leading sport science, sport medicine and certified coaches to achieve sport specific skill development at each stage of the Athlete Development Pathway.

The creation of the BC NextGen Performance Centre aligns RCA and Rowing BC in the delivery of the NextGen portion of the Athlete Development Pathway, increasing the quantity and quality of athletes in the system. The goal of a healthy, positive and engaging training environment will elongate the time an athlete stays in the sport and will streamline them towards positive key developmental experiences, including provincial, national and international competitions, and ultimately onto Olympic and Paralympic podiums.

The centre creates a highly competitive DTE that emulates RCA's National Training Centre's (NTC) DTE and prepares athletes to transition to the NTC. The centre will provide appropriate opportunities for athletes to gain physical, technical and mental competencies ahead of selection events and competitions. NextGen athletes who prioritize accelerating their development within the Athlete Development Pathway can centralize to the BC NexGen Performance Centre to benefit from a high-performance targeted environment. NextGen athletes who train in a club or school program will establish an entry point into the BC NextGen Performance Centre through the creation of an annual Individual Athlete Performance Plan (IAPP).

Centralized athletes will have the opportunity to experience high quality competition at regattas throughout the year that are part of their IAPP. These regattas will include appropriate regional, national and international regattas.

For both centralized athletes and NextGen athletes participating in club or school programs, a primary function of the BC NextGen Performance Centre is to prepare and acclimatize athletes for outstanding performances during selection activities.

PROGRAMMING AND MEMBERSHIP

Athletes who meet Provincial or National NextGen Athlete criteria have the option to be a Centralized, Regional or Seasonal Member of the BC NextGen Performance Centre.

A CENTRALIZED member is an athlete that utilizes the BC NextGen Performance Centre as their DTE. The centre will begin offering fulltime training for athletes on the Tuesday following Labour Day each year.

A REGIONAL member is an athlete that utilizes a club or school program for their DTE, with established expectations on when they will train and compete with the NextGen Performance Centre. Regional Members will begin training at the BC NextGen Performance Centre fulltime, most typically in April for university students, and June for high school students and university students attending American schools.

An athlete who does not participate in the BC NextGen Performance Centre becomes a SEASONAL member once they have been selected to a Provincial or National team. Once selected, a Seasonal Member will train fulltime at the BC NextGen Performance Centre.

NEXTGEN ATHLETE MONITORING AND TESTING

The BC NextGen Performance Centre will run regular athlete monitoring and testing activities, including on-water assessments, lactate-based monitoring and set distance erg testing.

PRIMARY CENTRE REQUIREMENTS

Rowing BC has identified the following 6 key selection criteria (in no particular order) for the permanent home of the BC NextGen Performance Centre:

High Quality Body of Water
Rowing BC is looking for a straight, accessible, uninterrupted body of water that is at least 2000 meters in length and has a 2000-meter buoyed course available some of the year for training and racing purposes. Rowing BC is looking for a body of water that can be accessed year-round.

Boathouse and Indoor Facilities
Rowing BC is looking for a boathouse that will provide indoor storage for rowing specific equipment (primarily shells and oars); dock space for daily use as well as safe overnight coach boat storage; Washrooms with lockers and showers; and a lounge and food preparation space. Rowing BC is also looking for an accessible indoor space in close proximity to the boathouse for weightlifting and indoor rowing machines. The space should also provide functional change rooms, showers, designated classroom space, office(s) and meeting room.

Community: Practicality and Convenience
Rowing BC understands that a significant number of identified NextGen Athletes currently live in the Lower Mainland or on Southern Vancouver Island. Through the selection of the permanent home for the BC NextGen Performance Centre, Rowing BC seeks to minimize the disruption to wellness placed on athletes required to relocate.

Sport Specific Support Services
Rowing BC provides Sport Science and Sport Medicine services to athletes through the Canadian Sport Institute Pacific (CSIP) and other localized service providers. Rowing BC is looking for convenient access to these services for athletes.

Athlete Support System
Rowing BC is looking for local partnerships, programs, services, donations, support systems and opportunities that ease the financial and mental burden on NextGen Athletes.

Access to Amenities
Rowing BC is looking for community amenities that could include, but is not limited to, local schools, community centres, childcare options, jobs, restaurants and forms of entertainment.

APPENDIX 1
BC NextGen Performance Centre
Expression of Interest

Please provide responses to the following questions and submit them to Rowing BC's Executive Director, David Calder at David.Calder@RowingBC.ca as an Expression of Interest no later than January 11, 2021.

- What Municipality is this bid located in?
- Is there an existing Rowing BC Member Organization located on this site or in this Municipality?
- Which organizations are official partners to this bid?
- What body of water is this bid proposing?
- What Boathouse and Indoor Facility is this bid proposing?
- How will your bid mitigate hardship for athletes not already living there?
- How can NextGen Athletes receive Sport Specific Support Services in your community?
- How can your community support the long-term health of NextGen Athletes?
- Who is the Primary Contact for your bid (please include contact information)?
- Who are the other people involved in the bid (please include contact information)?

Reminder of Dates

November 30, 2020	Release of Information
January 11, 2021	Deadline to Submit Expression of Interest
February 15, 2021	Deadline to Submit Formal Proposal
February 28, 2021	Final Decision Announcement
September 7, 2021	BC NextGen Performance Centre Opening

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REPORT TO THE ARTS COMMISSION
MEETING OF WEDNESDAY, NOVEMBER 25, 2020

SUBJECT **Bylaw No. 4367: to Broaden Access to the Arts Advisory Council and Introduce a Conflict of Interest and Recusal Mechanism**

ISSUE SUMMARY

At the request of the Arts Commission, changes to amending Bylaw No. 4367 amending CRD Arts Advisory Council Bylaw, 2002 (Bylaw No. 2973) have been provided with additional language on exclusions to service on the Arts Advisory Council. The purpose of the amendment, including the introduction of conflict of interest and recusal processes, will increase accountability in the grant assessment process and broaden the pool of potential candidates with desirable skills and experience.

BACKGROUND

Bylaw No. 2973, established in 2001, established the Arts Advisory Council (AAC) to provide advice to the Arts Commission on the needs of the arts sector and to act as an adjudicative body for funding programs.

Bylaw No. 2973 disqualifies any individual who:

2(h)(iii) has, directly or indirectly, by himself or through any other person, any interest in a contract with or for an organization applying for funding.

The restrictiveness of 2(h)(iii) has over time narrowed the pool of candidates and excluded individuals whose experience could be a valuable addition to the AAC.

At their meeting of November 17, 2019, the Arts Commission directed staff to draft an amendment to the bylaw that would provide access to AAC membership to a broader pool of individuals from the community, provide a conflict of interest mechanism and provide for an appropriate recusal process in the event that a conflict of interest occurs.

The Arts Commission provided feedback on an initial amendment and on a subsequent request for alternative language at their meetings of September 23 and October 28, 2020. It was agreed that the existing clause:

2

(g) A person is disqualified from being appointed to, and serving on, the Council who:

(i) is a member of the board of directors of any organization applying for funding through the Arts Commission; or

(ii) is a paid or unpaid staff member of any organization applying for funding through the Arts Commission.

would be replaced with:

(g) A person is disqualified from being appointed to, and serving on, the Council who is a member of the board of directors or has a fiduciary duty to an organization applying for funding through the Arts Commission.

ALTERNATIVES

Alternative 1
The Arts Commission recommends to Capital Regional District Board:
1. That Bylaw No. 4367, "CRD Arts Advisory Council Bylaw, 2002, Amendment Bylaw No. 3, 2020" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4367 be adopted.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Amending Bylaw No. 4367 will broaden the cohort of individuals eligible to serve on the Arts Advisory Council (AAC) and introduce generally accepted practices for dealing with conflict of interest and recusal. This initiative is in alignment with the CRD Initiative 12b-1 "Improve community engagement activities and tools to ensure alignment of programs and community needs" as well as the Corporate Priority to enhance systems and policies to respond to evolving best practices and adhere to legislative requirements.

CONCLUSION

The current eligibility criteria are atypically exclusionary and limits the pool of candidates. Common legislative language that allows for the identification of conflicts of interest, the materiality of conflicts, and a recusal process are absent in the current bylaw.

Bylaw No. 4367 establishes conflict of interest rules for the AAC in line with CRD standards and widens the pool of expertise available to the AAC that will enable it to more effectively fulfil its mandate of grant assessment and providing advice on issues facing the arts sector.

RECOMMENDATION

The Arts Commission recommends to Capital Regional District Board:
1. That Bylaw No. 4367, "CRD Arts Advisory Council Bylaw, 2002, Amendment Bylaw No. 3, 2020" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4367 be adopted.

Submitted by:	James Lam, Manager, Arts & Culture Support Service
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT: Appendix A: Bylaw No. 4367, "CRD Arts Advisory Council Bylaw, 2002, Amendment Bylaw No. 3, 2020

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4367

****

A BYLAW TO AMEND BYLAW 2973, BEING CRD ARTS ADVISORY COUNCIL BYLAW, 2002

****

WHEREAS:

A. Under Bylaw No. 2973, CRD Arts Advisory Council Bylaw, 2002, the Regional Board established the Arts and Cultural Support Service for the purpose of benefiting the arts community; and

B. The Board wishes to amend Bylaw No. 2973, to ensure broad participation, and clarify conflict of interest language for members serving on the Arts Advisory Council to avoid disqualifications within the Arts and Cultural Support Service.

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

1. Bylaw No. 2973, "CRD Arts Advisory Council Bylaw, 2002", is hereby amended by:

(a) replacing all references to "Arts Committee" or "CRD Arts Committee" with "Arts Commission".

(b) replacing section 2 in its entirety with:

2. The Council is hereby established as an advisory body to the CRD Arts Commission and shall consist initially of those twelve (12) persons appointed as members until December 31, 2002 and thereafter shall consist of twelve (12) persons appointed by the CRD Arts Commission.

(a) The Chair of the Arts Commission, the Chair of the Council and the Manager of the Arts and Cultural Support Service will together review and make recommendations to the Arts Commission for appointments to the Arts Council.

(b) Terms of appointment shall be to a maximum of eight (8) years with

(i) The first term to be for one (1) year;
(ii) The second term to be for three (3) years; and
(iii) Subsequent terms to be for two (2) years

(c) All vacancies arising from an expiration of a term must be advertised or posted publically for at least thirty (30) days.

(d) Before the 1st of January every year, the Arts Commission shall appoint or reappoint members to the Council to fill the terms of office of the members whose term expire as of the 31st of December each year.

(e) A vacancy arising from any cause other than the expiration of the term for which the member was appointed, shall be filled for the unexpired portion of the term only, by an appointment of the member municipalities on recommendation of the Arts Commission. Such recommendation shall not be binding on the Board, but shall be considered.

(f) A member who fails to attend three successive meetings of the Council, except because of illness or with leave of the Council, shall be deemed to have vacated membership, and the Chair of the Council shall forthwith inform the Arts Commission of the vacancy.

(g) A person is disqualified from being appointed to, and serving on, the Council who is a member of the board of directors or has a fiduciary duty to an organization applying for funding through the Arts Commission.

(h) A member who has, directly or indirectly, individually or through any other person, any material interest in a contract with or for an organization applying for funding, shall not adjudicate, influence the vote on a matter, or otherwise lobby for such applications, and must disclose such conflicts and recuse themselves in accordance with the Capital Regional District Board Procedures Bylaw No. 3828, 2012.

(i) Members of the Council shall serve without remuneration.

2. This bylaw may be cited for all purposes as “CRD Arts Advisory Council Bylaw, 2002, Amendment Bylaw No. 3, 2020".

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

CHAIR

CORPORATE OFFICER

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REPORT TO COMMITTEE OF THE WHOLE
MEETING OF WEDNESDAY, DECEMBER 09, 2020

SUBJECT **Transportation Gap Summary**

ISSUE SUMMARY

Response to Planning, Transportation and Protective Services Committee motion of October 21, 2020 for staff to provide a summary of gaps in regional transportation functions and options to address them using previously conducted work, for consideration by the Committee of the Whole.

BACKGROUND

The Capital Regional District (CRD) Board and the general public continue to identify transportation as a top regional priority. Staff have reviewed existing plans and studies, attempts to establish a transportation authority and existing transportation functions across jurisdictions. Based on the information reviewed, staff have identified opportunities and gaps, focus areas for further action and alternatives for the Committee's consideration.

Existing Plans and Studies

As shown in Appendix A, 15 transportation plans and studies have been undertaken since 2011 to define and identify solutions to two core transportation problems affecting the region:

1. Traffic congestion in the AM and PM peak periods increases travel time and decreases residents' quality of life; and
2. The regional road network is largely built out, constraining infrastructure solutions because of cost and geography; as a result, there is a need to focus on solutions that shift mode share.

The plans provide recommendations centered around four high-level actions that can be taken to address these problems, as follows:

1. Planning and policy to identify solutions to transportation problems;
2. Infrastructure investments to ensure safety and improve mode choice;
3. Land use decision making to achieve densities that can be efficiently served by transit and support active transportation; and
4. Behaviour change to promote mode shift (e.g., travel demand management, disruptive technologies).

The Regional Transportation Plan (RTP) identifies a multi-modal transportation network that is being implemented by multiple jurisdictions within existing authorities. The RTP is provided in Appendix F. Data shows that progress has been made to shift mode share and, more recently, attract provincial funding for infrastructure projects to improve public safety and mode choice. Implementation gaps remain as traffic volumes and travel times continue to increase. These gaps are:

1. No approved list of regional priorities to catalyse action or attract funding;
2. No single agency acts as a champion for regional priorities;
3. No funding mechanism to incentivise regional prioritization of infrastructure projects; and
4. There is no formal mechanism to consider the regional impacts of individual transportation decisions.

Attempts to Establish a Transportation Authority

Discussions regarding increasing the CRD's role in transportation through a service authority to catalyze action have been ongoing. Since 2011, there have been numerous unsuccessful attempts to increase the CRD's role in regional transportation. These attempts have largely failed due to concerns about loss of municipal control over transportation decisions and concerns about local cost impacts. Governance reviews, along with correspondence from the Premier's Office, indicate that the region needs to reach consensus around its transportation future at the CRD Board before it can take a leading role in regional transportation. Appendix B provides a timeline synopsis.

Transportation Functions in the Region

Responsibility for transportation functions is shared across a number of authorities in the region, each responsible for taking action on matters within their own jurisdiction. As shown in Appendix C, this creates a complex mode-based decision framework for transportation. The challenging outcome is that impacts of local transportation decisions are felt regionally while the responsibility for action lies within local or provincial authorities. Compounding this outcome is that there is no mechanism to collectively consider the regional impacts of municipal transportation decisions on the region as a whole.

Focus Areas for Future Action

Based on the above review, staff have identified three areas of focus within the CRD's existing service mandate to take action on transportation.

1. Identify and agree on regional multi-modal priorities.
2. Advocate for funding or action on approved priorities.
3. Formalize coordination across jurisdictions on matters such as infrastructure investments, transportation and land use policy and behaviour change.

ALTERNATIVES

Alternative 1
That the Committee of the Whole recommends to the Capital Regional District Board:
That staff work with jurisdictional partners to develop a list of potential transportation priorities that would be most beneficial to the region as a whole and report back to the Board for prioritization.

Alternative 2
That the Committee of the Whole recommends to the Capital Regional District (CRD) Board that:
The CRD continue to implement the Regional Transportation Plan through data and technical contributions to informal, project-based working groups led by partners, focused on their jurisdictional priorities.

Alternative 3
That the Transportation Gap Summary report be referred back to staff for additional information.

IMPLICATIONS

Environmental & Climate Implications
The CRD Board has declared a climate emergency. Road based transportation is responsible for 46% of all greenhouse gas (GHG) emissions in the region. Transportation solutions that shift mode share – get more people taking transit, walking and cycling – will help address traffic congestion and reduce GHG emissions.

Intergovernmental Implications
Responsibility for implementing the RTP is shared among multiple jurisdictions. In addition to achieving the regional outcomes set out in the RTP, each jurisdiction has its own transportation goals and objectives. This split responsibility for transportation functions has three significant impacts:

1. It has been challenging for the CRD to reach consensus on topics related to transportation as such requires both Board and municipal council support. Feedback from the various governance reviews strongly identifies that the CRD is not being heard as it is not presenting a unified message of priorities and needs.
2. Each partner jurisdiction develops transportation policies and implements projects with the objective to integrate RTP goals with jurisdictional priorities and authorities. At times, this approach means that jurisdictional priorities work at cross purposes. This is exacerbated by the alignment of jurisdictional authorities to functional transportation requirements, creating a systemic barrier to collaborative and integrated regional prioritization.
3. The region has no advocacy leverage with higher levels of government as there is no consensus on regional priorities.

Transportation infrastructure and policy projects continue to advance, led by municipal, provincial and agency partners. CRD staff currently provide data and technical expertise informally through working groups to these projects. In addition, CRD staff ensure that Board priorities related to achieving mode share targets and taking action on climate are integrated into these transportation projects. Appendix D provides a summary of project working groups in which staff participate.

Regional Growth Strategy Implications
The vital links between transportation and land use planning are clearly identified in the Regional Growth Strategy (RGS). A key transportation indicator in the RGS measures the percentage of total trips made by cycling, walking and transit in the growth management planning area. The mode share has increased from 22.4% in 2011 to 26.6% in 2017. The RGS target for 2038 is 42%.

The 2020 RGS Indicators Report highlights that recent growth in the region has largely gone to parts of the region that do not have a high active transportation and transit mode share.

Social Implications
The social implications of transportation continuing in its current ad hoc project based manner is likely to result in negative implications for residents and visitors through time spent in increased congestion. This is additional time spent away from families and diverted from social activities.

Financial Implications
The CRD does not requisition any dedicated funding towards transportation other than for regional trails, regional information services and the Traffic Safety Commission.

Up until 2014, the region received federal gas tax funding through the Regionally Significant Projects Fund on behalf of the municipalities, which the CRD Board dedicated towards transportation. The RTP was created with the understanding that this funding would be available to fund its actions and objectives. These funds are now distributed to municipalities directly and increasingly these funds are used on non-transportation projects such as water and recreation. The loss of these funds means there is no funding mechanism to incentivize regional prioritization of infrastructure projects.

Alignment with Board & Corporate Priorities
On October 21, 2020, the Planning, Transportation and Protective Service Committee requested that staff provide additional information about the planned initiatives in the 2021 service plan to deliver on Board priorities related to transportation.

The CRD Board has identified the following two transportation priorities:

1. Work with government/community partners to increase use of public transit, walking and cycling and to plan for and deliver an effective, long-term regional multi-modal transportation system.
2. Protect the E&N Corridor as a transportation corridor and participate in a provincial working group to come to agreement on the future use of the E&N corridor.

Both of the above Board priorities are cornerstones of the RTP. Participation in transportation project working groups delivers on the CRD Board priority initiative to work with government partners at an informal, staff level. Appendix D provides a summary of the working groups, and constitutes the work plan for achieving this priority initiative for 2021. Note that additional working groups may arise through the year, upon invitation by project partners. A technical study on the E&N was released by the Province in March 2020 and findings were incorporated into the South Island Transportation Strategy. With both of these studies completed, there is no formal provincial working group working on the future of the E&N Corridor. CRD staff continue to monitor for opportunities to protect the E&N Corridor for transportation in individual projects. The Board will continue to receive updates on how the CRD is advancing these priorities through the CAO quarterly report.

Alignment with Existing Plans & Strategies
As shown in Appendix D, CRD staff work collaboratively with many partners and stakeholders through informal project-based working groups to ensure alignment of the various plans and strategies with goals and objectives identified in CRD plans such as the Regional Transportation Plan, Regional Trails Management Plan and the Pedestrian and Cycling Master Plan. Furthermore staff work to ensure that the significance of the CRD climate emergency declaration is reflected in these plans. These working groups focus inwardly on individual projects and do not have the mandate to consider the broader context of regional priorities as such have not been identified.

Service Delivery
The CRD has the service authority to manage regional trails, collect and analyze transportation data and collaborate with partners to plan for the region's transportation needs. The CRD does not have a mandate to operate transit/ferries/rail, build road infrastructure, prioritize regional grant applications or dictate road standards. As a regional government, the CRD Board is in a unique position to advocate for regional priorities that would achieve objectives in its regional plans such as the RGS and the RTP. The CRD can take an effective advocacy position only once priorities have been identified and endorsed by the Board. Priority-setting can be achieved within the CRD's existing service authority.

Much of the CRD Board effort has focused on the development of a governance model that would increase CRD service levels on transportation matters, following a phased approach. The initial focus was to consolidate all existing transportation functions into one service and expand functions to include grant application support and transportation programming. Such focus has resulted in less attention on what outputs (e.g., infrastructure projects, transportation policy) the CRD would like to see prioritized and how these priorities could be achieved. As an outcome, the CRD has not committed to prioritizing and advocating for any specific initiative that would achieve regional objectives.

Regardless of these challenges, the region is progressing on many of the RTP objectives through collaborative partnerships with municipalities, electoral areas, BC Transit and the Ministry of Transportation and Infrastructure. Appendix E highlights recent and planned Ministry of Transportation and Infrastructure transportation projects for the region. Similarly many municipalities have gone on to leverage the RTP and develop their own localized transportation plans that include a regional lens and align with regional objectives.

While modest mode share increases have been made, at this rate of change the region is unlikely to meet its 2038 mode share targets.

Process
Should the Committee approve the recommendation, the next steps are as follows:

1. Working at a staff level, CRD staff will engage partner jurisdictions to develop a list of regional transportation priorities as they relate to actions identified in the RTP.
2. CRD staff will collate the priorities into a list, focusing on how to achieve the regional outcome statements in the RTP, and circulate to local area administrators for comments.
3. CRD staff will bring forward the list for Board prioritization.

Staff can undertake this work under its existing service authority. The report will include consideration of different mechanisms that could be used to ensure that local-level decisions do not have negative regional impacts.

CONCLUSION

Sustainable integrated multi-modal transportation continues to be a major regional priority. This review of previously undertaken work shows that progress is being made toward implementing the regional multi-modal transportation network. There are gaps related to priority setting and advocacy at a regional level as well as formalizing policy and project coordination across the region. There is no singular voice for multi-modal sustainable transportation in the region and as such it is challenging to consider the collective impact of individual transportation projects as well as attract the needed attention and financial support from higher levels of government for major projects.

RECOMMENDATION

That the Committee of the Whole recommends to the Capital Regional District Board
That staff work with jurisdictional partners to develop a list of potential transportation priorities that would be most beneficial to the region as a whole and report back to the Board for prioritization.

Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional & Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Transportation Related Plans
Appendix B: Transportation Timeline
Appendix C: Transportation Jurisdictional Roles and Responsibilities
Appendix D: CRD involvement in external projects
Appendix E: Recent and Planned MoTI Transportation Projects in the CRD
Appendix F: Regional Transportation Plan

Appendix A: Existing Transportation Plans & Studies

Responsibility for transportation functions is shared across a number of authorities in the region, each responsible for taking action on matters within their own jurisdiction.

Since 2011, 15 plans and studies have been developed to define and identify solutions to two core transportation problems affecting the region:

1) Traffic congestion in AM and PM peak periods increases travel time and decreases residents' quality of life.
2) Need to shift mode share as the regional road network is largely built out, focusing on actions that improve transportation choice and change behaviour.

How are we doing?

- Mode share is improving: 22.4% in 2011, compared to 26.6% in 2017.
- Traffic volumes and travel times continue to increase.

Table 1 lists the existing plans. Table 2 summarizes the four high-level actions that can be taken to address these problems.

Table 1. List of Transportation Plans & Studies

Authority	Plan / Study	Year
BC Transit	Victoria Transit Future Plan	2011
CRD	Pedestrian and Cycling Master Plan (PCMP)	2011
CRD	Regional Transit Local Funding Options	2012
CRD	Transit Governance Review	2013
CRD	Regional Transportation Plan (RTP)	2014
CRD	Transportation Service Feasibility Study	2014
Province (MAH)	End of Regionally Significant Projects Fund (RSPF) for regional districts	2014
CRD	Regional Trails Management Plan	2016
CRD	Transportation Data and Analytics Program Review	2016
Province (MAH)	Governing Greater Victoria – the Role of Elected Officials and Shared Services (Bish Report)	2016
Province (MAH)	Capital Integrated Services and Governance Initiative	2017
Province (MOTI)	Move, Commute, Connect – BC Active Transportation Strategy (CleanBC)	2019
Province (MOTI)	South Island Transportation Strategy (SITS)	2020
BC Transit	Victoria Regional Transit 10 Year Vision	2020
BC Transit	(Draft) Victoria Region Rapid Bus Strategy and Implementation Action Plan	2020
BC Transit	Local Area Transit Plans	Ongoing

Appendix A: Existing Transportation Plans & Studies

Table 2. Summary of Key Actions by Jurisdiction

Jurisdiction	Planning & Policies	Infrastructure	Land Use	Behaviour Change
Purpose	Identify solutions to transportation problems	Make investments to ensure safety and improve mode choice	Achieve densities that can be efficiently served by transit and support active transportation	Promote behaviours that support using different travel modes
CRD	RTP, PCMP, trail management plan, transportation data, governance reviews	Regional trail network Lost funding mechanism in 2014	Development policy and approval in JdF EA RGS growth management concept	Climate action programming, active school travel planning
Municipalities & EAs	Transportation / active travel master plans	Local roads, including active transportation	Development policy and approval (e.g., nodal development)	Programming
BC Transit	Transit Future, Rapid Bus Strategy	Regional transit system	N/A	Education / outreach campaigns
Province	SITS, governance reviews	Provincial highways Fund transit (capital) Grants for local roads	N/A	Grants / incentives for active transportation

Opportunities:

1) The Regional Transportation Plan (RTP) identifies a regional multi-modal transportation network that is being implemented by individual jurisdictions, acting within their existing authorities.

2) Preliminary data show that volumes remain steady through the pandemic but are more distributed through the day, decreasing congestion and travel time.

3) Since 2017, the Province invested $500M in the South Island.

Gaps:

1) No approved list of regional priorities to catalyse action or attract funding.

2) No single agency acting as a champion for regional priorities.

3) No funding mechanism to incentivize regional prioritization of infrastructure projects.

4) No formal mechanism to discuss or evaluate the regional impacts of individual transportation decisions.

Appendix B: Transportation Service Timeline

This table summarizes milestones, outcomes and gaps associated with CRD attempts to address governance issues through a transportation service. The key gap is insufficient municipal support to proceed with a regional service due to concerns about loss of control over transportation decisions and local cost impacts.

Timeline	Milestone	Outcome / Gap
2011	**Transit Governance:** CRD Board requests that it replace Victoria Transit Commission as the regional authority for transit.	**Gap:** Insufficient municipal support at municipal councils.
2013 - 2014	**Regional Transportation Plan (RTP):** Staff prepare and CRD Board approves the RTP. RTP contains input from all municipalities, BC Transit and the Province.	**Outcome:** Multi-Modal Regional Transportation Network and ambitious mode share targets.
	Transportation Service Feasibility Study: CRD Board receives a recommendation to implement the RTP using a three-step approach to transportation service and governance.	**Outcome:** Proposed three-step service and governance approach 1) Consolidate existing CRD transportation functions in a new service 2) Expand service to include policy and program development 3) Bring transit under the established transportation service
2015 – 2016	**Draft Transportation Service Establishment Bylaw:** Staff prepare and CRD Board considers a draft bylaw based on the Transportation Service Feasibility Study and funding policy. • **Recommended services:** funding and partnering on infrastructure projects and grant applications, transportation programming and enhanced transportation support to EAs. Transit was not included in the service scope. • **Recommended Funding Policy:** tie requisition increases to expansion of functions and identify triggers for increased requisitions; up to $10M was initially contemplated.	**Gap:** Insufficient municipal support at municipal councils because of concerns related requisition impacts, CRD governance and loss of local control over community priorities.
		Outcome: Bylaw held in abeyance until release of the Province's Capital Integrated Services and Governance Initiative report.
2017	**Capital Integrated Services and Governance Initiative Report:** Province releases long-awaited report.	**Outcome:** No concrete recommendations for transportation. Suggests that funding could incentivize regional prioritization.
	Update Transportation Service Establishment Bylaw: CRD staff prepare and CRD Board considers updates to the bylaw based on municipal input. • **Updated Services:** Reduce service requisition upper limit (capped at $2.5M) for regional trails and transportation planning, with spending triggered through the annual service planning process and approved by the Board.	**Outcome:** The proposed requisition amount would not be sufficient to fund infrastructure, leaving that function to the Province / municipalities.
2018	**Transportation Service Not Supported:** CRD Board directs staff to stop working on service as there was no pathway to successful bylaw adoption.	**Gap 1:** Insufficient municipal support at municipal councils. **Gap 2:** Premier advises that the region needs a shared vision for its transportation goals and to articulate how a service would achieve this end.
2018 - Present	**Project Collaboration:** CRD staff provide technical expertise and data to project working groups led by jurisdictional partners around the region under existing service authorities.	**Gap:** Working groups informally consider how to advance RTP goals and CRD priorities, only focusing on infrastructure projects and policy.

Appendix C: Jurisdictional Transportation Roles & Responsibilities

	Capital Regional District	Municipalities	BC Transit	MOTI
 **Regional and Multi-Use Trails**	**Primary Service Provider** Planning, design, operation, maintenance, regulation and funding of regional trail system that acts as active transportation spine.	**Level of Involvement** Integrate local trails and cycling routes into the regional system.	**Level of Involvement** Supports integration of active modes of transportation with transit.	**Level of Involvement** Leases Galloping Goose right of way to CRD.
 **Regional and Local Roads**	**Level of Involvement** Identify multi-modal road network and policy support for all modes of transportation through RGS and RTP. Contribute data.	**Primary Service Provider** Planning, priority-setting, design, operation, maintenance, regulation and funding of roads that provide for local circulation.	**Level of Involvement** Operate transit on local roads.	**Level of Involvement** Integrate highway network for inter-regional travel into local roads.
 **Land Use – Corridors & Nodes**	**Level of Impact** Set regional vision and high-level policies for growth management through the RGS. Contribute data.	**Primary Service Provider** Use planning, land use regulation and taxation tools to shape the location and rate of development.	**Level of Involvement** Need population and/or employment density to provide efficient and reliable transit service.	**Level of Involvement** Policy guidelines and approvals of development applications adjacent to highway corridors.
 **Regional Transit Network**	**Level of Involvement** Policy support for transit system through RGS and RTP. Contribute data.	**Level of Involvement** Maintain roads and bus shelters, contribute to transit route planning initiatives and contribute property taxes to transit operations.	**Primary Service Provider** Planning, priority-setting, design, operation, maintenance, regulation and funding of transit routes and service.	**Level of Involvement** Enable transit operations on provincial highways. Contribute capital and operating funds.
 **Provincial Highways**	**Level of Involvement** Policy support for inter-regional through RGS and RTP. Contribute data.	**Level of Involvement** Integrate local roads and intersections with provincial highways.	**Level of Involvement** Operate transit on provincial highways.	**Primary Service Provider** Planning, priority-setting, design, operation, maintenance, regulation and funding of provincial highways.
Outcomes	Impacts of transportation decisions are felt regionally through congestion pinch-points and intra-regional travel.	No mechanisms to collectively consider the impact of municipal transportation decisions.	CRD has no advocacy leverage on transit matters as there is no consensus on regional priorities.	CRD has no advocacy leverage on provincial investment as there is no consensus on regional priorities.

Appendix D: CRD Involvement in External Projects

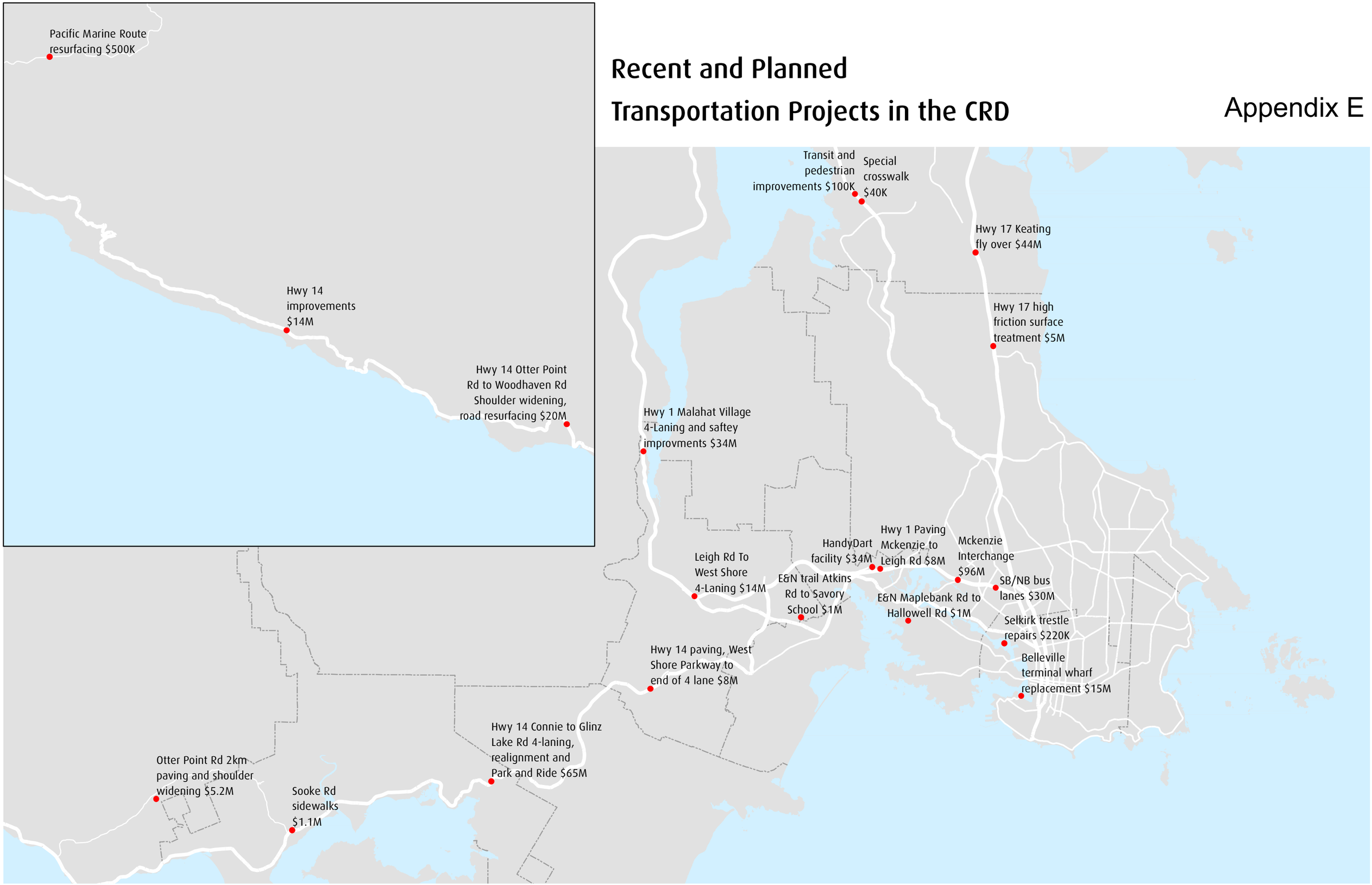
The table below outlines CRD involvement in external, informal jurisdiction-led transportation projects around the region. Staff provide technical expertise and data to the working groups and ensure that CRD Board priorities for implementing the RTP and taking action on climate change are integrated into the projects. As noted in the staff report, there is no other mechanism to consider the collective impacts of each individual project at the regional scale.

Infrastructure Projects	Start	Lead	CRD Role	CRD Needs and Position	Notes
McKenzie Interchange	2016	MOTI	Advisory, technical, data, modelling, CRD departmental liaison	Seeking improvements to the Galloping Goose Regional Trail and transit infrastructure.	Nearing completion
Uptown Exchange	2019	MOTI	Advisory, technical, data, modelling, CRD departmental liaison	Seeking opportunities to integrate housing, transit and active transportation in the project.	Early design
Ganges Road SSI	2019	SSI	Advisory, technical, data, CRD departmental liaison	Seeking improvements to safety, transit and active transportation.	Ongoing
Highway 14 projects	2019	MOTI	Data, technical	Seeking improvements to safety and active transportation.	Ongoing
Island Highway Transit Priorities	2019	BC Transit	Advisory, technical, data, modelling, CRD departmental liaison	Seeking improvements to the Galloping Goose Regional Trail and transit.	Finishing design
Infrastructure Project	Start	Lead	CRD Role	CRD Needs and Position	Notes
Highway 17 1. Mt. Newton transit priorities 2. Keating flyover	2020	MOTI	Advisory, technical, data, modelling, CRD departmental liaison	Seeking improvements to safety and transit.	Early design

Planning Projects	Start	Lead	CRD Role	CRD Needs and Position	Notes
South Island Transportation Strategy (SITS)	2018	MOTI	Advisory, technical, data, modelling, CRD departmental liaison	Requesting strong climate lens as foundation and seeking alignment with RTP outcomes.	Released Fall 2020
Westshore Transit Plan	2019	BC Transit	Advisory, technical, data, modelling, CRD departmental liaison.	Supporting and strengthening partnerships to meet regional mode share targets.	Ongoing
Victoria Regional Transit System: 5 – 10 year plan	2019	BC Transit	Advisory, data.	Supporting and strengthening partnerships to meet regional mode share targets.	Ongoing
Discussion group: inter-municipal business license for ride hailing	2020	Province	Advisory	Supporting and strengthening partnerships on non-traditional means of transportation.	Exploratory discussions only.
Central Saanich Active Transportation Plan	2019	Central Saanich	Advisory, data., modelling.	Supporting and strengthening partnerships and seeking alignment with regional transportation priorities per RTP.	Nearing Completion
Sooke Transportation Master Plan	2019	Sooke	Advisory, data, modelling.	Supporting and strengthening partnerships and seeking alignment with regional transportation priorities per RTP.	Nearing Completion

Recent and Planned Transportation Projects in the CRD

Appendix E



Making a difference...together



Capital Regional District

Regional Transportation Plan

July 2014

Prepared for the Capital Regional District (CRD) by IBI Group

IBI GROUP

Making a difference...together

Capital Regional District
Regional Transportation Plan

Prepared for the Capital Regional District
by IBI Group

IBI GROUP

July 2014

Executive Summary

The Capital Regional District (CRD) developed a Regional Transportation Plan (RTP) in response to Planning, Transportation and Protective Services Committee and CRD Board direction to investigate the establishment of a Regional Transportation Service. Regional transportation was given priority status in the CRD Corporate Strategic Plan 2012-2014.

The RTP will guide transportation planning and development in the Capital Region over the next 25 years. The RTP identifies a desired Regional Multi-modal Network (RMN), outlines actions that will facilitate its ongoing development and details the required governance and funding mechanisms. Once implemented, the plan will help to create a transportation network that provides travel choices and supports smart growth and livable communities.

The RTP was created through a cooperative process with local government staff and representatives, Ministry of Transportation and Infrastructure (MoTI), and BC Transit. Key stakeholders were also involved, including major employers, major educational institutions, advocacy groups and private transportation service providers.

Planning and integrating transportation on a regional level creates efficiency. Infrastructure development is coordinated among all Capital Region local governments, MoTI, BC Transit and other key stakeholders. Collaborative transportation planning across organizations helps to fulfill our sustainability commitments and serve the needs of a growing population.

Process

Vision → Principals → Themes → Outcomes → Actions

Stakeholders and partners envision a regional transportation system based on a Regional Multi-modal Network (RMN), where walking, cycling and using transit are viable alternatives to driving alone in and between our population and service centres. The RMN identifies regionally significant transportation corridors including major roads and trails that provide connectivity with local and provincial networks and centres. Regional investment will be targeted towards infrastructure that supports multi-modal travel along these corridors. The RTP recognizes the diverse geography and settlement patterns in the Capital Region and provides actions that cater to both urban environments and the comparatively remote areas of the region.

The plan will come to fruition through the delivery of actions and outcomes which have been organized under the following five overarching themes, all of which require revised governance and funding arrangements.

1. Integration of land use and transportation
2. Creating exceptional environments for walking and cycling
3. Taking transit to the next level
4. Getting the most out of our roads and trails
5. Influencing travel behaviour

The plan includes concrete actions to make the RTP vision a reality. The list of actions, developed through an extensive stakeholder engagement process, includes planning initiatives and a major focus on a partnership model to implement tangible projects and infrastructure. Implementing the actions will require significant regional cooperation and strong partnerships. This cooperation and partnership is fundamental to the success of achieving the outcomes.

Governance

Embedded within the partnership model is a requirement for a transportation service authority. The service authority respects local and provincial autonomy and ownership of infrastructure. Under this model, partners come together through an ongoing Technical Advisory Committee (TAC) with membership from the CRD, all local municipalities and electoral areas, MoTI and BC Transit. Through its mandate, the TAC would set priorities, guide, facilitate and in some cases undertake recommended actions on the Regional Multi-modal Network based off predetermined performance metrics. Sub-regional working groups representing the West Shore, Peninsula, the Core and electoral areas would also be established to work on localized priorities and initiatives. The TAC and Sub-regional working groups would report to a new Transportation Standing Committee of the CRD Board.

With respect to BC Transit, formal consultation and engagement processes with the region would be embedded in the existing Victoria Regional Transit Commission model, in line with recommendations from the 2012 BC Transit Independent Review. Transit would not fall under the service mandate except as it relates to the consideration of multi-modal transportation issues.

Existing and proposed CRD transportation assets, facilities and services, such as Regional Trails, Electoral Area Transit Service agreements and local docks, would be consolidated into one service area under the service authority.

Implementation

The transportation service authority model would draw from existing and re-purposed funding sources to provide funding to capital projects and transportation programs on the established regional multi-modal network. A revised gas tax allocation agreement would be sought, allowing for 100% of the Strategic Priorities Fund (SPF) gas tax to be allocated to regionally significant projects. In addition, it is expected that by coordinating funding requests which have consensus backing, the success rate of attracting senior government funding will be greater.

Without the establishment of a regional transportation authority it can be assumed that MoTI, BC Transit, and local governments will continue to own, operate, and maintain the majority of infrastructure comprising the Regional Multi-modal Network. Under this status quo, the CRD work with these partners to advance the actions in the RTP would be limited to a planning and policy support role as per its existing Regional Information Service mandate as well as a management role for regional trails under the CRD Parks and Environmental Services mandate. Without a secure funding source and service authority, the ability to achieve the RTP actions would be limited and it is unlikely that the full vision for regional transportation would be achieved.

Summary

The Capital Region has an opportunity to make significant improvements to transportation over the next 25 years which will greatly assist in maintaining the high quality of life that residents currently experience. Technical data and transportation projections show that we need to effectively address transportation issues as our region grows in the coming years. Not doing so will result in increased congestion, reduced economic activity, increased greenhouse gas emissions and a reduced quality of life. The RTP focuses on improving transportation for residents and visitors by offering real choices about how they travel and providing them the information and skills to take advantage of these choices.

The RTP requires strong partnerships, the sharing of a common vision and implementation of common goals.

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Acknowledgements

We would like to acknowledge the extensive time and effort given by agencies and stakeholders to the process of developing the CRD Regional Transportation Plan (RTP) over the last two years. In particular we would like to thank and acknowledge the involvement of those individuals identified below:

RTP – Steering Committee

Bob Lapham, Capital Regional District
Marg Misek-Evans, Capital Regional District
Derek Drummond, BC Ministry of Transportation and Infrastructure
Renee Mounteney, BC Ministry of Transportation and Infrastructure

RTP – Technical Advisory Committee (RTP-TAC)

John Hicks, Capital Regional District
Malcolm MacPhail, Capital Regional District
Sue Hallatt, Capital Regional District
Dave Edgar, BC Ministry of Transportation and Infrastructure
Mike Pearson, BC Ministry of Transportation and Infrastructure
James Wadsworth, BC Transit
Kris Nichols, Islands Trust
Patrick O'Reilly, District of North Saanich
Rob Hall, Town of Sidney
David McAllister, District of Central Saanich
Jim Hemstock, District of Saanich
Mike Lai, District of Saanich
Richard Ding, District of Oak Bay
Brad Delllebuur, City of Victoria
Dwayne Kalynchuk, City of Victoria
Jeff Miller, Township of Esquimalt
John Rosenberg, Town of View Royal
Emmett McCusker, City of Colwood
Michael Baxter, City of Colwood
Michelle Mahovlich, City of Langford
Sherry Hurst, District of Metchosin
Laura Beckett, District of Highlands
Elizabeth Nelson, District of Sooke
June Klassen, Juan de Fuca Electoral Area

Other Committees and Commission

CRD Planning, Transportation and Protective Services Committee

CRD Transportation Select Committee

CRD Development Planning Advisory Committee

BC Transit Accessible Transportation Advisory Committee

Salt Spring Island Transportation Commission

Southern Gulf Islands Economic Development Commission

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4. Regional Outcome Statements 19
   1. Movement between communities, mobility hubs and major destinations is facilitated through a Regional Multi-modal network of transportation corridors. 25
   2. Mobility Hubs align with the Regional Sustainability Strategy and provide people with access to housing, employment, services, amenities and transportation choices at a local, sub-regional and regional scale. 36
   3. Transportation and land use planning tools are integrated at the local and regional levels. 40
   4. Cycling is an appealing, safe, convenient and viable transportation option for residents and visitors. 45
   5. Walking is an increasingly popular and desirable mode of transportation that is supported by safe, convenient and accessible pedestrian infrastructure. 48
   6. Public transit is a preferred choice, attracting new riders through comfortable, safe, accessible and convenient service. 51
   7. Existing regional transportation infrastructure is optimised and enhanced by new technology where appropriate. 56
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Acronyms

CRHC	Capital Regional Housing Corporation
DND	Department of National Defence
DPAC	CRD Development and Planning Advisory Committee
EA	Electoral Area
EV	Electric Vehicles
FTN	Frequent Transit Network
HOV	High-Occupancy Vehicle
KPI	Key Performance Indicators
LRT	Light Rail Transit
MMLOS	Multi-modal level of service
MoTI	Ministry of Transportation and Infrastructure (BC)
MOU	Memorandum of Understanding
OCP	Official Community Plans
PCMP	Pedestrian and Cycling Master Plan
PTPSC	Planning, Tranportation and Protective Services Committee
SGI	Southern Gulf Islands
SGI-CPT	Southern Gulf Islands Cycling and Pedestrian Draft Trail Plan
SOV	Single Occupancy Vehicle
SSI	Salt Spring Island
PCMP-SSI Edition	Pedestrian and Cycling Master Plan-Salt Spring Island Edition
RCS	Regional Context Statement
RMN	Regional Multi-modal Network
RIS	Regional Information Services
RSS	Regional Sustainability Strategy
RTN	Rapid Transit Network
RTP	Regional Transportation Plan
RTP-TAC	Regional Transportation Plan Technical Advisory Committee
RUCSPA	Regional Urban Containment and Servicing Policy Area
SOV	Single-Occupancy Vehicle
TAC	Technical Advisory Committee
TCP	Transportation Corridor Plan
TSC	Transportation Standing Committee
TDM	Transportation Demand Management
VRTC	Victoria Regional Transit Commission
VRTS	Victoria Regional Transit System
VRRTP	Victoria Regional Rapid Transit Project

1. Introduction

By many accounts, the Capital Region leads the way in Canada with regard to sustainable transportation and sustainable development. The region enjoys a healthy urban core, walking and cycling per capita have traditionally been higher than in any other major city in Canada, and transit use is higher than in comparable urban areas. There are promising recent examples of transformational policy and relatively compact suburban developments. With population growth projected to steadily increase over the next 20-30 years, a do-nothing approach, however, is not an option. The region's sustainability trajectory hinges on where and how this growth occurs, and how the transportation system is developed in relation to this growth.

Transportation continues to be identified as a high priority across all levels of government in the region. It is commonly acknowledged across all jurisdictions that continued growth in single occupancy vehicle (SOV) travel is not a sustainable option if the region is to maintain its enviable appeal to residents and visitors alike. This Regional Transportation Plan (RTP) has been built upon this common ground and recognizes the regional interdependency of transportation. The plan recognizes that building a strong regional transportation system cannot be done in silos but requires close collaboration between all municipalities, electoral areas (EAs) and key partners such as Ministry of Transportation and Infrastructure (MoTI) and BC Transit. Speaking with one united voice on matters pertaining to regionally significant transportation will provide clarity to the regional vision and greatly assist in bringing this vision to life through the implementation of actions outlined in the RTP.

Trends in land use patterns and travel behaviour as well as population growth projections suggest that the region is at a critical point in its evolution. There is a significant risk that, without strong policy and bold actions, the pattern of growth could continue to gravitate toward the dispersed auto-dependent built form and high congestion traffic patterns common in growth areas of many other North American cities. Extensive research and the experience of many North American cities demonstrate the substantial economic and environmental costs associated with this type of urban form, as well as the tremendous challenge and cost of reversing course.

Further, the reliance and use of SOVs directly relates to trends of increased fuel use and greenhouse gas emissions in the region, which directly impacts the health and well being of residents. All levels of government have set ambitious targets to address climate change and reduce emissions. Shifting transportation patterns is fundamental to achieving these targets.

Fortunately, leaders have acknowledged the need to bring a holistic perspective to regional transportation issues and continue to push the envelope on sustainable development and transportation services and infrastructure. Indeed, decisions made today will have signficant implications and benefits for future generations.

The purpose of the Regional Transportation Plan (RTP) is to identify immediate priorities and long-term strategies to guide planning and development of a regional multi-modal transportation system that meets future growth demands and is focused on sustainability.

The RTP sets out a strategic vision for transportation over the next 25 years and is closely linked with emerging initiatives in the Regional Sustainability Strategy (RSS). Considering transportation planning at a regional level ensures all modes of travel and coordinated planning efforts among the Capital Regional District's (CRD's) local governments are integrated to effectively meet future travel needs and sustainability commitments at the local and provincial levels.

The RTP is an action-oriented planning document. It is not intended to address site, corridor or municipal-specific issues, but rather establish a set of actions that, when implemented over time, will help the CRD and local governments achieve their goals of more sustainable development, healthier communities, accessible and affordable transportation choices, and efficient mobility throughout the region.

1.1 Study Area

The study area of this RTP includes the 13 incorporated municipalities and three EAs, as well as Ministry roads that pass through the 10 First Nations within the CRD boundaries (Exhibit 1.1).

EXHIBIT 1.1 Regional Transportation Plan Study Area

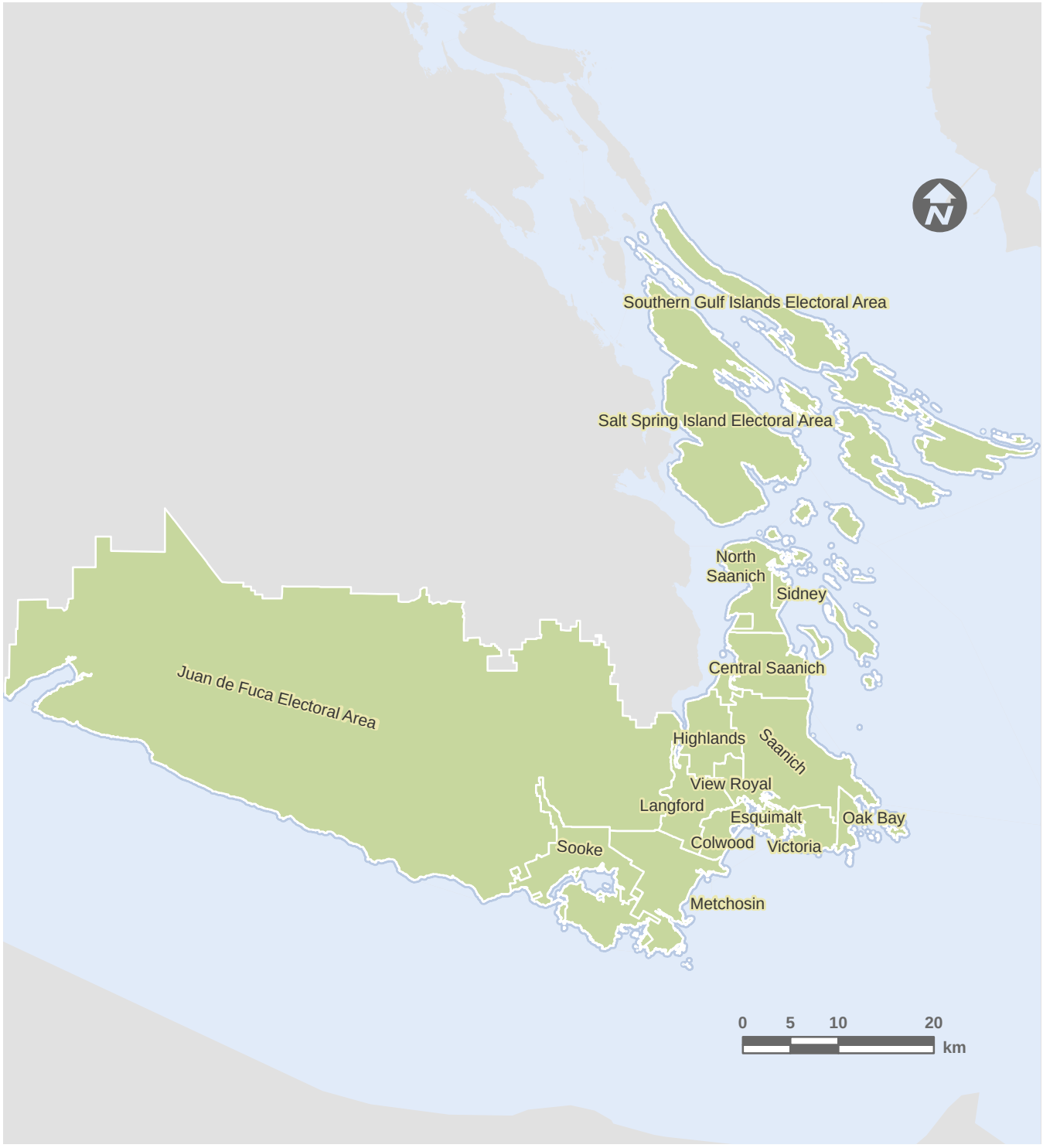


EXHIBIT 1.2

Transportation Studies

- Regional Growth Strategy (2003)
- TravelChoices (2008)
- Draft Transportation Corridor Plan (2011)
- Pedestrian and Cycling Master Plan (2011)
- Pedestrian and Cycling Master Plan - Salt Spring Island Edition (2013)
- Provincial Transit Plan (2008)
- Transit Future (2011)
- MoTI Provincial Highway Studies: Highway 1, Highway 14, and Highway 17 corridors (2007)

1.2 Development of the Plan

The RTP was co-funded by the CRD and MoTI. It was developed primarily by IBI Group and the CRD in association with Boulevard Transportation. Substantial input was generated from the RTP Steering Committee and RTP Technical Advisory Committee (RTP-TAC), as well as the CRD Development and Planning Advisory Committee (DPAC).

The RTP was designed to include governance options that could best achieve the vision for regional transportation and most effectively implement actions in the coming decades. Development was also coordinated in conjunction with the creation of the RSS.

1.3 Regional Planning Context

Many recent transportation studies carried out by the CRD, the Ministry of Transportation and Infrastructure (MoTI) and BC Transit (Exhibit 1.2) identify a need for integrated land use and transportation planning and enhanced mobility throughout the region. Many of these studies set future targets for land use densities and mode shares as referenced in subsequent sections of this RTP (see Appendix A for further details); most of these studies are modal or corridor specific. The RTP builds off the strong work of these previous studies; it provides an action-oriented and **integrated approach** to regional transportation networks and services.

The intent of the RTP is to present a suite of actions that serve as a road map for regional transportation priorities over the short, medium and long term. The RTP lays out a set of specific actions that can be carried out under a cooperative transportation authority. It also outlines what can be done under the existing CRD Regional Information Service (RIS) authority.

A regional transportation authority would facilitate a **cooperative and integrated multi-modal approach** where the CRD, MoTI, local governments and BC Transit all work together to guide the RTP through to implementation. A new authority would provide the conduit for the diverse transportation modes to be integrated within the context of the region's land use.

1.4 Engagement and Consultation

Oversight

Throughout the process, work was guided by a RTP Steering Committee and the RTP-TAC as well as occasional joint meetings with DPAC. The RTP Steering Committee consisted of staff from the CRD and MoTI; its role was to manage the RTP study and review deliverables. The RTP-TAC was responsible for reviewing the RTP development at regular intervals and milestones, providing information regarding municipal and regional transportation needs and expectations, and advising on regional transportation priorities. To ensure this technical feedback came from a broad audience, RTP-TAC included staff and representatives from the CRD, MoTI, all incorporated municipalities in the CRD, the Juan de Fuca EA and BC Transit. Overall, the RTP-TAC provided a forum for the exchange of ideas and sharing of experiences and lessons learned regarding key regional transportation issues. Additional EA engagement was undertaken with the Salt Spring Island Transportation Commission and the Southern Gulf Islands Economic Development Commission.

Forum of Councils

The RTP was also discussed at a CRD's Forum of Councils, which was held in May of 2013. The half-day session was attended by 49 participants including locally-elected representatives and four municipal and Islands Trust Chief Administrative Officers. Participants discussed their thoughts on regional transportation priorities and in turn what they felt should be the CRD's regional role in implementing these priorities.

Partner Referrals

The draft RTP was referred to the councils of all 13 municipalities and 3 EAs, BC Transit Board, Victoria Regional Transit Commissions (VRTC) and MoTI for final comment. Much of the feedback received has been incorporated into the final RTP.

Stakeholders

A range of consultation activities provided the opportunity for community stakeholders to help shape the RTP by providing insights and input into regional and local transportation issues and priorities. Major activities included:

- Meetings with planning and engineering staff from local municipalities.
- One-on-one meetings with stakeholder groups such as business associations, post-secondary institutions, private transportation service providers and non-profit organizations (Exhibit 1.3).
- A workshop event with RTP-TAC, DPAC and invited representatives of stakeholder organizations on September 19, 2012 in the City of Victoria.

EXHIBIT 1.3 Stakeholder Groups Involved in Consultation Activities

- BC Cycling Coalition
- BC Ferries*
- BC Transit
- BC Transit – Accessible Transportation Advisory Committee
- Bike to Work Victoria
- Camosun College*
- Camosun College Student Society
- Capital Bike and Walk Society
- Downtown Victoria Business Association
- Greater Victoria Cycling Coalition
- Greater Victoria Harbour Authority*
- Island Pathways
- Royal Roads University*
- Saanich Peninsula Chamber of Commerce
- Salt Spring Island Transportation Commission
- Southern Gulf Islands Economic Development Commission
- Tourism Victoria
- University of Victoria*
- University of Victoria Student Society
- Vancouver Island Health Authority
- Victoria Airport Authority*
- Victoria Car-share
- Victoria Chamber of Commerce
- Victoria Transport Policy Institute
- West Shore Chamber of Commerce

NOTE: Due to the particular regional transportation needs of these stakeholder organizations and agencies, these key informants were invited to select RTP-TAC meetings, coinciding with RTP development.

1.5 Governance Context

The CRD is the regional government for 13 municipalities. In addition, the CRD is the local government of 3 electoral areas (Exhibit 1.4). The urban centre of the CRD is the City of Victoria, and the regional district also includes many of the Gulf Islands, a number of rural municipalities, and a vast tract of wilderness that lies along the south-western coast of Vancouver Island. The CRD is generally recognized by its policy making role in relation to regional authorities and services that it provides.

These include:

- Regional governance and services for the entire Capital Region, including regional parks, regional planning, solid waste management (including recycling) and emergency 9-1-1 services. These services are provided either directly or by way of corporations such as Capital Region Emergency Services Telecommunications (CREST) and the Capital Regional Housing Corporation (CRHC).
- Partnerships between any combination of municipalities and EAs for municipal/ inter-municipal services or projects that are specific to only part of the region.
- Local (individual) services for EAs.

The CRD derives authority from Letters Patent and from provincial legislation, primarily the Local Government Act. It is run by a 24 member Board of Directors, who also sit as members of the Regional Hospital Board.

Separate studies were undertaken on CRD governance related to transit and transportation. Findings from these studies have been incorporated within this report. The recommendations developed in this report are based on regional needs under a framework of a regional transportation authority. The underlying governance structure will influence roles, responsibilities and funding approaches. A more detailed discussion of the governance structure as it relates to implementation is discussed in Chapter 5.

EXHIBIT 1.4

Capital Regional District

Municipalities

- Central Saanich
- Colwood
- Esquimalt
- Highlands
- Langford
- Metchosin
- North Saanich
- Oak Bay
- Saanich
- Sidney
- Sooke
- Victoria
- View Royal

Electoral Areas

- Juan de Fuca
- Southern Gulf Islands
- Salt Spring Island

1.6 Organization of Report

This RTP is structured into five chapters as follows:

Chapter 1: Introduction provides the introduction and context to both the region and the RTP.

Chapter 2: **Key Regional Transportation Issues** summarizes the key regional transportation planning challenges and opportunities facing the CRD, deriving from the background research material presented in Appendix A.

Chapter 3: Vision and Principles outlines the vision and principles for the RTP that guide the strategic and priority actions towards achieving a balanced and sustainable integrated transportation system in the region.

Chapter 4: Regional Outcome Statements discusses the proposed outcome statements and actions for each of the RTP themes, including an integrated approach to land use and transportation planning outlining regionally significant multi-modal corridors and mobility hubs, creating exceptional environments for walking and cycling, getting the most out of our roads and trails, taking transit to the next level and influencing travel behavior.

Chapter 5: Implementation outlines the strategies to implement the actions of the RTP. It includes a discussion of governance and partnerships and assessment of timing, as well as broad cost implications, funding needs and next steps.

Appendix A summarizes the regional planning context and relevant policy documents with regards to sustainable growth and development and existing transportation networks in the CRD. This appendix also discusses past and emerging trends in demographics, land use development and travel patterns across the region.

2. Key Regional Transportation Issues

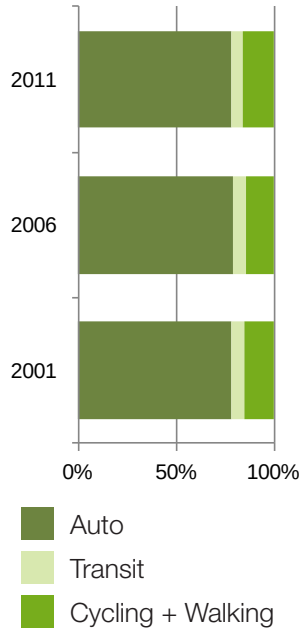
Plans are in Place - It is Time to Take Action

To a large extent, the building blocks for the Regional Transportation Plan (RTP) are already in place. The 2003 Regional Growth Strategy (RGS) and 2005 Travel Choices plans lay the foundation for a vision of more sustainable development patterns and a regional transportation system that enhances mobility and transportation choices while setting high mode share targets for transit, walking and cycling by 2026. Expanding on these strategy documents, other regional plans have identified mode-specific transportation priorities: the Pedestrian and Cycling Master Plan (PCMP), the Pedestrian and Cycling Master Plan-Salt Spring Island Edition (SSI-PCMP), the emerging Southern Gulf Cycling and Pedestrian Draft Trail Plan (SGI-CPT), the Phase 1 Transportation Corridor Plan (TCP) and BC Transit's Transit Future Plan.

Combined, these plans form a long term vision for the Capital Regional District (CRD), but that "long term" horizon is fast approaching and despite these planning efforts, the region's mode shares have changed little since 2001 (Exhibit 2.1). In recognition of the vital role that transportation has and will continue to have on the future of the region, the CRD Board Strategic Plan 2012-2014 identified regional transportation and planning as a strategic priority. The RTP provides an opportunity to integrate the various plans and accelerate progress on key actions that will kick start real progress towards a more sustainable future and meet the region's strategic goals.

EXHIBIT 2.1

Daily Mode Shares



Source: 2011 CRD Household Travel Survey

Capitalizing on the Opportunities of Growth

The population of the CRD is expected to grow to approximately 475,000 by 2038, an increase of 27% from the 2011 population of 375,000. This projected growth represents both a challenge and an opportunity. Under a business-as-usual scenario, much of this growth is projected to occur outside of the Core area, particularly in the West Shore where 87% of peak-hour trips are currently made by car.[1] Although this distribution of growth represents the region's greatest challenge, the magnitude of this growth is moderate and manageable. There is an excellent opportunity to

The West Shore in 25 years...

57,000
new residents

88%
growth

Source: A Context for Change in the Capital Regional District, 2009

1 Source: CRD 2011 Origin-Destination Household Travel Survey

coordinate urban growth and use it to deliver sustainable transportation solutions such as by targeting mixed-use development around future rapid transit corridors and mobility hubs to help reduce commuting times and promote shorter trips. This can be difficult to do once growth slows down. If dispersed low density growth patterns continue, they can be extremely difficult and expensive to reverse. It is important that governments in the CRD seize this window of opportunity.

Substantial Investments Require Substantial Cooperation and Collaboration

As significant transportation needs emerge, so do significant investment requirements. For example, even without considering operating and maintenance costs, the Primary Inter-Community (PIC) bikeway network identified in the PCMP has a price tag of $100M for the priority projects[2]. These significant costs cannot be borne by any one municipality nor addressed piecemeal. Regional investments must be pursued through a unified voice, which also applies to exploring new revenue streams.

58%
of travel
in the CRD is
Inter-Municipal

Inter-community Connectivity Challenges

Of all travel within the CRD, 58% crosses municipal boundaries[3], yet regional connectivity continues to present many challenges. Travel by transit between many communities is impractical and only 24% of the PIC bikeway network is in place and meets what is considered an adequate level of separation from motorized traffic. Furthermore, it is clear that several segments of roadways in the region are not being used as they were intended, such as is shown by the large volumes of regional traffic on Wilkinson Road. It is crucial that regional considerations be brought to transportation planning processes across the CRD.

Business
As Usual
Scenario...

100,000
new auto
trips in peak
periods

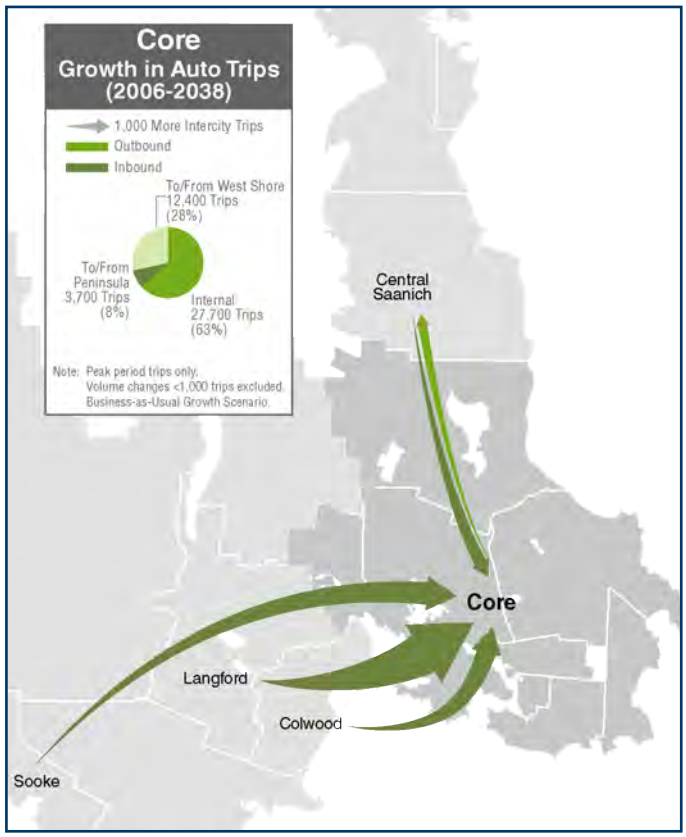
Addressing Growth in Auto Trips

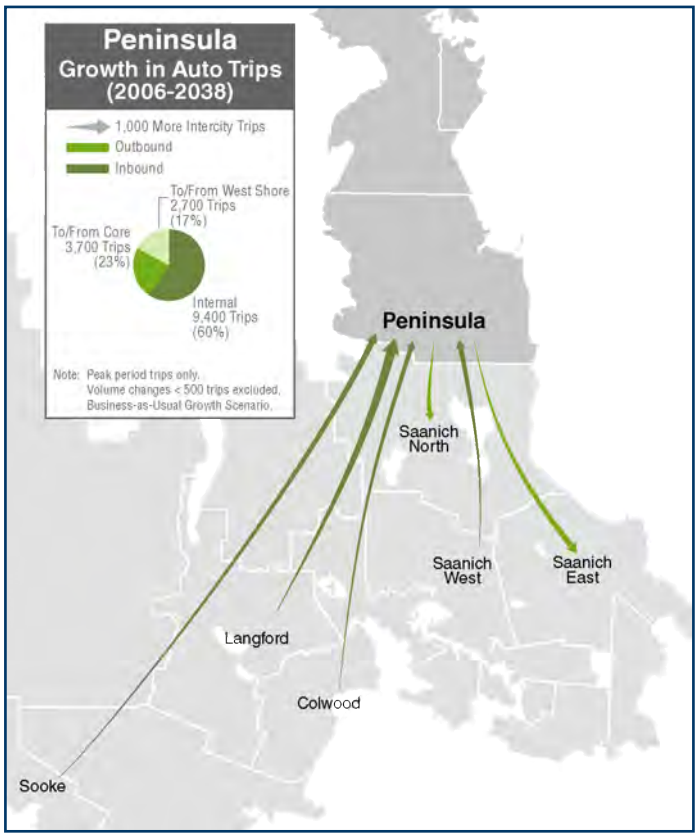
Despite a favourable culture toward sustainable transportation, it would be easy for the region to gravitate toward more auto-oriented patterns. The CRD travel demand model estimates that between 2006 and 2038 there will be over 145,000 additional peak-period trips in the region if current travel patterns continue. Assuming current travel behaviour, over 70% of these additional trips are projected to be by car. In other words, there will be over 100,000 more automobile trips in the peak periods, further straining capacity on roadway infrastructure throughout the region (see Exhibit 2.2).

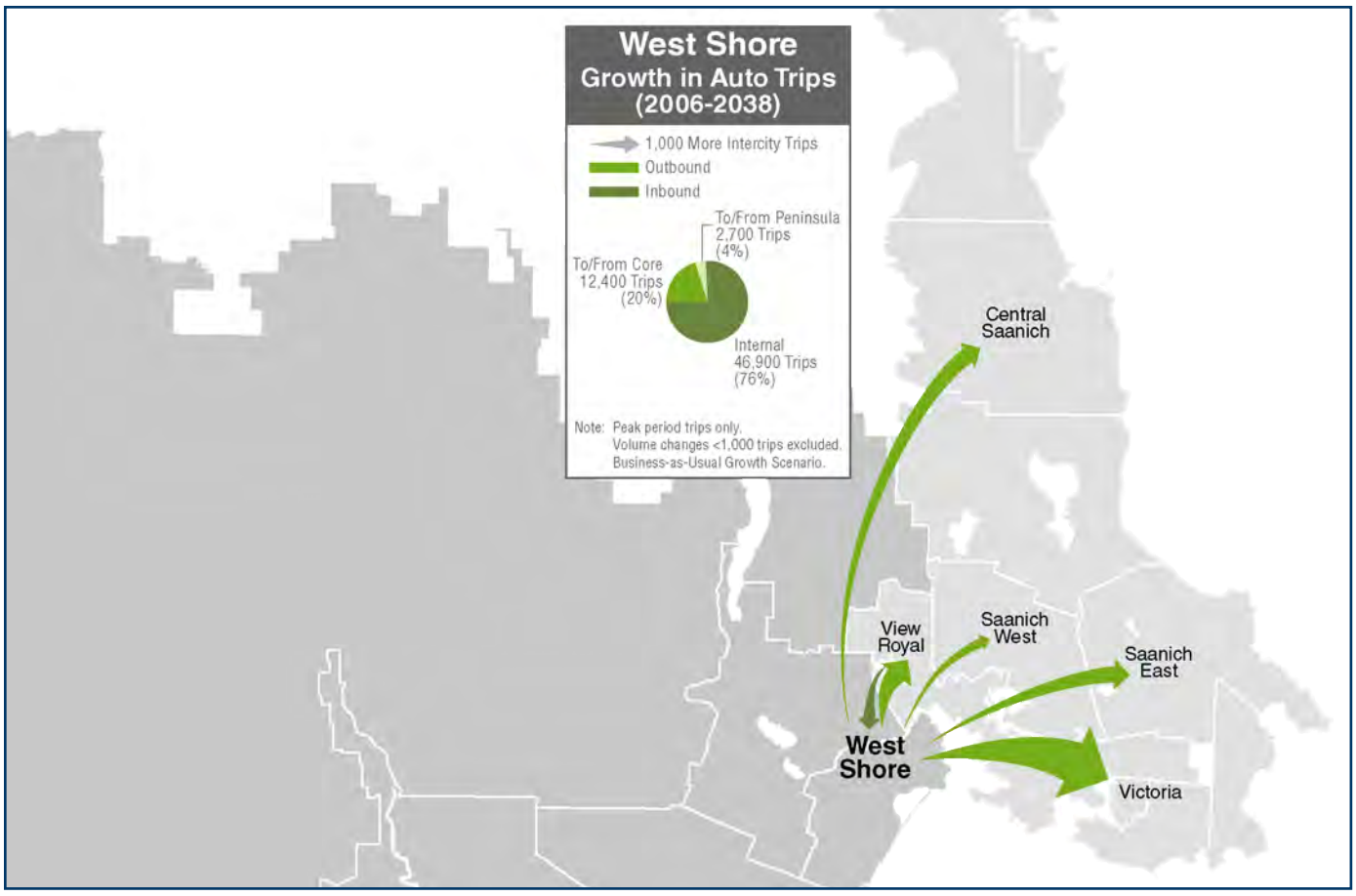
2 Source: CRD Pedestrian and Cycling Master Plan, 2011

3 Source: CRD 2011 Origin-Destination Household Travel Survey

EXHIBIT 2.2 Growth in Auto Trips Under Business-as-Usual Growth by Sub-Region Origin, 2006 to 2038





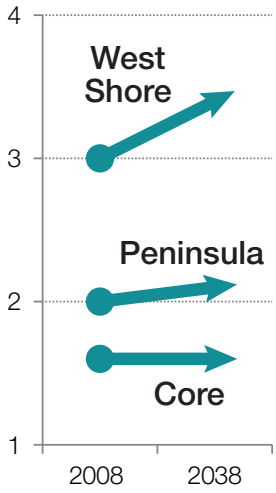


Despite "green" initiatives, for many households in the CRD, particularly families, there are few incentives to choose modes of travel other than driving. This steady growth of an auto-oriented built form could outweigh potential gains in encouraging sustainable travel behaviour.

Needs and Opportunities Differ across the CRD

EXHIBIT 2.3

Projected Residents per Job



Source: A Context for Change Management in the Capital Regional District (2009)

Interviews with staff from individual municipalities as well as organizations representing various interests highlight that the Core, West Shore, Peninsula and Gulf Islands each have unique needs and present unique opportunities.

Examples of priorities in the Core include advancing a modal hierarchy that puts pedestrians first, addressing traffic pressures from other communities, and continuing to fill in the bike network.

On the Peninsula, some of the most significant issues relate to connecting local communities by effective transit, managing truck and tour bus traffic, and advocating for additional highway interchanges to improve access and safety. In the West Shore, the rapid pace of growth means a heightened need to ensure new communities are designed to strengthen walking, cycling and transit (consistent with local policies). Ensuring that population growth is balanced with suitable job opportunities to minimize out-commuting is also a key challenge for West Shore communities (Exhibit 2.3).

Transportation needs on the Gulf Islands are perhaps the most unique, many of which cannot be addressed through "big city" solutions. To the extent possible, regional strategies developed in this plan attempt to capture the diverse range of needs and opportunities by sub-region.

A Sustainable Future is within Grasp

Initiatives in the CRD arising from all levels of government continue to provide inspiration to many other Canadian municipalities and regional governments. However, current travel patterns are not sustainable and current trends are not encouraging. Cycling in the CRD, for example, exhibits relatively high mode share compared to other Canadian municipalities, but it remains far from a mainstream travel option as it is in many European cities with similar weather and geography. If the region is to reach its sustainability goals, cycling must become more comfortable for a broader spectrum of the population, transit must become relevant to more commuters and be used more frequently for non-commuting trips, and walking must be viable to more households. This will take hard work, but this RTP stands on the shoulders of a commendable history of leadership throughout the CRD. It is critical to acknowledge the challenges facing the region, but continue to push forward with compelling and concrete actions that bring everyone living in the CRD to a more sustainable future.

3. Vision and Principles

Guiding the development of the Regional Transportation Plan (RTP) for the Capital Regional District (CRD) requires a strong and coherent vision for transportation.

Vision: A future where transportation is sustainable, offers choice, enables smart growth and makes livable communities possible.

The vision and underlying principles set the stage for a region that is economically strong, socially inclusive, culturally vibrant and environmentally sustainable.

The following principles are intended to guide the development of the policies and actions of the RTP and to reflect the call for a multi-modal and integrated approach to transportation across the region.

Principle 1: Take a coordinated and engaged approach to planning

Transportation is directly linked to various aspects of local and regional planning, and is not a localized system. It is important that the RTP not belong only to the CRD, but that it also be considered the plan of all CRD municipalities and electoral areas – it is everyone's plan. Long-term and strategic transportation planning requires a coordinated effort between governments, service-delivery agents and stakeholders to implement and achieve common transportation goals and objectives. The direct involvement of municipalities, electoral areas (EAs) and local agencies is critical to the implementation of this plan.

A coordinated approach can be achieved with the formation of a Technical Advisory Committee (TAC) which will consist of representatives from the CRD, all local governments, Ministry of Transportation and Infrastructure (MoTI) and BC Transit. The TAC will collaboratively establish Key Performance Indicators (KPIs) for the region, identify and recommend regional transportation priorities and make recommendations regarding where regional funding for transportation will be directed.



Principle 2: Prioritize strategic investments that serve regional mobility needs

The region will continue to face increasing financial pressures to address transportation infrastructure needs that meet future demand.

The TAC will work as a united voice to leverage funding from senior levels of government for regionally significant transportation projects.

In 2012, a Local Funding Options Task Force was organized to investigate, evaluate, and recommend feasible local sources of funding in anticipation of the Victoria Regional Rapid Transit Project (VRRTP) implementation and operations being shared between local and senior governments. This was a first step in developing a comprehensive list and evaluation framework of potential funding options to address future transportation capital investment needs. Building on this work, a strategic and balanced approach needs to be developed in order to guide the long-term outlook of key transportation investments, adequately fund future growth, and support the Regional Multi-modal Network (RMN). As a priority, investments in the regional transportation system need to be made based on long-term needs and life cycle costing.

Principle 3: Reduce greenhouse gas emissions and prepare for changes

In 2010, on-road transportation accounted for 55% of greenhouse gas (GHG) emissions in the region. On-road transportation GHG emissions have increased by 16% from 2007 to 2010 (approximately 2.2 CO e tonnes per capita in 2010, an increase from 1.9 in 2007[1]). Given the relationship between fuel use, GHG emissions and climate change, all levels of government have made commitments to take action towards improving non-SOV transportation choices.

Aggressive GHG reduction targets have been set by the Province, the CRD and local governments. Emerging climate change adaptation strategies and policies have also recognized the economic, environmental and social impacts that a changing climate will have on transportation services and sectors in the capital region.

Long-term transportation planning efforts and investments are therefore needed to help reduce GHG emissions and adapt to a changing climate – both requirements are fundamental principles to all of the themes elaborated in this RTP. This means focusing on integrating land use and transportation planning to support sustainable transportation choices and reduce trip distances. Improved transportation efficiency and mobility will reduce congestion and increase occupancy levels. Promoting cycling, walking and other forms of active transportation will support an increased use of low-carbon emitting travel modes and reduced energy consumption. Trip reduction measures and programs will decrease the need for travel.



1 Capital Regional District Draft 2010 Community Energy and Emissions Inventory, BC Ministry of Environment, January 23, 2013.

Principle 4: Integrate transportation and land use planning

By 2038, the CRD population is forecast to grow by approximately 100,000. Much of this growth is forecast to occur outside of the Core area, particularly in the West Shore communities. Existing patterns of low-density development in this area are a challenge to providing efficient transit service and to encouraging transportation choices beyond the private automobile. In 2011, travel to and from the West Shore accounted for 9.8% of all daily trips in the region. A large share of these were taken by private automobile[2]. As a result of the constrained roadway network serving the West Shore, these growth patterns exert significant pressure on key east-west corridors such as the TransCanada Highway and Island Highway and surrounding areas. Under a business-as-usual scenario of land use and transportation patterns, these corridors will be further strained with dramatically increased travel times.

As a region, however, the moderate growth rate forecast presents an opportunity to capitalize on the symbiotic relationship between land use and transportation planning. By directing growth towards existing urban areas, these areas will realize sufficient trip densities to warrant more efficient transit service. Higher density and mixed-use developments also reduce trip lengths and, in turn, promote walking and cycling. Integrated planning also helps introduce pedestrian, cycling and transit design elements into these communities (e.g. direct routes/connections), which encourages more travel by these modes. This can even work at a small scale or in a rural setting.

Principle 5: Capitalize on the potential for alternatives to driving alone

While the CRD currently has comparatively high active transportation mode shares of journey-to-work trips, there remains significant potential to shift behaviour away from auto trips to more walking and cycling, particularly for short-distance trips. For example, in 2011, 61% of weekday trips in the CRD which were shorter than 5 km were taken by private automobile[3].

A greater emphasis on providing the right kind of services and infrastructure for non-captive markets is needed to encourage this shift and to make transit and active transportation more attractive and more competitive to driving. Particularly, there is a need to enhance multi-modal connections to help “extend the reach” of trips by these modes which are more effective at serving shorter distances.

2 CRD Origin-Destination Household Travel Survey 2011
3 CRD Origin-Destination Household Travel Survey 2011

The PCMP set mode share targets of 25% for both cycling and walking in high density urban areas of the region by 2038, while the Provincial Transit Plan set a transit mode share target of 12% for service within the Victoria Regional Transit System by 2030. It is acknowledged that rural communities within the region have different priorities and needs, and therefore different targets, than those of urban population centres.

A further shift from driving to walking and cycling for work, shopping and recreational trips can help provide community and individual health benefits by reducing GHG emissions and congestion, improving air quality, and promoting an active lifestyle and personal physical activity. This shift can also help promote sustainable development by maximizing the use of existing infrastructure and reducing on-site vehicle parking needs.

Principle 6: Enhance role for public transit

Transit is crucial to realizing a significant mode shift in the region. It can be a key catalyst to support denser development patterns and it helps to expand the reach of cycling and walking trips. Currently, transit trips account for a little over 6% of the total travel market in the CRD[4], with the highest transit mode shares for travel to, from and within the Core area.

Recognizing the importance of transit, a target of 12% transit mode share by 2030 was established by the Provincial Transit Plan and later adopted by the CRD and BC Transit. Under this scenario, the region's transit system would carry over 55 million passengers annually by 2030, giving public transit a pivotal structural role in the region's transportation future. Achieving the targets will require significant investments and transit-supportive land use policies which are not currently budgeted.

If funded and implemented over the next 25 years, the proposed rapid and frequent transit networks will make transit more efficient and provide the future transportation capacity to meet forecast mobility demands. It is important to capitalize on opportunities for higher density mixed-use development not only to help shape efficient land use patterns, but also to support rapid transit investments and make transit an attractive alternative to the private automobile.

4 CRD Origin-Destination Household Travel Survey 2011

Principle 7: Maximize efficiency of existing transportation corridors for multiple modes

Population and employment growth throughout the region will exert additional pressures to effectively and efficiently transport people and goods. However, with this growth, competing demands will largely have to make do with existing roadway capacity due to the increasingly built out urban fabric and geographical constraints of much of the region.

Various corridors in the region play key roles for different types of travel. Some serve mostly inter-municipal travel, while others serve more inter-regional or local needs. Some provide good access for commercial vehicles while others are being considered for their viability to serve rapid transit. Accommodating bicycles, pedestrians, transit, commercial vehicles and automobiles will require carefully examining and prioritizing the trade-offs of adequately accommodating these modes and maintaining their efficiency as part of the multi-modal networks identified in this RTP.

Strategic investments in capacity improvements and travel demand management will be fundamental to accommodating future demand and maintaining the integrity of multi-modal transportation corridors. Road network planning will focus on optimizing existing capacity to minimize the need for widening and expansion, and reducing infrastructure costs while managing congestion.

4. Regional Outcome Statements

The Regional Transportation Plan (RTP) is articulated through eight outcome statements. Each statement paints a picture of the type of regional transportation system that stakeholders and partners have said that they would like to see. The outcome statements can be categorized into five overarching themes – with governance and funding being fundamental to each theme. Together the outcome statements break down the collective vision for transportation and align with principles articulated in Chapter 3. These outcome statements are not mutually exclusive, but aim to capture eight broad courses of action for realizing the RTP vision. The RTP's outcome statements and themes are as follows:

THEME		REGIONAL OUTCOME STATEMENTS
Integrating Land Use and Transportation	1	Movement between communities, mobility hubs and major destinations is facilitated through a Regional Multi-modal Network of transportation corridors.
	2	Mobility Hubs align with the Regional Sustainability Strategy and provide people with access to housing, employment, services, amenities and transportation choices at a local, sub-regional and regional scale.
	3	Transportation and land use planning tools are integrated at the local and regional levels.
Creating Exceptional Environments for Walking and Cycling	4	Cycling is an appealing, safe, convenient and viable transportation option for residents and visitors of all skill and confidence levels.
	5	Walking is an increasingly popular and desirable mode of transportation that is supported by safe, convenient and accessible pedestrian infrastructure.
Taking Transit to the Next Level	6	Public transit is a preferred choice, attracting new riders through comfortable, safe, accessible and convenient service.
Getting the Most out of Our Roads and Trails	7	Existing regional transportation infrastructure is optimised and enhanced by new technology where appropriate.
Influencing Travel Behaviour	8	Regional programs and initiatives provide residents and visitors with the tools, confidence and knowledge to use active transportation, public transit, car share, taxis, high occupancy vehicles and trip reduction measures.

Each regional outcome statement includes a series of actions to be carried out over the coming years that have been specifically identified by stakeholders and partners. The actions are concrete steps to make the vision of the RTP become a reality. The list of actions includes planning initiatives and a major focus on implementing tangible projects and infrastructure based on a partnership model. Implementing the actions will require significant regional cooperation and strong partnerships. This cooperation and partnership is fundamental to the success of achieving the outcomes.

Each action has been broken down into three categories: implementation timeline, service structure and resources. A sample action item is shown below in Exhibit 4.1 and a complete table is provided in Exhibit 5.5.

EXHIBIT 4.1 Sample: RTP Outcome Statements and Actions Table (See Complete Table in Exhibit 5.5)

THEME	OUTCOME STATEMENT		ACTIONS	Implementation Timeline			Service Structure		Resources to Implement		
				1 to 5 Years	5 to 10 Years	Over 10 Years	Existing CRD Function	Trans-portation Service	Mechanism	Staff	Operating and/or Capital costs
CREATING EXCEPTIONAL ENVIRON-MENTS FOR WALKING AND CYCLING	**4**	Cycling is an appealing, safe, convenint and viable travel option for residents and visitors	4.3 Expand and harmonize regional cycling data collection programs	**X**	**>**	**>**	**X**	**X**	New Project	**X**	Operation Costs

Implementation Timeline refers to the time frame in which the action will be undertaken. Some actions require a one-off implementation whereas others continue over longer periods or indefinitely. An **X** indicates the period that the action will start while a **>** indicates that the action will continue over a longer period.

Service Structure distinguishes between whether the action can be done under the existing structure of the CRD or whether it would require a new transportation service authority to be implemented. It is recognized that some actions could be implemented under both the existing or new transportation service structure. When this is the case both have been marked with a **X**.

Existing CRD Function: Within the Capital Regional District (CRD) Regional and Strategic Planning Division, the Regional Information Service (RIS) function includes a limited transportation mandate with an emphasis on regional transportation data, information and policy. In addition to tracking census information, it also maintains the regional transportation model, coordinates the Origin-Destination surveys and transportation data collection programs and undertakes limited planning activities, such as the Pedestrian and Cycling Master Plan (PCMP) and the Pedestrian and Cycling Master Plan-Salt Spring Island Edition (PCMP-SSI Edition).

Other transportation-related services provided through CRD Planning and Protective Services include:

- Project management of transportation related projects in the electoral areas (EAs), such as the recent completion of Phase I of the North Ganges Transportation Master Plan
- Acting as the local partner for local transit initiatives, such as Salt Spring Island (SSI) Transit.

In addition, CRD Parks constructs, operates and maintains the regional trails (Galloping Goose, Lochside and E&N Humpback Connector) while Integrated Water Services is responsible for CRD Docks.

Within Outcome Statement 6, the **Victoria Regional Transit Commission (VRTC)** has been identified as an existing authority alongside the **existing CRD Authority**. This has been done in recognition that the VRTC, through its current decision-making powers, has the authority to bring the actions identified in the RTP through to implementation.

The RTP reflects the intent of the **CRD Board Strategic Plan** regional transportation and planning goals as indicated in Exhibit 4.2.

EXHIBIT 4.2 CRD Board Strategic Plan Regional Transportation and Planning Goals

CRD Board Regional Transportation and Planning Goals
1. Improved regional transit governance
2. Increased regional transportation authority
3. Increased integration of regional transportation and land use planning
4. Improved pedestrian and cycling facilities



Photo: r.a.paterson (flickr)

Implementation Model for the RTP Outcomes

Implementation of the RTP is expected to occur through partnerships with existing, local and provincial partners embedded within a **transportation service authority**. The service model respects existing and local and provincial autonomy and ownership of infrastructure. Partners would come together through an ongoing Technical Advisory Committee (TAC) with membership from all local governments, the Province and BC Transit. The TAC would set priorities, guide, facilitate and in some cases, undertake the actions summarized in the table in Exhibit 5.5 with CRD staff, and report to a new Transportation Standing Committee (TSC) as described in the preferred service authority model in Chapter 5.

This model would enable the consolidation of existing and proposed CRD assets, facilities and services, such as Regional Trails, EA transit systems and Local Docks into one service area. A new establishment bylaw would be required based on the outcome of a service feasibility study. The model would rely on implementation of regional transportation priorities through performance-based metrics and agreed targets established cooperatively by the TAC. In this way, it would not be imposing upon but rather be complementary to local and provincial plans and initiatives.

Resources to Implement the RTP Outcomes

The model isn't a system funded by "new money" as much as it is repurposing existing local dollars and attracting more senior government funding from the following sources:

- Existing operating budgets within the CRD Planning and Protective Services and Parks departments for operational costs.
- A pooling of the region's share of the Significant Project Fund (SPF) to create a regional pool from which to co-fund local government and regional projects

through contributions to capital and program costs using performance-based metrics.

- Existing operating budgets of project partners through in-kind contributions of staff time on the TAC.
- Existing capital budgets and Community Works Fund Gas Tax of project partners allocated to regionally significant projects through contribution to capital and program costs based on performance based metrics.
- A leveraging of regional and local partner funds through the new regional transportation governance (TSC and Board); advocating with one common voice to increase senior government capital contributions to regionally significant projects.

This partnership model proposes a shift to a performance-based system of investment in regional transportation priorities based fundamentally on the cooperation of partners.

Transit would **not** fall under the service mandate. However, as a result of the new provincial directive stemming from the 2012 BC Transit Independent Review, formal consultation and engagement with the region will be embedded in the existing VRTC model. However, Victoria Regional Transit System projects and initiatives would not be eligible for regional funds under the transportation service authority.

Resources to Implement refers to the mechanism for implementation and the requirement for staffing and funding. The funding component is further distinguished between operating, capital and program funding. **Capital and program funding are predicated on the availability of pooled gas tax funds**.

Operating	Costs incurred by staff implementing actions
Capital	Costs associated with co-funding municipalities and electoral area infrastructure
Program	Costs associated with co-funding municipalities, electoral areas or community based programs

The RTP builds on the many previous plans by the CRD, the Province and local governments, and focuses on the necessary steps to bring these plans to fruition. The plan is just as much about the process of building a collaborative and integrated regional approach to transportation as it is about the specific actions. It is intended that the RTP remain a living document to be revisited and updated on a regular basis.



Priority Actions

In some cases, actions are flagged as being a "Priority Action". Based on stakeholder feedback and professional judgment, these actions are considered critical to implement immediately as they are likely to have the greatest impact in laying the groundwork for a sustainable transportation system and helping the region achieve its transportation goals. The following table summarizes these Priority Actions, which are discussed in more detail throughout this chapter.

DESCRIPTION	PRIORITY ACTION
Establish a regional transportation authority and funding service to facilitate improvements to the Regional Multi-modal Network, implement demand management programs, influence land use adjacent to regionally significant transportation corridors and mobility hubs, and advocate for and source federal and provincial funding.	**1.1**
Incorporate the Regional Multi-modal Network into all relevant future regional plans, official community plans, local area plans and local transportation plans.	**1.2**
Establish an ongoing Technical Advisory Committee to identify Regional Multi-modal Network priorities, coordinate complementary local planning activities and implement priority projects through the new regional funding framework.	**1.3**
Conduct a service review of transportation in the Southern Gulf Islands and Salt Spring Island, including the identification of alternate water-based links and associated infrastructure requirements.	**1.9**
Incorporate Mobility Hubs into all relevant future regional plans, Official Community Plans, local area plans and local municipal transportation master plans.	**2.1**
Establish land use and transportation functions for Growth Centres in the Regional Sustainability Strategy that support frequent and rapid transit corridors.	**3.1**
Implement Pedestrian and Cycling Master Plan, Pedestrian and Cycling Master Plan-Salt Spring Island Edition and Southern Gulf Island Cycling and Pedestrian Draft Trail Plan recommended cycling facilities and amenities.	**4.1**
Produce a series of walkability maps to be used as a tool to encourage walking as an everyday mode of transportation. Maps will showcase sidewalks, separated trails and pathways and emphasize connectivity between key land uses and multiple modes.	**5.1**
Embed formal consultation and engagement with the region in Victoria Regional Transit Commission model.	**6.1**
Identify, prioritize and encourage the Province to implement solutions for highway interchanges in need of safety, efficiency, and transit access reconfiguring to improve cyclist and pedestrian accommodation.	**7.1**
Apply and improve upon the existing transportation model and data collection program in line with changing regional priorities.	**7.5**
Establish an ongoing Goods Movement Committee to collectively address regional goods movement challenges.	**7.6**
Establish and implement a region-wide Transportation Demand Management program, including a marketing and branding strategy to support businesses, institutions, local governments and government agencies in implementing policies and initiatives.	**8.1**
Develop and maintain a comprehensive web portal for regional travel information, including a multi-modal journey planner and news on regionally significant transportation projects.	**8.5**

Regional Outcome Statement 1

Movement between communities, mobility hubs and major destinations is facilitated through a Regional Multi-modal Network of transportation corridors.

With 58% of travel in the region crossing municipal boundaries, it is critical that the RTP identify an integrated approach to travel throughout the region. This involves planning for travel across municipal boundaries and access to regional destinations, as well as ensuring due consideration for all modes of travel to address greenhouse gas emissions, public health costs and traffic congestion levels.

Through extensive consultation with stakeholders, the RTP identifies a **Regional Multi-modal Network.**

The Regional Multi-modal Network (RMN), depicted in Exhibit 4.3, is designed to:

- Identify regional transportation corridors and trails
- Provide connectivity with local and provincial networks
- Coordinate transportation and land use planning with other regional matters, such as housing, the economy and greenhouse gas (GHG) emissions.

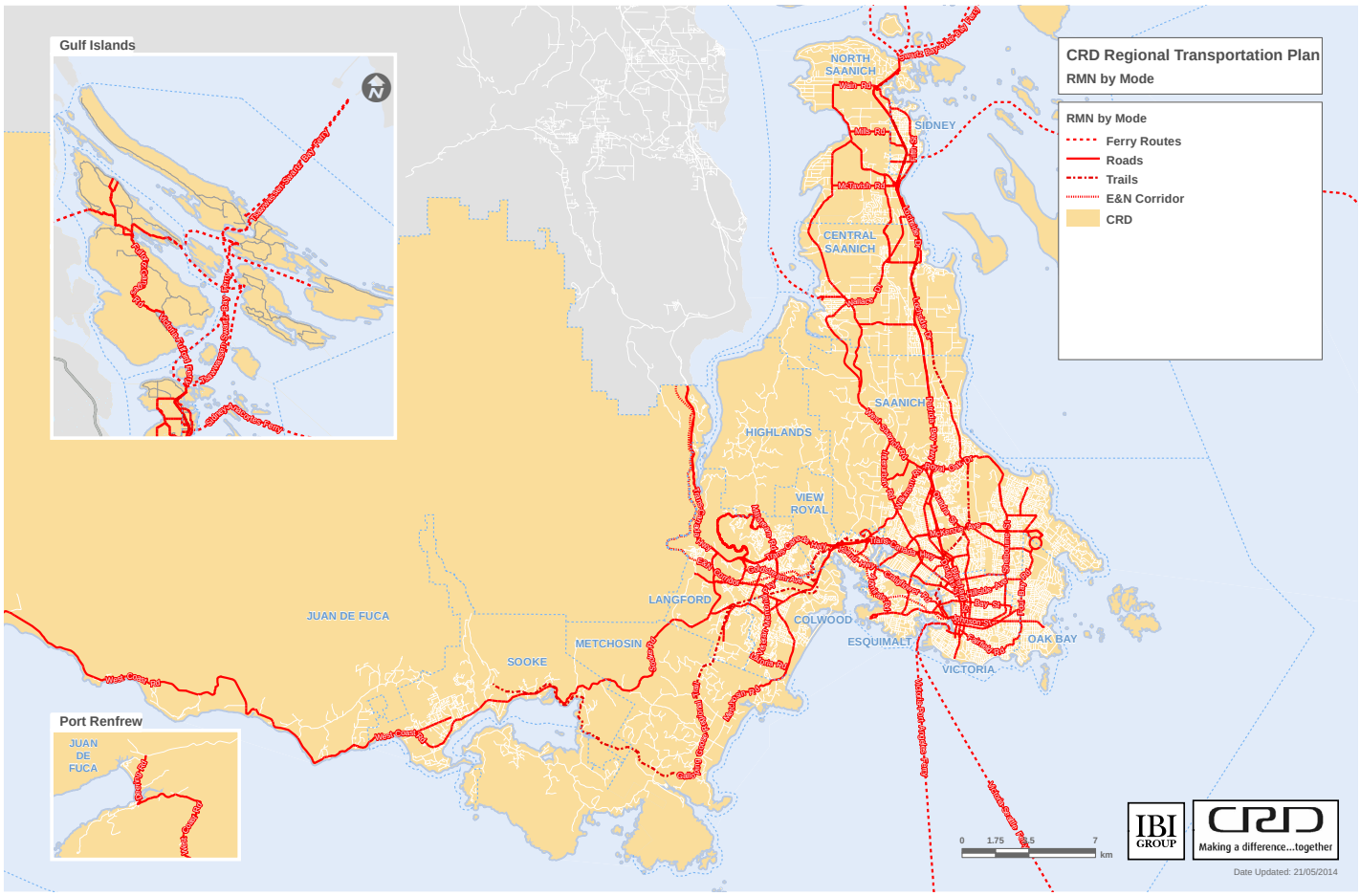
In other words, the RMN identifies the physical transportation corridors and trails that are deemed regionally significant and that will require investments and efforts to support safe, connected and efficient travel.

Defining a Regional Multi-modal Network

In developing an RMN, CRD staff and stakeholders first had to define what it meant for a corridor to be considered regionally significant. The following four criteria were used as guiding principles in identifying the corridors that are recommended for inclusion in a RMN:

1. It serves a majority of inter-municipal and inter-regional travel;
2. It provides access to regionally-significant destinations that serve region-wide demand (e.g. hospitals, dense residential or mixed-use neighbourhoods, downtown cores, or employment nodes);
3. It is planned to receive a major infrastructure project; or
4. It provides a common regional identity and purpose.

EXHIBIT 4.3 Regional Multi-Modal Network (RMN). (Larger map on page 104)



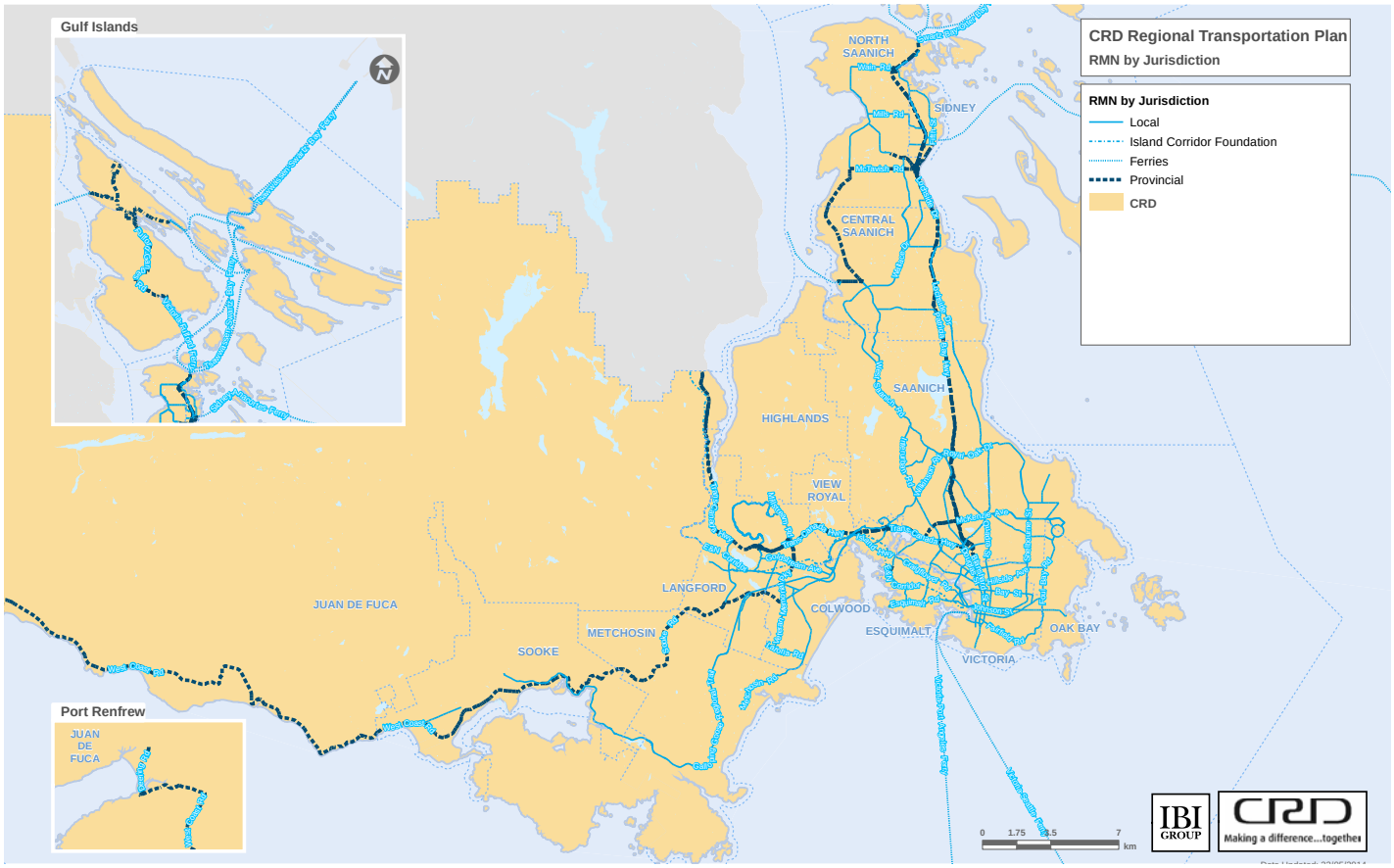
The RMN was also developed by reviewing other local, regional or provincial plans, including:

- Transit Future Plan (2011)
- Phase 1 Transportation Corridor Plan (2010)
- Pedestrian and Cycling Master Plan (2011)
- Pedestrian and Cycling Master Plan - Salt Spring Island Edition (2013)
- Highway Corridor Studies (2009, 2007 x 3)

Finally, the RMN took into consideration future travel demand forecasts from the CRD's Regional Transportation Model and future land use forecasts from local government Official Community Plans (OCPs) in order to connect future residential and employment areas.

The RMN also distinguishes between corridors under local government jurisdiction and those under Ministry of Transportation and Infrastructure (MoTI) jurisdiction. Each has different funding approaches and decision making structures. MoTI generally has jurisdictional control over major inter-regional connectors including Highway 1, 14 and 17 and roads within unincorporated EAs. The jurisdictional layers are identified in Exhibit 4.4.

EXHIBIT 4.4 Regional Multi-Modal Network (RMN) by Jurisdiction (Larger Map on page 88)



Every corridor on the RMN has been assessed in terms of the role of multi-modality and regional significance. It is recognized, however, that some corridors will move substantially larger volumes of people than others. Since regional pedestrian significance is more an issue of access to regional destinations than of longer-distance regional travel, pedestrian issues are more directly accommodated in actions under Outcome Statement 2 (mobility hubs) and Outcome Statement 5 (pedestrian infrastructure).

EXHIBIT 4.5 From top left (clockwise): Galloping Goose Trail, Trans-Canada Highway, Patricia Bay Highway, Douglas St.



Regional Outcome Statement 1 Actions

Priority Action

ACTION 1.1 **Establish a regional transportation authority and funding service to facilitate improvements to the Regional Multi-modal Network, implement demand management programs, influence land use adjacent to regionally significant transportation corridors and mobility hubs, and advocate for and source federal and provincial funding.**

Rationale

Many regional transportation projects within the region are based on mode-specific deliverables such as cycling, pedestrian, transit or automobile as opposed to examining the multi-modal requirements to best meet the needs of residents and visitors. Similarly, transportation projects undertaken at a local level are developed within the context of local improvements and often do not result in neighbouring jurisdictions making improvements along the same corridor. This method of planning has resulted in varied levels of improvements along corridors and around hubs. There is an identified need for a coordinated and consistent approach to multi-modal transportation planning on the RMN.

Approach A regional transportation service authority would be established to facilitate arterial roads and the inter-community cycling network, implement demand management programs and influence land use. As indicated earlier a regional transportation service, as described in more detail in Chapter 5, would be able to accomplish more and better outcomes than the current fragmented model. The model is predicated on the full involvement of local governments, MoTI and BC Transit staff through a TAC. A new establishment bylaw would be required based on the outcome of a service feasibility study.

ACTION 1.2 **Incorporate the Regional Multi-modal Network into all relevant future regional plans, Official Community Plans, local area plans and local transportation plans.**



Rationale Reinforcement across planning documents helps to realize RMN initiatives and establish a common language.

Approach At present, the RMN is being incorporated into the Regional Sustainability Strategy (RSS) and should form part of the framework for Regional Context Statements in municipal and EA OCPs and local planning policies. Ensuring that the RMN is incorporated into the plans of all levels of government will require, in particular, significant coordination with municipalities.

ACTION 1.3 **Establish an ongoing Technical Advisory Committee to identify Regional Muti-modal Network priorities, coordinate complementary local planning activities and implement priority projects through the new regional funding framework.**



Rationale This action will provide for the establishment of an ongoing TAC that would be responsible for establishing and monitoring Multi-modal Levels of Service (MMLOS) and Key Performance Indicators (KPIs) based on mutually agreed upon principles. The TAC would consist of municipal, MoTI and BC Transit staff, and EA representatives who would work together to implement a united vision for transportation in the RMN. The TAC would prioritize funding decisions, leverage funding from higher levels of government and make direct recommendations to a TSC.

Approach This committee would be established under CRD Board-approved Terms of Reference.

ACTION 1.4 **Develop and implement a Multi-modal Level of Service model and determine targets for all Regional Multi-modal Network corridors to balance trade-offs between modes.**

Rationale

Procedures for evaluating the level of service for auto travel based on travel delay are well established, but how does this affect other transportation modes? For example, synchronizing traffic signals may increase auto and bus speeds (thus increasing auto and bus level of service); however, higher auto and bus speeds adversely affect cyclist and pedestrian conditions. In quantifying the level of service for all modes, a MMLOS model offers a more equitable and integrated approach to balancing modal trade-offs by placing all modes on an equal playing field.

Approach

MMLOS approaches tend to deal with non-auto modes as follows:

- **Pedestrian LOS:** Tends to be based around pedestrian comfort, which typically includes intersection spacing and crossing distances.
- **Cycling LOS:** Based on cyclist comfort, which is typically a function of the degree of separation relative to the speed and volume of adjacent traffic.
- **Transit LOS:** Usually transit travel times relative to auto travel times.

The TAC would develop a mutually agreed upon standard MMLOS model drawing heavily from the experience of other North American cities in their adoption of MMLOS, such as the City of Ottawa's efforts as a part of their Transportation Master Plan update. As well, this action would involve due consideration to the extensive research conducted by the National Cooperative Highway Research Program in 2008 that recommends a MMLOS framework for application to urban streets.



ACTION 1.5 **Establish, monitor and report on Key Performance Indicators.**

Rationale

Performance targets help to promote the integrity of the RMN, maximizing the use of sustainable modes, improving goods movement, addressing person capacity issues and reducing emissions. Specific areas, such as the following list, would be addressed on key predetermined RMN corridors (see Exhibit 4.6) in conjunction with broader key performance indicators (KPIs) relating to density ranges, complete streets and connectivity:

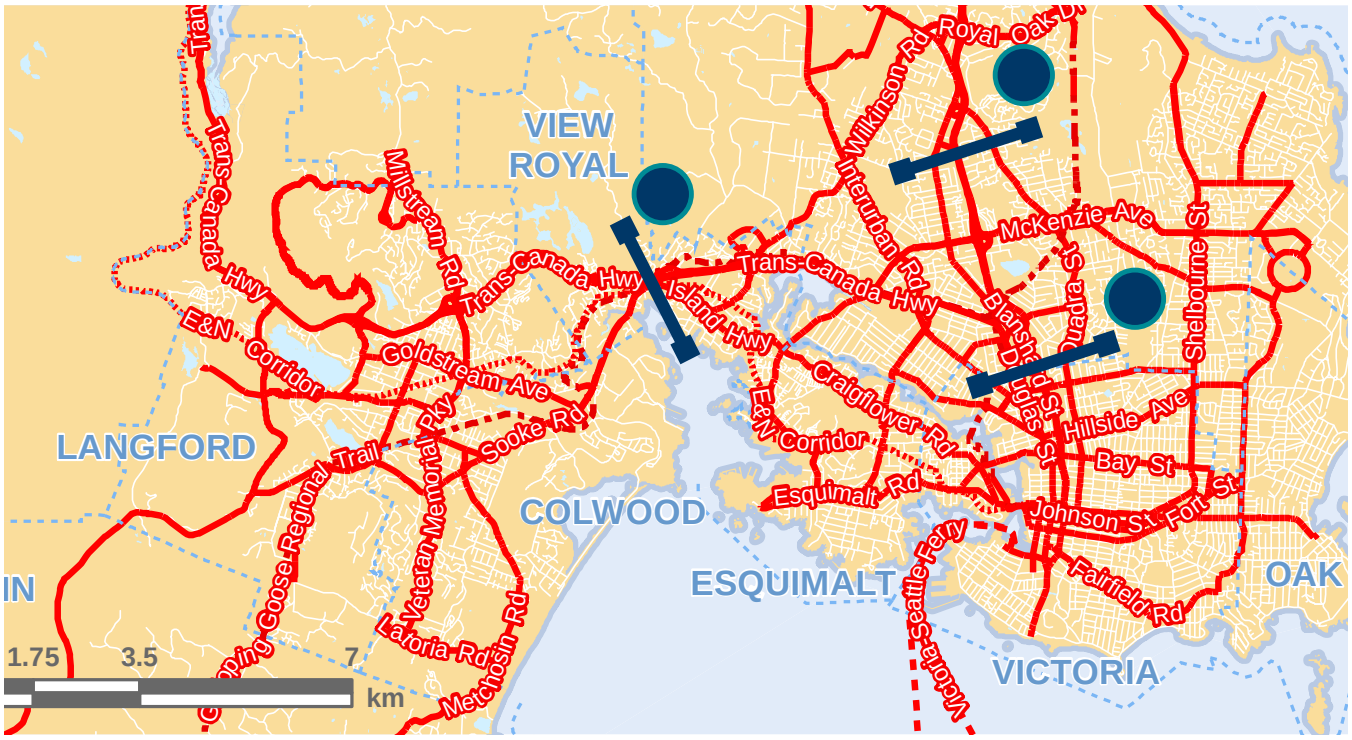
- Proportion of short local auto trips
- Modal split of trips
- Total trips by mode
- Travel time reliability index
- Average emissions per vehicle

Approach

Proposed performance targets that would monitor KPIs are:

- The proportion of short local auto trips on the Provincial highway network helps to illustrate how much capacity on these facilities is being taken up for local trips.
- The mode shares and counts at the screenlines help to monitor changes in the use of sustainable travel modes.
- A travel time reliability index highlighting both changing conditions for goods movement and person capacity.
- Average emissions per vehicle can be estimated with the help of the region's travel demand model to monitor changes in air pollutants and GHG emissions.

EXHIBIT 4.6 Recommended RMN Performance Target Screenlines



ACTION 1.6	**Base the new regional funding framework for improvements on the Regional Multi-modal Network off approved Multi-Modal Level of Service and Key Performance Indicators.**
Rationale	A fundamental component of the RTP is to ensure the transparency of regional transportation funding allocation across the region based on measurable targets. By approaching upper levels of government on regional projects with a cohesive argument and business case, the chances of receiving funding are strengthened.
Approach	**The MMLOS and KPIs will provide measurable criteria from which proposed transportation projects on the RMN can be evaluated. The criteria will be established within the framework of the TAC.** The proposed approach is for the TAC to lead the effort. There have been some excellent recent examples of cooperation, such as the Town of View Royal and District of Saanich collaborating on planning and applying for funding to replace the Craigflower Bridge, and the CRD agreeing to allocate funds from the RSPF (Exhibit 4.7).

EXHIBIT 4.7 The Craigflower Bridge Replacement and Admirals Road Upgrade project, led by the District of Saanich and the Town of View Royal and funded by a grant from the Federal Gas Tax Regionally Significant Priorities Fund, includes three vehicle lanes, 1.8-2.0m bike lanes, and 2.0m sidewalks.



ACTION 1.7 **Through the Technical Advisory Committee, take an active role in regional public consultation strategies around transportation projects affecting Regional Multi-modal Network corridors.**

Rationale

The CRD taking an active role on these consultation efforts helps to ensure that all regionally-affected stakeholders are engaged and regional priorities are considered. The CRD will work with local governments to offer assistance, where needed, and to support consultation and engagement activities.

Approach

Through the TAC, local and provincial partners will create up-to-date consultation calendars and identify where regional assistance is required. Some recent examples of multi-jurisdictional and multi-stakeholder projects include the Saanich Shelbourne Valley Action Plan, the CRD Regional Trails Management Plan, BC Transit's Victoria Regional Rapid Transit Project, MoTI's engagement as part of the Highway 17 Corridor update, and the outreach program which is part of PCMP.

ACTION 1.8	**Undertake a risk assessment of critical transportation services and infrastructure in the Regional Multi-modal Network related to potential impacts of a changing climate.**
Rationale	A changing climate (increased precipitation, more intense and frequent windstorms and extreme heat events) presents risks to existing transportation infrastructure and services on the RMN (i.e. road flooding); influence behaviour (i.e. demand for transit); or delays in the delivery of goods and services (i.e. ferry cancellations).
Approach	Numerous cities across North America have undertaken risk assessments to understand vulnerabilities associated with a changing climate and their associated economic, social and environmental risks. There are a variety of protocols to help governments measure the level of risk facing critical transportation services and infrastructure. The CRD would work in partnership with municipalities, MoTI, service agents such as Harbour Air and BC Ferries and other emergency personnel to understand the level of risk facing the region and identify potential mitigation measures to reduce potential damage or disruptions to services.

Priority Action

ACTION 1.9	**Conduct a service review of transportation in the Southern Gulf Islands and Salt Spring Island, including the identification of alternate water-based links and associated infrastructure requirements.**
Rationale	An integrated transportation plan is required for SGI and SSI to provide residents and visitors with a transportation service that meets their needs. BC Ferries' focus is largely on moving vehicles while many residents feel that smaller passenger-based services that link with public transit, ride shares or similar alternatives would provide more flexibility. Inter-island connections have also been raised as a priority area for investigation.

Approach

This would require a transportation study to be done for both the SGI and SSI to examine the needs of the market and identify, cost and recommend options that balance financial, transportation and environmental objectives. It would look at all forms of transportation and support existing documents such as the PCMP - SSI Edition, North Ganges Transportation Master Plan and SGI Cycling and Pedestrian Trail Plan Draft (SGI-CPT). Pending funding implications and community support, recommendations from the integrated transportation service reviews on SSI and SGI could be implemented through the transportation service. Implementation would require new funding agreements.

ACTION 1.10 Expand the Car Stop rideshare program for rural sections of the Regional Multi-modal Network.

Rationale

This program helps to encourage higher-occupancy auto travel to reduce drive-alone trips and greenhouse gas emissions in rural areas.

Approach

A Car Stop provides a physically safe location for people and vehicles to arrange on-the-spot rideshare arrangements. Arrangements are voluntary and fees are generally not exchanged. This provides passengers with a way to get around without driving, while giving drivers an opportunity to carpool and reduce overall GHG emissions. Two successful examples for rural communities are The Pender Island System, launched in 2008, and the recent SSI Car Stop Pilot Projects, launched in 2012. Each of these programs encourages sustainable transportation alternatives to driving alone. Flexible carpool programs across North America (i.e. Sluglines in Metro Washington, DC) have also been successful where there are toll roads or higher-occupancy lanes.



Complete Hub:
Downtown Sidney



Destination Hub:
University of Victoria



Gateway Hub:
McTavish Interchange / Airport



Rural Hub:
Sooke Park & Ride

Regional Outcome Statement 2

Mobility Hubs align with the Regional Sustainability Strategy and provide people with access to housing, employment, services, amenities and transportation choices on a local, sub-regional and regional scale.

The RTP builds on the need to plan for communities that are supportive of sustainable modes of transport and make major destinations in the region accessible by multiple modes of travel. Many existing destinations and emerging growth centres throughout the CRD stand to benefit from improved transportation connectivity, travel choice options and amenities. In turn, these enhancements help focus growth.

A regional approach to growth management and connectivity is taken by identifying a set of regional transportation nodes, or mobility hubs. These hubs will be key locations of regional activity and regional destinations where transportation modes will integrate seamlessly and efficiently, and where both the traveler environment and urban form will encourage transit, active transportation and other alternatives to driving alone.

Purpose of Mobility Hubs

The purpose of defining these Mobility Hubs in the CRD is to:

- Give high priority to walking, cycling and public transit to, from and within Mobility Hubs.
- Provide for attractive and convenient transitions between modes by better connecting regionally significant roads, transit and cycling networks,
- Create attractive, convenient and pedestrian-friendly environments around key transit stops and major origins and destinations.
- Build greater opportunities to live, work, learn, shop, and play within these hubs, thus reducing external trips and the amount of time spent travelling.
- Support tourism activities by providing alternative means of transport to services and attractions.
- Showcase and promote new regional transportation initiatives towards sustainable travel.

Defining Mobility Hubs

The concept of bringing together the mutually supportive roles of planning for sustainable transportation and sustainable land use patterns in the region has been identified by previous plans in recent years. The Regional Growth Strategy (RGS) identified regional centres as “walkable transit-focused and complete communities

with a dense mix of businesses, housing, services and open spaces. Subsequently, the Travel Choices strategy envisioned more direct and frequent connections, as well as providing for alternatives to driving.

The RTP builds on these previous plans in defining the region's Mobility Hubs in its approach to identify key areas of transportation activity and focused growth. Defining these Mobility Hubs also takes into account existing trip densities and locations of high transit usage (bus stop activity), feedback from CRD and municipal staff and stakeholders, and feedback from municipal councils through the RSS and RTP process. The result of this approach is the definition of four Mobility Hub typologies, defined in Exhibit 4.8.

EXHIBIT 4.8 Mobility Hub Typology, as defined in the Regional Sustainablity Strategy.

Complete

Complete Hubs are areas with high levels of multi-modal transportation activity. They are locations of major trip origins or destinations both in the peak and off-peak periods, are served by multiple or frequent transit routes, and include convenient access to bikeways, arterials and major collector roads. These hubs have an attractive urban design that encourages high pedestrian volumes.

Activity

Activity Hubs are unique locations that serve as key regional destinations with larger catchment areas and high trip volumes due to large employers and/or institutional centres. Hubs that meet this criteria include hospitals, universities/ colleges, large shopping centres and major regional employers.

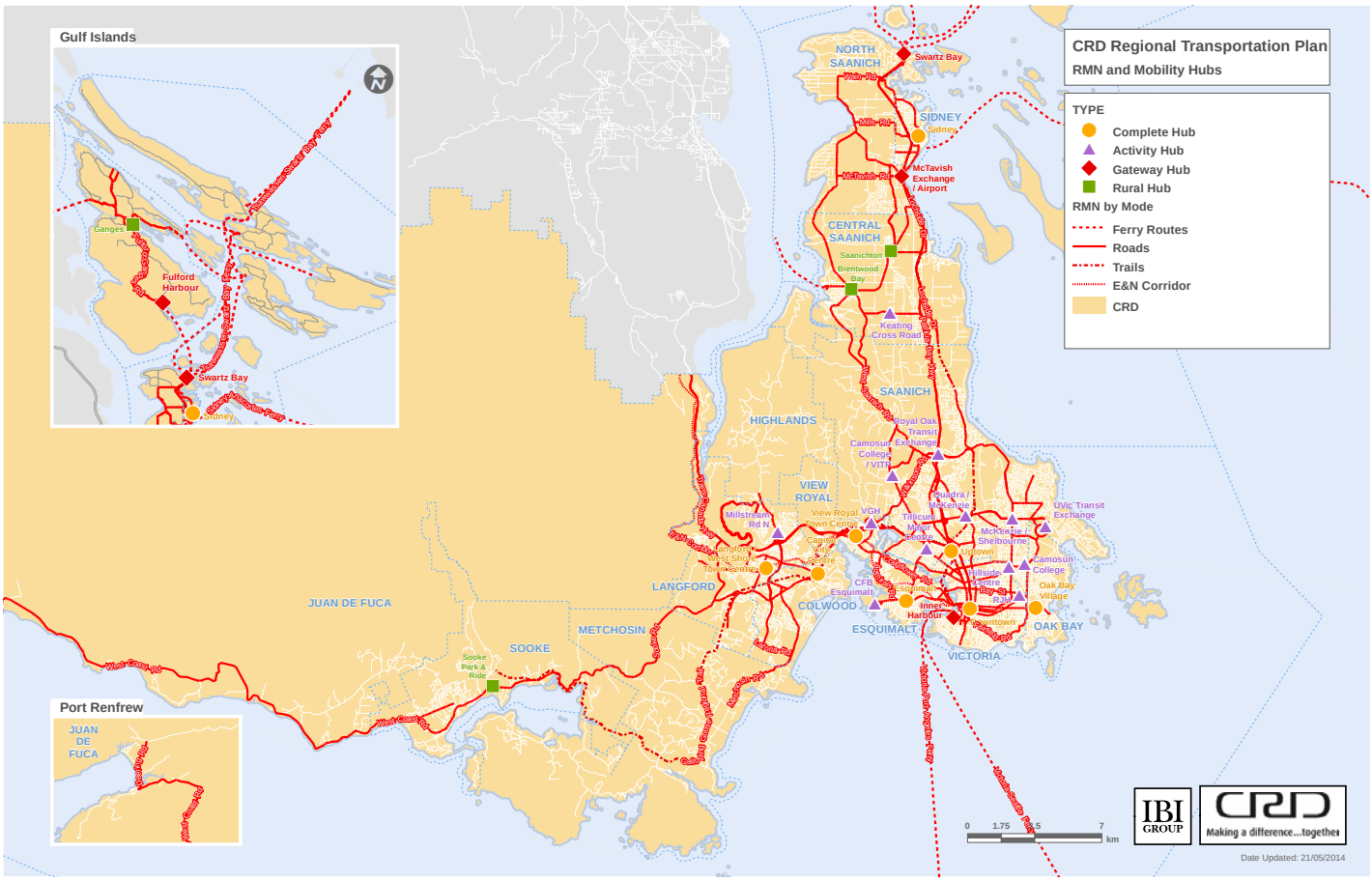
Gateway

Gateway Hubs are major interchanges between two or more different modes or terminal nodes in the RMN, often serving as access points into and out of the region and sometimes involving connections between multiple transportation operators.

Rural

Rural Hubs do not necessarily exhibit high levels of transportation activity as do other Mobility Hubs and they are outside the rapid and frequent transit networks. However, these locations serve as significant mobility access points for those living in rural areas of the region, particularly in providing convenient transfer from auto to transit.

EXHIBIT 4.9 Regional Mobility Hubs (larger map on page 108)



The existing regional centres defined in the RGS are included as Mobility Hubs (Exhibit 4.9); however, additional growth centres may be identified in the final RSS and they are also to be considered Mobility Hubs. It is noted that the exact boundaries of each hub will be determined later, and in some cases a single hub may capture many origins and/or destinations nearby. As such, the area captured by one mobility hub may be larger than others.

Regional Outcome Statement 2 Actions

ACTION 2.1

Incorporate Mobility Hubs into all relevant future regional plans, Official Community Plans, local area plans and local municipal transportation master plans.

Priority Action

Rationale

Reinforcement across planning documents helps to realize mobility hub initiatives and establish a common language.

Approach

Mobility Hubs are being incorporated into the RSS and should form part of the framework for municipal regional context statements in municipal OCPs. Ensuring that Mobility Hubs are incorporated into the planning efforts of all levels of government will require, in particular, significant coordination with municipalities. To mandate that the RTP be included in local transportation plans would require legislative changes similar to those used to incorporate the RSS into OCPs and the Islands Trust.

ACTION 2.2

Prepare Mobility Hub guidelines to inform planning and development, ensuring integration of new technology such as electric vehicle infrastructure.

Rationale

Guidelines will help set out a consistent approach to Mobility Hub policies and targets, while also furthering engagement between local governments and the CRD on integrating transportation and land use (Exhibit 4.10).

Approach

The concept behind the Mobility Hub guidelines is to provide planning partners (i.e. CRD, Islands Trust, municipalities, BC Transit and developers) with detailed strategies, best practices, and approaches about how mobility hubs would ideally be built-up. The Mobility Hub guidelines will be comprehensive and context-sensitive relative to the type of mobility hub in question. This will be particularly important for those municipalities without existing policies in their plans. Some municipalities define policies/guidelines for growth centres as part of their OCPs. At a minimum the guidelines will:

- Define the objectives and characteristics of Mobility Hub typologies in the region.
- Describe various approaches and strategies to meet Mobility Hub objectives.
- Provide case studies or best practices from local municipalities and other Canadian or international cities.

EXHIBIT 4.10

Page from Metrolinx' award-winning Mobility Hub Guidelines



ACTION 2.3	**Fund municipalities to develop detailed master plans for each Mobility Hub.**

Rationale

To further Action 2.2, incentive funding may trigger early adoption of Mobility Hub master plans.

Approach

Mobility Hub master plans will set out detailed strategies, capital improvements and time lines to develop the long-term vision for each Mobility Hub.

Drawing from the excellent work present in many of the existing municipal OCPs, these master plans will include initiatives to meet the urban typology and intensification objectives of the RSS and to implement the actions in Exhibit 5.5 that apply to each given Mobility Hub.

In addition, the process of detailing each Mobility Hub master plan should include neighbourhood-based consultation and public charettes. While some municipalities in the region have adopted related land use strategies and growth-centre guidelines as part of their OCPs and have staff available to develop a Mobility Hub master plan, the lead for developing these Mobility Hub master plans will vary since some smaller municipalities may lack sufficient resources to assume such a project.

Regional Outcome Statement 3

Transportation and land use planning tools are integrated at the local and regional levels.

There are many well-established strategies for shaping land use and urban structure to achieve more sustainable transportation patterns. These revolve around the following:

- Leveraging transit infrastructure investments and walkable design to stimulate higher development densities.
- Directing development to built-up areas already well served by transit and where people have a reasonable alternative to driving.
- Building higher density and mixed-use developments that are located along primary transit networks.
- Building walkable communities by both retrofitting existing communities and designing new communities for pedestrians.
- Locating employment to minimize travel effort.

Clearly, density is central to the land use aspect of the RTP. Density plays a major role in many aspects of region building. Density maximizes the efficiency of existing infrastructure and, when well-designed, it creates vibrant communities and streets, and supports public transit.

The latter relationship between density and its ability to support public transit will be a key strategy to maximizing investments in the long-term transit network. Exhibit 4.11 presents suggested density ranges for various levels of transit service based on a compilation of several studies. While these are not minimum requirements to provide the suggested level of service, they are density ranges that would minimize the cost of operating transit service while maximizing ridership potential. At present, with the exception of Downtown Victoria, most areas of the CRD would fall well below 80 persons+jobs per hectare (Exhibit 4.12).

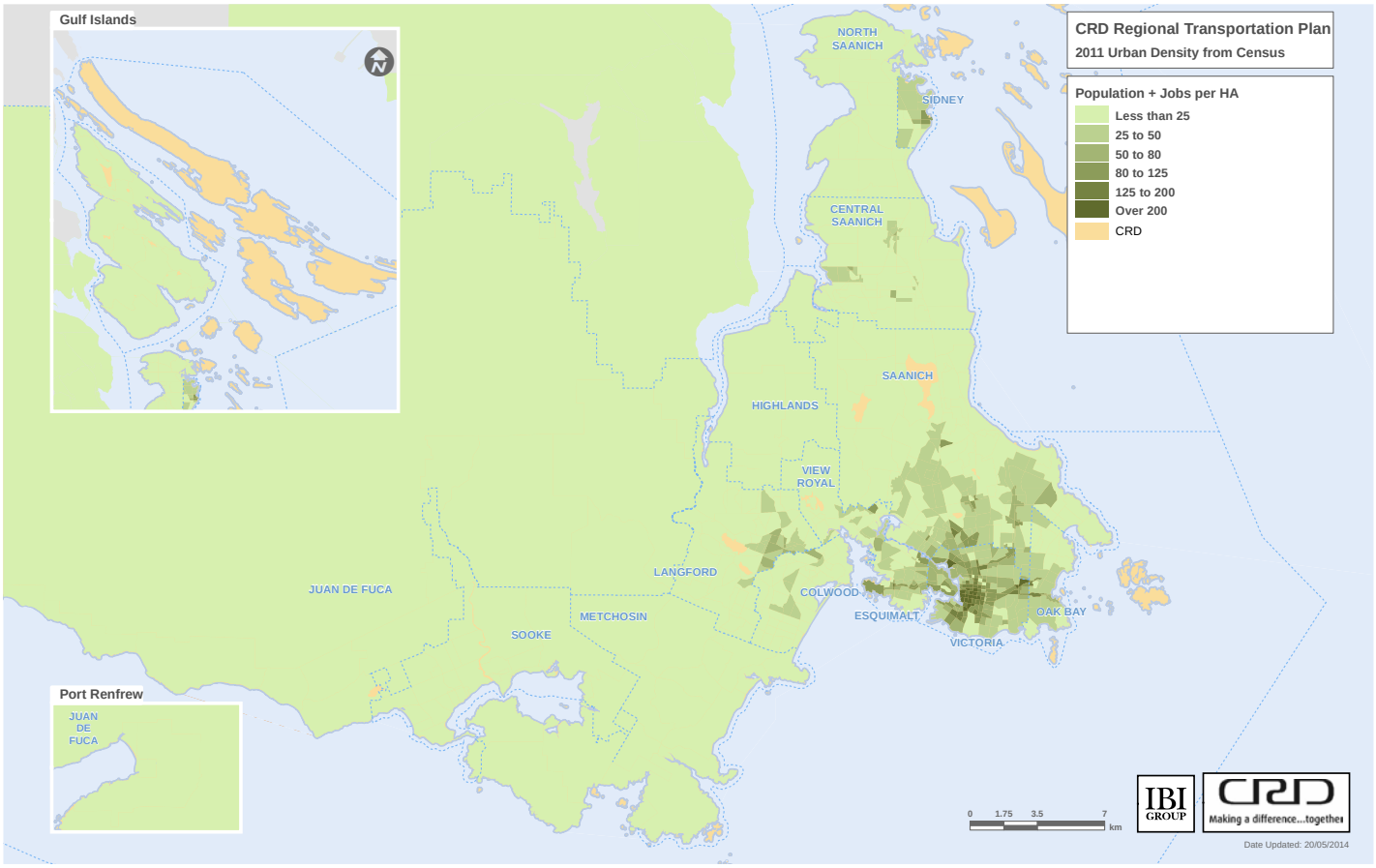
It is generally easier to build new communities to meet targeted density thresholds since most developers are seeking to maximize their land investments. Increasing densities in existing communities is often more challenging. However, there are many opportunities to increase densities by developing smaller vacant lots and intensifying the use of older buildings. Density does not necessarily mean tall towers.

EXHIBIT 4.11 Viable Levels of Transit Service by Density[1]

DENSITY: PEOPLE + JOBS / HECTARE	TRANSIT LEVEL OF SERVICE
Under 50	Unable to support minimum level of bus service (Greater than 4-6 trips per day)
50 - 80	Minimal bus service, operating at 20 to 30 minute headways
80 - 125	Intermediate bus service (10-20 minute headways)
125 - 200	Very Frequent Bus Service (less than 5 minute headways). At the upper end of the range, may support higher-order dedicated rapid transit (BRT/LRT) if linking high density centres.
Over 200	Supports higher-order dedicated rapid transit such as BRT /LRT, ideally in high density nodes connected by medium/ high density corridors. High capacity rapid transit modes such as subways can be supported when densities approach 300 people+jobs per hectare.

1 Source: Based on Ontario Ministry of Transportation (2012) Transit Supportive Guidelines

EXHIBIT 4.12 2011 CRD Urban Densities



ACTION 3.1 **Establish land use and transportation functions for Growth Centres in the Regional Sustainability Strategy that support frequent and rapid transit corridors.**

Rationale

Focus growth in Growth Centres, Complete Mobility Hubs, and in areas along higher-order transit corridors to support transit and active transportation.

Approach

Targets for the metric of people and jobs per hectare will be investigated through the development of the RSS. Growth Centres, Complete Mobility Hubs and rapid transit corridors have the higher targets. According to the typology in Exhibit 4.11, Growth Centres intended to be served by future rapid transit should establish density range targets of a minimum of 125 persons plus jobs per hectare.

ACTION 3.2 **Promote land use policies that more evenly distribute the jobs to workers ratio within the CRD four sub-regions (Core, West Shore, Saanich Peninsula and Gulf Islands) in accordance with the settlement patterns identified in the Regional Sustainability Strategy.**

Rationale

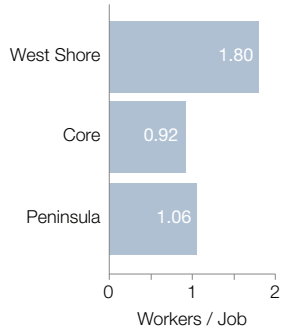
By more closely matching population with job opportunities and vice versa, we reduce inter-municipal transportation demand by supporting shorter trips and complementing urban density targets.

Approach

As much as possible, this approach aims to more closely match population demographics with job opportunities and vice versa (Exhibit 4.13). Generally, this could be achieved by creating more jobs in the West Shore and by encouraging a sufficient pool of working age residents in the Peninsula to match the area's numerous employment opportunities, thereby reducing transportation demand. The actual ratio will be sensitive to and reflect local municipal OCPs and the RSS settlement patterns.

EXHIBIT 4.13

Current (2011) workers to jobs ratio by sub-region[1]



1 Source: 2011 CRD Origin-Destination Survey

ACTION 3.3 **Through the Technical Advisory Committee, identify, protect and manage existing and future transport sites and corridors such as E&N, rights of way along Regional Multi-modal Network corridors, and water access points.**

Rationale

Securing and protecting land areas and rights-of-way on the RMN associated with mobility hubs and corridor development is vital. Rights-of-way on RMN corridors are required to ensure that land is available to provide for an integrated multi-modal system. Existing development and rights-of-way along the RMN vary significantly.

Approach

Identify the required land parcels and rights-of-way and work with local governments to enshrine the requirement for this land in to their local planning. This may require detailed corridor planning on each of the RMN corridors. Recent examples of this approach include work done on Shelbourne Street in Saanich and along the Victoria end of Douglas Street.

Regional Outcome Statement 4

Cycling is an appealing, safe, convenient and viable travel option for residents and visitors.

Municipalities throughout the CRD have made considerable progress towards supporting active transportation through the installation of infrastructure such as bike lanes and shared markings and signage. Advocacy organizations also play a key role in supporting municipal efforts through education and encouragement campaigns. Cycling provides numerous benefits for the region including environmental stewardship, economic development and improved community health.

There is a strong planning foundation to improve the cycling environment in the region. The CRD completed the PCMP in 2011 and initial projects are now underway in partnership with municipalities/EAs through a pilot program funded by the Federal Gas Tax Program. The PCMP-SSI Edition was completed in 2013 and offers a tailored approach for increasing cycling in a unique rural context. The SGI-CPT and CRD Parks Regional Trails Management Plan to guide operations over the next decade are currently underway.

The PCMP sets an aggressive 2038 regional mode share target for cycling of 15%, up from the current 3%. There is significant variability in terms of cycling rates across the region; therefore, the TAC is taking a pragmatic approach to focus immediate efforts on more densely developed areas when making implementation decisions. Achieving this high mode share target will require considerable effort to make cycling an attractive option for users of all ages and abilities. A network of adequately separated bikeways is echoed in the RTP as the critical initiative to making cycling a comfortable option for the vast majority of the population who are interested in cycling but concerned about safety.

While some parts of the RMN will be challenging to upgrade, there are many opportunities to improve the cycling environment both on and off road. It will be important for the TAC to continue to leverage support from stakeholders and comprehensively track progress. Cycling is viewed as an excellent means of extending the reach of transit in areas that cannot be efficiently served by transit operations.

Regional Outcome Statement 4 Actions

ACTION 4.1 **Implement Pedestrian and Cycling Master Plan, Pedestrian and Cycling Master Plan-Salt Spring Island Edition and Southern Gulf Island-Cycling and Pedestrian Draft Trail Plan recommended cycling facilities and amenities.**

Priority Action

Rationale

This action is intended to accelerate implementation of the PCMP, PCMP-SSI Edition and SGI-CPT focusing first on corridors considered to be high priorities for active transportation on the RMN.

Approach

Gas tax funding has been allocated to the E&N Rail Trail/Humpback Connector, a portion of Admirals Road in Esquimalt and a section of West Saanich Rd. in North Saanich. The PCMP identified a number of initiatives within the RMN. It is recommended that continued co-funding of cycling infrastructure would be done through a regional funding program under the guidance of the TAC.

The PCMP-SSI Edition recommends a series of priority measures which can be undertaken through partnerships in the short-term, to significant effect. By working primarily within the existing road right-of-way, the recommendations focus on widening the shoulder so as to meet current best practices in cycling facilities, and reducing traffic speeds so as to create a calmer, safer travel environment for all modes. Providing complimentary cycling infrastructure encourages increased ridership.



ACTION 4.2 **Enhance existing regional trails and continue to fund the expansion of new trails, in line with the Pedestrian and Cycling Master Plan design guidelines, with a focus on connectivity.**

Rationale

The existing regional trails system is an important "spine" in the cycling network. Both the Galloping Goose and Lochside Trails boast record use, creating new types of tensions and requests from users such as trail widening, lane delineation, improved lighting, etiquette campaigns and enforcement measures. This action focuses on the importance of enhancing existing trails, while at the same time, funding the expansion of new regional and local government trails.

Approach

It is recommended that continued co-funding of trails expansion and management would be done through a regional funding program under the guidance of the TAC.

ACTION 4.3 **Expand and harmonize the regional cycling data collection program.**

Rationale

In order to gain insight on past successes and future priorities, this action involves closely monitoring the impacts of on-going infrastructure changes relative to control corridors, identifying under-served areas, and gaining insight on key motivations and possible mode shifts of users. Counts are currently done by CRD Regional Planning, CRD Parks and by some municipalities. This action is intended to ensure that counts are done in a consistent manner and that data is available on an ongoing basis to support decision making on cycling infrastructure improvements.

Approach

The specific recommended additions to the current cyclist data collection efforts are:

- Expand the trail counters to on-street locations;
- Install public display automated counter;
- Collect data on control corridors;
- Continue with manual counts;
- Monitor bicycle parking occupancy;
- Conduct intercept and/or preference surveys, and consider the inclusion of pedestrian activity in these data collection efforts where practical; and
- Integrate municipal data collection efforts.



ACTION 4.4 **Identify and market cycle tourism in the region.**

Rationale

As the CRD has jurisdiction over the regional trails, it is imperative that the CRD lead by example while also accelerating completion of the PCMP and PCMP-SSI Edition cycling network.

Approach

In order to capture this market, the TAC will need to work collaboratively with a variety of private sector agencies, such as Tourism Victoria, to identify, develop and market circle routes. Advocacy and partnership with Tourism BC may also be an avenue to explore. Capital investments, such as way-finding signage will be required, along with supportive activities such as advertising, website development and digital applications. The existing regional trails provide an important spine for such routes with the Primary Inter-community bicycle network (PIC), as identified in the PCMP, helping cyclists reach community services and amenities.

Regional Outcome Statement 5

Walking is an increasingly popular and desirable mode of transportation that is supported by safe, convenient and accessible pedestrian infrastructure.

Walking is elemental to travel and is a practical travel option for entire trips that are within a reasonable walking distance; these trips account for a high proportion of trips (13% in 2011) in the region. Walking is nearly always a required component of any other mode of transportation such as walking to and from transit stops, bicycle storage areas, car parks and so on. Therefore, it is the one common mode of transportation that is universally used.

Many municipalities in the region, within their OCPs, have adopted a modal hierarchy to guide transportation planning decisions where pedestrians and walking are the top priority. However, pedestrian safety and connectivity continue to be taken for granted in the planning context of transportation projects, new communities/developments and the overall public realm.

The results are gaps and barriers in the pedestrian network that reduce the level of convenience, comfort and accessibility for people to walk to their destination or as part of their trip.The TAC will have an opportunity to improve the walking environment by implementing a variety of actions that are identified within other desired outcomes listed in this plan.

Regional Outcome Statement 5 Actions

Priority Action

ACTION 5.1 **Produce a series of walkability maps, in partnership with the local governments, to be used as a tool to encourage walking as an everyday mode of transportation. Maps will showcase sidewalks, separated trails and pathways, and emphasize connectivity between key land uses and multiple modes of transportation.**

Rationale A number of jurisdictions have local maps identifying pedestrian walkways within their jurisdiction. However, there is no consistent approach across the region. Often these maps do not readily identify cut-throughs introduced via development or park trails that cut a significant amount of time from a given walking trip.

Approach

The region will provide staff resources to work in partnership with local governments to create comprehensive walking maps that show the full spectrum of walking options available to residents and visitors. Priorities may be established for program areas such as safe walking routes to schools, direct neighbourhood access to transit stops or car stops.

ACTION 5.2 **Fund pedestrian realm audits at mobility hubs and other key locations on the Regional Multi-modal Network or as identified in the local government transportation studies.**

Rationale

Help improve walkability by identifying problems with the quality of walking environments in priority areas.

Approach

There is a wide range of models for collecting walkability information, some more qualitative than others. Pedestrian experience is influenced by many factors, from the vibrancy of street activity to perceptions of safety to the design of building façades.

It is recommended that the following issues be given precedence in structuring these walkability audits for their relevance to local interests:

- Pedestrian realm connectivity, including crossing conditions and sidewalk provision
- Access to transit stations and stops
- Compliance with standards of universal access
- Perceived traffic levels and interactions with motorized traffic

Consideration should also be given to using such a tool to improve community engagement around the issue of walkability. This approach is often referred to as Community-based Walkability Audits (CWAs), which enable community groups to conduct the audits themselves. With a little coaching, but no formal training, these groups are able to produce results that are useful for planning purposes. To this end, tools should, at minimum, include template worksheets based on best practices.

ACTION 5.3	**Through the Technical Advisory Committee, work with advocacy groups and existing accessibility advisory committees within the region to identify areas on the Regional Multi-modal Network in need of improvements for people with mobility challenges. This information will inform the pedestrian realm audits.**
Rationale	Help improve universal access to the pedestrian realm by identifying problems with the quality of pedestrian environments in priority areas, moving forward with PCMP implementation. Help ensure progress and regional coherence in addressing pedestrian accessibility.
Approach	The TAC would solicit feedback from existing advocacy groups and accessibility advisory committees across the region regarding accessibility issues on the RMN. All feedback would be incorporated within local pedestrian realm audits. The TAC would identify accessibility-specific funding sources and apply on behalf of the region, where appropriate.

Regional Outcome Statement 6

Public transit is a preferred choice, attracting new riders through comfortable, safe, accessible, attractive and convenient service.

In the CRD, transit is the dominant mode of non car-based transportation and offers the potential to significantly reduce single occupancy vehicle (SOV) trips. However, big steps are required to achieve further progress towards the provincial transit mode split target of 12%. Rapid and frequent transit service holds particular promise given the concentration of travel demand in a few key corridors.

Rapid transit uses high capacity transit vehicle technology such as light rail or high capacity buses on exclusive or semi exclusive corridors. This approach results in improved travel time and reliability. The CRD's Travel Choices Transit Strategy identified a number of possible corridors, prioritizing the Langford/Downtown Victoria corridor. This priority was later echoed by BC Transit's Rapid Transit Network Development for the Victoria Region as well as the long-term vision of the Transit Future Plan, each of

which also reiterated the importance of the Saanich Peninsula and UVic corridors.

Rapid transit and enhanced transit service are the best means to address current and forecasted congestion due to increases in daily trips throughout the region. High-capacity transit service will also help influence land use and provide the basis for focusing growth around nodes/growth centres where sustainable modes are more attractive than the private automobile.

Regional Outcome Statement 6 Actions

Priority Action

ACTION 6.1 **Embed formal consultation and engagement processes with the region in the Victoria Regional Transit Commission model.**

Rationale

Building upon Action 1.1 (Establish a regional transportation authority and funding service), specifically with regard to transit, there is a desire to see a more representative decision making process within the Victoria Regional Transit System. In the present format there are only 7 elected representatives on the Victoria Regional Transit Commission (VRTC). BC Transit staff create, implement and oversee all transit plans and budgets without broad regional oversight; there is no separation between the planning, administrative and operational functions. There is also no requirement for transit to consider the impact of its decisions on other modes of transportation or to complement regional and local land use strategies.

Approach

The 2012 BC Transit Independent Review suggested BC Transit could consult and engage more fully with its partners. This provides the framework for embedding consultation and engagement with the region in the VRTC model. The region would request a formal commitment from BC Transit to engage and consult with the region regularly.

A formal process would be established to identify when consultation, engagement and endorsement are required at the regional level.

ACTION 6.2 **Implement transit priority measures for all Regional Multi-modal Network priority transit corridors.**

Rationale

Further support goals of increasing transit mode share through relatively inexpensive short-term adjustments to both the frequent and rapid RMN transit priority corridors, thus also advancing BC Transit's efforts to improve bus service and ridership.

Approach

Consistent with the on-going Transit Priority Project by VRTC & BC Transit (in partnership with MoTI, View Royal, Colwood, Saanich, Langford, Victoria and the CRD), the Island Highway, Highway 1, Highway 17, Douglas Street and McKenzie Avenue should be given priority for transit priority measures.

ACTION 6.3 **Implement the Transit Future Plan, prioritising the Rapid and Frequent Transit Networks.**

Rationale

Rapid transit uses high capacity transit vehicle technology such as light rail or high capacity buses on exclusive or semi exclusive corridors to significantly reduce the impact of general traffic on transit vehicles resulting in improved travel time and reliability. There is currently momentum behind support for investing in rapid transit in the CRD, which represents a long crescendo of studies and lobbying from stakeholders. In order to realize the goal of significantly raising transit mode shares in the region, it is crucial to prioritize the implementation of rapid and frequent transit corridors.

Approach

Considerable planning efforts are well underway related to rapid transit. This RTP echoes the importance of the rapid transit corridors, consistent with the plans laid out in the Transit Future plan, including:

- Implement rapid transit between the West Shore and Downtown Victoria in order to build ridership.
- Initiate studies for the other rapid transit corridors identified on the RMN, with a phased implementation.

ACTION 6.4

Prioritize and expand deployment of improved customer information systems including real-time transit information technologies.

Rationale

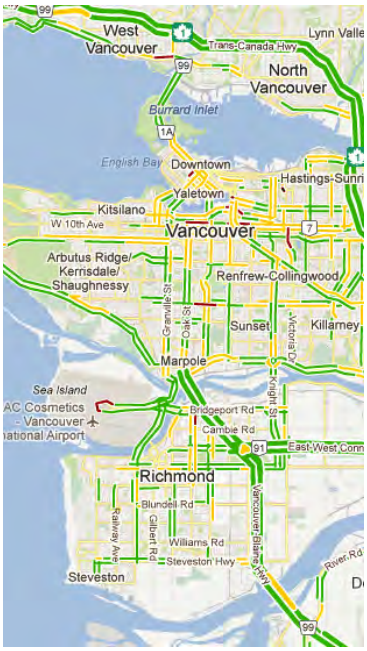
Providing riders and potential riders access to accurate and timely information about transit from which to make transportation decisions is imperative to maintaining and increasing ridership levels (Exhibit 4.14). Technology is advancing rapidly and there is an increasing demand from users to have access to real-time information that will inform them of current changes to schedules and routes, particularly on routes with long headways.

Approach

Work with BC Transit to identify the needs of current and future riders. Use this information as the foundation for future customer information systems. Utilise technological advancements as they become available and more cost efficient.

EXHIBIT 4.14

Google Maps real-time traffic conditions in Metro Vancouver



ACTION 6.5

Implement and report on Service Standards and Performance Guidelines that complement priorities outlined in the Transit Future Plan.

Rationale

In order to determine where transit funding is allocated, existing Service Standards and Performance Guidelines need to be regulary reviewed and reported on. This will provide details on transit specific targets, and establish criteria as to where resources will be allocated to support transparent decision making.

Approach

Work with VRTC to fully implement Service Standards and Performance Guidelines. Monitor and report the Service Standards and Performance Guidelines on a regular basis.

ACTION 6.6	**Update the cost benefit analysis and overall economic benefits case for Light Rail Transit. Pending the outcome of cost-benefit analyses, advance the Light Rail Transit designs and funding strategies or pursue alternatives.**
Rationale	Consider Light Rail Transit (LRT) as a possible means to significantly curb pressure on auto infrastructure in high growth areas; transit visibility would be significantly improved and more compact development would be encouraged near stations.
Approach	The Victoria Regional Rapid Transit Project Business Plan was submitted to the Provincial Government in early 2011 and no decision has yet been made. Since then, the CRD and BC Transit Joint Task Force on Funding Options was completed in Fall 2012. The TAC should continue to advance these funding options as much as possible. If cost-benefit analysis is not favourable or no progress has been made by 2015, Bus Rapid Transit options should be investigated, aligning with the chosen LRT corridors and stations.

ACTION 6.7	**Expand and enhance Salt Spring Island transit service. Refer to Priority Action 1.9**
Rationale	SSI has a popular transit system that provides access to alternative means of transportation for visitors and residents. Ridership has grown significantly over the past two years.
Approach	Expand the transit service in line with recommendations of the local transit service review.

ACTION 6.8	**Establish local transportation service on the Southern Gulf Islands pending recommendations of feasibility studies. Refer to Priority Action 1.9.**
Rationale	SGI has no public local transportation service to provide alternative transportation options to visitors and residents.
Approach	BC Transit's initial pre-feasibility study to identify the viability of introducing public transit to SGI will be expanded upon to include all modes of transportation and to identify all existing transportation options. The study would move forward and identify gaps and recommend actions to be implemented based on financial considerations.

ACTION 6.9	**Establish a working group with inter-regional and tourism-based transport service providers to coordinate and align convenient travel to and from major tourist destinations and gateways with transit and active transportation.**
Rationale	Improve the convenience of and reduce disincentives to multi-modal inter-regional travel by tourists. Provide multi-modal transportation options to and from major tourist destinations in the region to decrease tourist use of automobiles.
Approach	This task will involve considerable coordination with VRTC and Tourism Victoria's Transportation Committee, such that transit services are planned around arrival and departure/opening and closing times. Of particular importance is improving direct transit service to/from the airport, which includes meeting the needs of employees as well as travelers. Identification and discussion of the role private enterprise will have in regional transportation is a priority.

Regional Outcome Statement 7

Existing regional transportation infrastructure is optimised and enhanced by new technology where appropriate.

One of the largest problems facing the CRD is increases in automobile travel and traffic congestion, particularly in the face of population growth that is shifting to outlying communities. This trend is putting significant pressure on the major east-west and north-south roadways and impacts the safety and efficiency of the network to move people and goods throughout the region.

Automobiles will continue to be a primary mode of travel and commercial vehicles are critical to the region's economy. However, adding road capacity through new infrastructure and roadway expansion is expensive and does not help to encourage sustainable travel choices. The costs of implementing a sidewalk, multi-use trail or cycle track ranges from $160,000 to $400,000 per kilometre compared to the costs of over $1 million per kilometre to widen a 2 lane arterial to 4 lanes.

The RTP focuses on managing congestion and travel demand by maximizing the existing road network through operations management, capacity enhancements, technology and new opportunities.

Regional Outcome Statement 7 Actions

Priority Action

ACTION 7.1 **Identify, prioritise and encourage the Province to implement solutions for highway interchanges in need of safety, efficiency and transit access reconfiguring to improve cyclist and pedestrian accommodation.**

Rationale

Support MoTI in addressing problematic interchanges and help raise regional multi-modal concerns with respect to interchange solutions that support the redistribution of mode share to active transportation and transit. There is particular concern around requirements for goods movement around the airport, primarily due to multiple large-scale distribution centres. A detailed analysis of the trade-offs required for the various interchange improvement scenarios has not yet been initiated.

Approach

The TAC will play a consultative role and help to advance the interests of regional and municipal interests, working closely with MoTI to develop solutions. For example, a Sayward Road working group was established (comprising representatives from MoTI, the District of Saanich, CRD, BC Transit and community associations) to recommend recent safety improvements at Highway 17 and Sayward Road. Many of the recommendations have subsequently been implemented. Subsequent interchanges that should be prioritized include:

- Patricia Bay Highway at Keating Cross Road: Full-movement interchange to improve goods movement.
- Patricia Bay Highway at Beacon Avenue: Goods movement demands expected to increase.
- Patricia Bay Highway at Haliburton Road: To manage congestion.
- Trans-Canada Highway at Admirals Road & McKenzie Avenue: Relieve demand on Wilkinson Road and traffic backups on the Island Highway to manage congestion.

ACTION 7.2 **Through the Technical Advisory Committee, develop Key Performance Indicators for the Regional Multi-modal Network, agreed to through the exchange of Memorandum of Understanding.**

Rationale

The RMN division of jurisdiction between local and MoTI road networks requires that the local governments and MoTI work together to ensure the best multi-modal outcomes possible for the entire length of joint corridors. To ensure that the impact of projects on the RMN do not have negative consequences on other jurisdictional roads or discriminate against one or more transportation modes, a collaborative decision-making approach needs to be a priority.

MoTI roads link with municipal roads at key junctions, often resulting in increased congestion as large volumes of local traffic enter onto already busy roads. In order for the RTP to succeed, it is vital that MoTI and the various local jurisdictions work together to ensure that improvements along corridors are consistent. For example, in order for transit improvements along Douglas Street to be most effective, priority measures should extend through Victoria and MoTI jurisdictions. A target-based approach to corridors will identify where the pinch points are on corridors, regardless of which jurisdiction the piece of the corridor falls under.

Approach

The development of a transportation authority would provide the mechanism from which to allocate regional funds based on criteria and priorities established by the TAC. Targets would be set in-line with the delivery of funds and monitored. Target setting ensures that regional transportation investments are being allocated in a transparent manner and remain focused on key regional priorities.

MoTI roads have separate funding sources, so the regional funding would be used on the local networks only. However, it is expected that whenever MoTI funding and infrastructure improvements are made, consideration will be given to how local improvements can complement them. With MoTI taking an active role in the TAC, the region will be involved from the early stages in any plans and implementation projects. For example, a KPI could be established to limit road widening on the RMN for general purposes with expansion activities prioritized for transit, high-occupancy vehicles (HOVs), active modes and/or safety reasons.

ACTION 7.3 **Develop and implement a consistent way-finding strategy to enhance connectivity on roads and trails and to support clear navigation for all modes.**

Rationale

Developing a regional way-finding strategy encourages a regional approach to thinking about transportation and can help market more sustainable means of travel while also improving usability for visitors unfamiliar with the area.

Approach

Tourism should play a key role in defining this way-finding strategy This will require close collaboration with Tourism Victoria, who already signaled a strong interest in such an initiative. The strategy, however, should not be limited to tourist destinations but should also address goods movement, transit, the pedestrian realm and the bicycle network. The way-finding strategy should be well-integrated into the navigation and mapping functionality of the "one stop shop" website proposed in Action 8.5, and include defining region wide way-finding signage standards.

ACTION 7.4 **Undertake a region-specific feasibility study on user pay strategies, such as road pricing, and how they will help influence travel choices.**

Rationale

The central goal of this action is to help minimize traffic congestion and encourage higher occupancy modes of travel, but it could also help raise much-needed revenue for improving access to SOV alternatives.

Approach

As the central goal of this action is to encourage higher occupancy travel, it is recommended that the user-pay strategies investigated include mileage-based usage fees or congestion pricing for high occupancy toll lanes. Under the latter scheme, vehicles meeting high occupancy requirements would either be charged a reduced toll or none at all. Due consideration should also be given to the revenue generation potential of different models, as discussed recently by work prepared by the Victoria Transportation Policy Institute for the CRD and BC Transit on Regional Transit Local Funding Options.

ACTION 7.5 **Apply and improve upon the existing transportation model and data collection program in line with changing regional priorities.**

Priority Action

Rationale

Since 1993 the CRD has maintained a Regional Transportation Model with updates every five years supported by relevant data acquisition programs. Over the last twenty years the Model has proven to be a valuable tool to forecast and assess the impacts of significant transportation and development proposals. The Model has been an important part of highway, rapid transit and corridor studies as well as regional growth and development strategies.

Active transportation and climate action strategies are now major components of regional transportation and development plans. This means developing model capabilities beyond measuring anticipated vehicle flows, travel times, congestion levels and transit ridership to include estimations of bike usage on proposed new facilities and outputs which can be directly used by GHG emission models. The model needs to continue to adjust to changing requirements for monitoring and reporting data.

Approach

In addition to the annual traffic count programs carried out every year and Origin-Destination Household Travel Surveys carried out every five years, CRD Regional Planning started a regular bike count program in 2011 as part of the PCMP implementation. To coordinate existing municipal and regional programs, Regional Planning is updating its transportation data protocol, identifying the types of data to be collected and arrangements for data sharing with municipal partners. Also, CRD Regional Planning will be working with municipalities and provincial agencies to develop sub-area and corridor models which will provide a greater level of local detail for area-specific operational plans.

Priority Action

ACTION 7.6 **Establish an ongoing Goods Movement Committee to collectively address regional goods movement challenges.**

Rationale

By its nature, goods movement is a regional issue (Exhibit 4.15). As such, this action aims at taking a collaborative approach to tackling persistent regional goods movement issues.

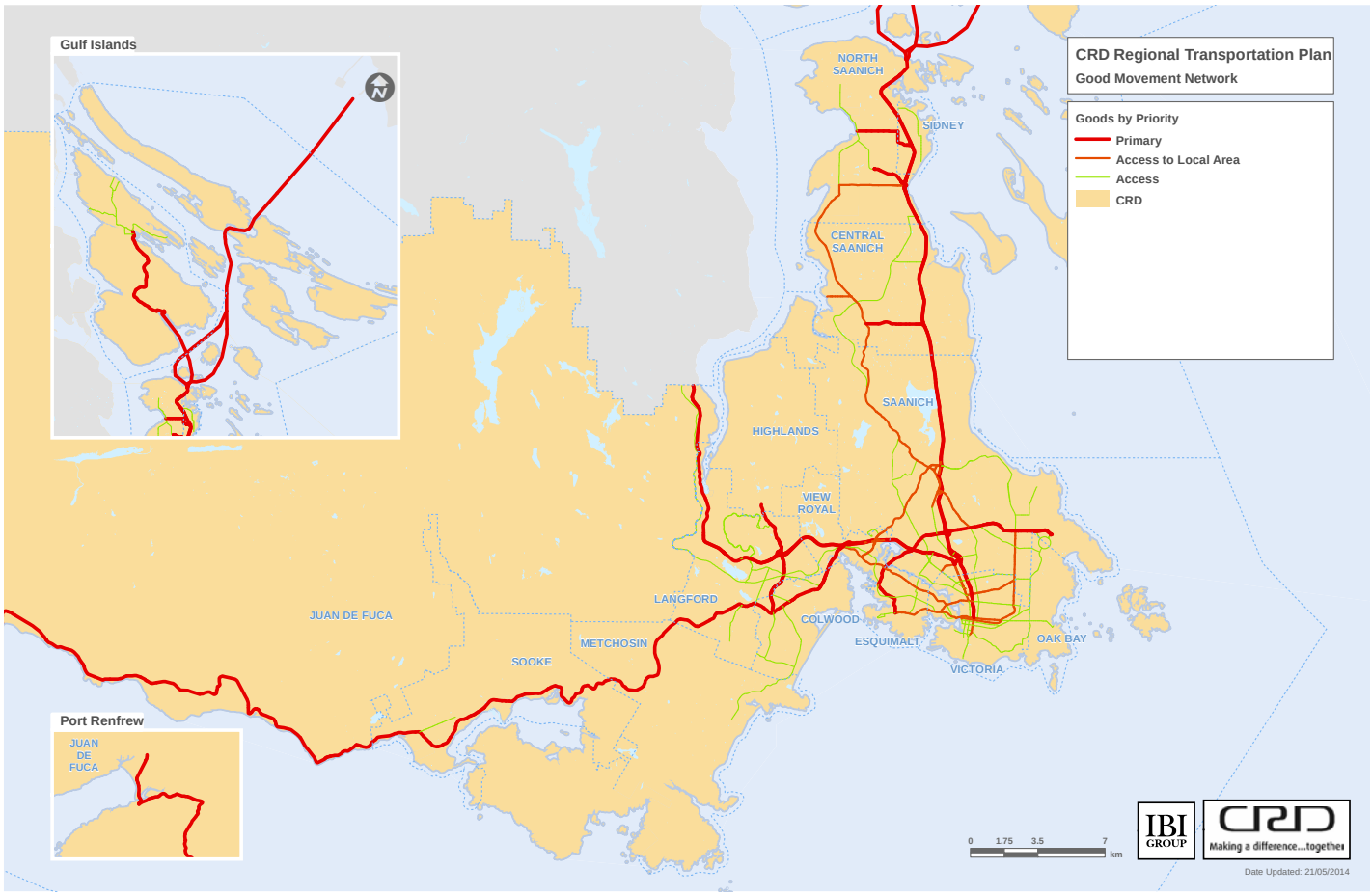
Approach

The aim of the committee will be to develop consensus around dealing with regional goods movement challenges. It is likely simplest to first draft a terms of reference through the TAC, to which parties of interest could then respond. Once established, the Goods Movement Committee should seek to involve key parties of interest, such as the Victoria Airport Authority and the BC Trucking Association.

Key issues raised through the course of developing this RTP, which should be addressed by this new committee, include:

- Establishing a common basis region-wide for regulating truck size and access restrictions;
- Auditing road geometry along RMN priority goods movement corridors;
- Undertaking an economic assessment for goods and service delays associated with congestion and increased frequency of transportation disruptions; and
- Disseminating best practices and other information such as route navigation aids.

EXHIBIT 4.15 Recommended Regional Multi-modal Network Goods Movement Priority Corridors



Regional Outcome Statement 8

Regional programs and initiatives provide residents and visitors with the tools, confidence and knowledge to use active transportation, public transit, car share, taxis, high occupancy vehicles and trip reduction measures.

The RTP intends to bring to the forefront the idea of premium customer service and travel for all modes. The concept being that in order to make alternatives to single occupant vehicle travel attractive enough to leave the car at home, there needs to be a comprehensive suite of infrastructure, support programs and education available to residents and visitors. This is what is known as Transportation Demand Management (TDM).

By offering a wide range of policies, programs and services aimed at influencing how, why, when and where we travel, we are more likely to induce more sustainable travel behaviour.

Several examples of TDM programs are already in place in the region:

- **U-Pass:** A discounted transit pass that all university and college students purchase, which is currently in place at the University of Victoria, Royal Roads University and Camosun College. This program was first introduced in 1999.
- **BC Transit passes**: Various discounted transit pass programs exist, including:
  - **ProPass**: Employers offer their employees the opportunity to purchase a discounted annual transit pass through payroll deduction.
  - **YouthPASS**: Discounted monthly transit pass for high school age youth.
  - **Developer pass program**: A transit program where, through a contract with BC Transit, a land developer can offer discounted transit passes for residents.
- **Carsharing**: The Victoria Car Share Cooperative offers members access to 23 vehicles throughout Victoria, Saanich, Oak Bay and Esquimalt. The 600 plus members share the costs of these vehicles and do not pay for gas, maintenance, parking or insurance.
- **Formalized Carpooling**: Jack Bell Ride-Share owns a fleet of vehicles that are available for commuting to Victoria from Nanaimo, Duncan, Cowichan Bay, or Mill Bay.

While the examples above have made impacts in the region, for the most part, TDM programs, incentives and services are “one offs”, meaning they lack regional support and coordination and are often rolled out for limited audiences. The following actions contained in the RTP aim to bring the convenience of regional multi-modal travel to the next level. By stitching together these and other initiatives, users will benefit from seamless and convenient access to SOV alternatives, particularly through new technologies and infrastructure that promote more sustainable travel behaviour in the region.

Regional Outcome Statement 8 Actions

ACTION 8.1 **Establish and implement a region wide Transportation Demand Management program, including a marketing and branding strategy to support businesses, institutions, local governments and government agencies in implementing policies and initiatives.**

Priority Action

Rationale

In order for TDM to be implemented effectively, a program needs to be resourced and marketed consistently across the region. By rolling out a series of high profile and attractive TDM initiatives available to residents, businesses, government agencies and institutions, the region can help to transition travel away from the single occupant vehicle.

Approach

A TDM program, offered through the CRD, would be designed to support, coordinate and accelerate partnerships among the community. Programming would be decided upon by the TAC. In addition to TDM programs and incentives, this action also includes strategic marketing activities such as the development of a comprehensive sustainable transportation website portal.

ACTION 8.2 **Undertake workplace and institutional incentive programs aimed at decreasing congestion at peak hours and increasing employee use of active transportation and public transit.**

Rationale

Much research and many studies have been undertaken on the benefits that workplace and institutional incentive programs can have on shifting travel behaviour and decreasing peak hour congestion. There are numerous examples of pilot programs. Now, it is time to take action and roll out these successful programs to small business associations, large employers and public sector institutions.

Approach

Incentive programs are a part of Action 8.1 above and will include activities such as flexible working hours, work from home, bike share, condensed work weeks, subsidised transit passes, provisions for end-of-trip facilities (showers, safe bike lock-ups), car share memberships and new employee travel guides.

ACTION 8.3 **Partner with other agencies to develop, investigate and deploy, if financially feasible, a region-wide Mobility Pass or Smart Card for residents and tourists that provides seamless integration between transportation modes (i.e. ferries and bus transit on one pass).**

Rationale

Around the world and close to home, multi-transportation smart cards are being deployed to enhance mobility between modes. Essentially, it is recognized that in order to make it easy for people to use multiple modes of travel to get to a destination, they need to be able to do so in a seamless and integrated fashion.

Approach

Often mobility cards start with a basis of public transit, and then add on other options like taxi cabs, car share, bike rentals, or ferry and train fares. The CRD would work with BC Transit and a variety of transportation service providers to pilot a Mobility Pass program.

ACTION 8.4 **Through the Transportation Demand Management program, establish and expand partnerships with car-sharing operators to increase coverage into all sub-areas of the region.**

Rationale

Currently car sharing is limited to four municipalities in the core area where density and transportation options, such as transit and cycling, are more extensive. There is interest for such services in communities like Langford, Sidney and Salt Spring Island. By improving access to car-sharing across the region, many households will have the option of forgoing primary or secondary automobile ownership and using other modes.

Approach

Opportunities include working with local governments on infrastructure provisions such as dedicating priority on-street parking locations to car-share vehicles. Other options may include changes to development planning processes that allow reductions to the minimum parking requirements in exchange for such initiatives as dedicated car-share parking spaces, regional marketing activities, programs for low-income households or capital investments for fleet expansion.

ACTION 8.5 **Develop and maintain a comprehensive web portal for regional travel information, including a multi-modal journey planner and news on regionally significant transportation projects.**

Priority Action

Rationale

Currently residents and visitors are required to investigate numerous sources to access travel options and transportation information. By developing an attractive, easy-to-use web portal for the region in one location, it will make it easier to navigate current transportation issues and opportunities (Exhibit 4.16).

Approach

The portal can be developed in-house by the CRD and should span regional travel information such as transit, car-sharing, traffic updates (ferry advisories, construction detours, parking availability and cost) and other TDM resources. In parallel, this will involve developing a multi-modal regional journey planner and commercial travel information.

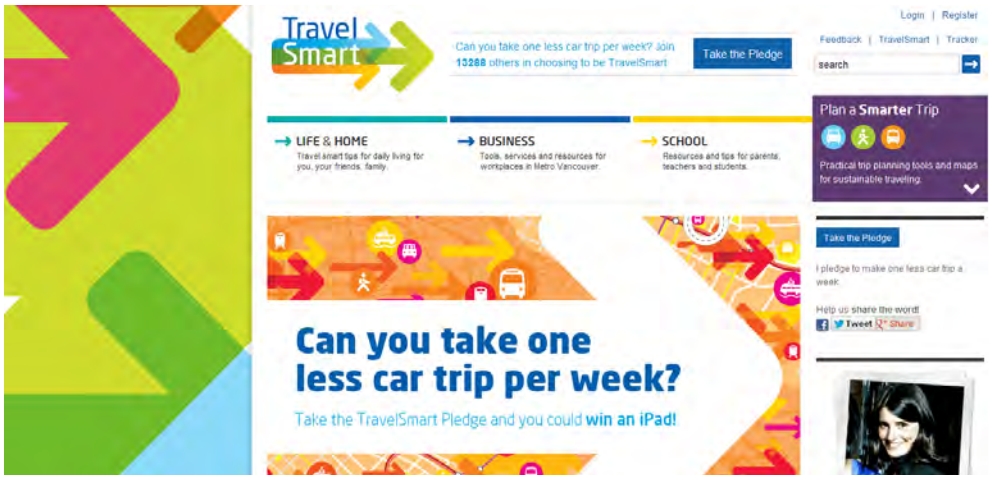


EXHIBIT 4.16

TravelSmart is a website full of information to help in Metro Vancouver residents, visitors, business and students choose more environmentally-friendly modes of travel.

ACTION 8.6 **Identify partnership opportunities to accelerate Active and Safe Routes to Schools (ASRTS) programs.**

Rationale

Within the PCMP, it was recognized that in order to make significant improvements to the safety and health of children, continued emphasis needs to be placed on travel support and educational programs. Under this action, the CRD would take a leadership role to identify partners and implement ASRTS programs.

Approach

Over the past decade, there have been a number of non-profit and parent groups working in partnership with municipalities, police forces and school districts on ASRTS-related programs. In Vancouver, the Hub for Action on School Transportation Emissions (HASTe) has created a successful model and demonstrated significant success. This action is intended to echo calls for the CRD to take the lead in accelerating continued ASRTS programs in partnership with community agencies.

EXHIBIT 4.17

The Greater Victoria Bike to Work (GVBTW) Society organizes the annual Bike to Work Week event, which had over 7,000 participants in 2012.



Photo: Corey Burger

ACTION 8.7

Fund existing programs such as Bike to Work Week and Commuter Challenge, and identify new events and initiatives to promote active transportation.

Rationale

There are a number of existing successful programs that encourage residents to take part in active transportation.

Approach

By partnering with organizations, business associations, municipalities and institutions, the CRD can lend financial support to encourage innovative festivals, events and forums that increase participation in active transportation (Exhibit 4.17).

ACTION 8.8

Offer pedestrian and cycling skills courses for residents.

Rationale

To help increase cycling rates and instill a better understanding of and compliance with safe operations in an integrated transportation system, the CRD's PCMP recommends education for residents of all ages. By expanding education programs such as skills courses, the CRD will be able to encourage more cycling and improve transportation safety by reducing conflicts (Exhibit 4.18).

Approach

Work with school districts, non-profit organizations and the private sector to deploy cycling skills courses to residents, including youth and seniors, across the region. Potential opportunities exist to integrate cycle and pedestrian training in the school curriculum and support emerging programs such as Right to Bike BC.



EXHIBIT 4.18

Ride On! Cycling Skills courses in the Capital Regional District help participants understand the rules of the road.

ACTION 8.9 **Organize training of CRD and municipal/electoral area staff in best practices of facility design.**

Rationale	There is an opportunity to enhance safety through continually improving the design of transportation infrastructure, in line with constantly evolving best practices and standards. This includes transit, cycling, walking and driving infrastructure and amenities.
Approach	Some municipalities are well-resourced while others can use further support. Under this action, the CRD could organize, host and support training and development opportunities for municipal staff, developers, designers and decision makers that support advances in facility design. There have been numerous examples of this type of co-operative education and training in the past. Under this action, programs would be enhanced to support a variety of rural and urban issues and topics.

Other Actions Discussed

There were a number of additional suggestions received through general consultation activities. Topics included emergency access alternatives, commuter rail services, revision of technical design guidelines and private shuttle bus programs. These were considered outside of the scope of the RTP. Some of these may be identified as individual stand alone projects at a future date.

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5. Implementation

This section outlines the strategies to implement the actions of the Regional Transportation Plan (RTP). It includes a discussion of governance and partnerships and assessment of timing, as well as broad cost implications, funding needs and next steps.

5.1 A Partnership Opportunity

One of the challenges of implementing the RTP is that responsibilities for existing and future infrastructure corresponding to regional needs are divided among the Province, municipalities and Capital Regional District (CRD). With the exception of regional multi-use trails, the CRD does not operate or maintain transportation infrastructure. This means that, for the RTP to achieve its full potential, multiple partners need to work together to further develop, fund and implement the corresponding actions.

Under current governance arrangements, advocating for regional multi-use (pedestrian and cycling) trails is the role most often associated with the CRD. For other transportation services (including public transit and the arterial road network), the CRD's role is predominately that of a community stakeholder, leading or participating actively in strategic planning, consultation and collaboration.

Current governance arrangements for transportation and land use in the CRD are such that no one agency has direct authority for establishing, funding or implementing regional transportation priorities. Decisions concerning land use adjacent to major transit/transportation corridors are influenced by the region through the RSS and subsequent municipal regional context statements. The CRD Board has repeatedly promoted a change in governance that would impart the CRD with leadership and authority for transit and transportation decisions affecting the region.

Exhibit 5.1 (Derived from Appendix 4 of CRD Staff Report, June 15, 2011) summarizes the current governance arrangements for transportation and land use in the CRD. For the purpose of defining the current structure, roles are categorized as: primary (most influential, often through outright authority); cooperative (influential through collaboration and funding contributions); and consultative (least influential, reliant on indirect authorities and goodwill).

EXHIBIT 5.1 Current Transportation and Land Use Governance in the Capital Regional District

	MOTI	CRD	BC TRANSIT	MUNICIPALITIES
Provincial Highways	**Primary Role** Planning, design, standards & priority setting Operation/Maintenance Regulation, Oversight & Funding	**Consultative Role** Principally through planning initiatives to achieve sustainable transportation goals for the region	**Cooperative Role** For transit operating on provincial highways e.g., coordinate planning, transit priority measures and cost sharing	**Cooperative Role** For arterial intersections and interchanges
Regional Arterial Roads	**Cooperative Role** Planning for integration of highway network with local road networks	**Consultative / Cooperative Role** Principally through strategic planning initiatives e.g., corridor study, RGS, RSS, Pedestrian and Cycling plans	**Cooperative Role** For transit operating on municipal arterial roads	**Primary Role** Planning, design, standards & priority setting Operation/Maintenance Regulation, Oversight & Funding (tax base, dc's & government grants)
Regional Transit Network	**Cooperative Role** For transit operating on provincial highways Contribution of capital and operating funds	**Consultative / Cooperative Role** Principally through strategic planning initiatives e.g., RGS, RSS, Pedestrian and Cycling plans	**Primary Role** Planning, design, standards & priority setting Operation/Maintenance Regulation/Oversight Set budgets, service levels & fares	**Cooperative Role** Principally through transit route planning initiatives, maintenance of bus stops and shelters & property tax contributions to transit operating
Regional Multi-Use Trails	**Cooperative Role** Leases Galloping Goose right of way to CRD	**Primary Role** Planning, design, operation, maintenance, regulation, oversight and funding of trail system (Galloping Goose, E & N Trail, and parts of the Lochside Trail)	**Cooperative Role** Makes use of trails for rapid transit (e.g., Galloping Goose) and commuter rail services (e.g., E & N Trail)	**Cooperative Role** Principally through Community and Local Area Planning, and by maintaining trail sections on municipal roads
Land Use Adjacent to Regional Corridors & Network Nodes	**Consultative Role** Principally through policy guidelines and approvals of development applications adjacent to highway corridors	**Primary Role** Principally through land use and transportation policy planning, RGS and EA OCPs	**Consultative Role** Principally through transit supporting land use policies recommended in transit plans	**Primary Role** Principally through approval authorities set out in Official Community Plans, zoning bylaws, municipal property taxes & development contributions

Proposed Role

The CRD's preferred governance direction involves a transportation authority to address regional transportation issues and to facilitate the implementation of the recommendations of the RTP. Emphasis would be placed on the implementation of regional transportation priorities through performance-based metrics and agreed-upon targets established in consultation with partners.

It is proposed that the CRD's mandate would be expanded to include the following three roles with respect to regional transportation:

1) The CRD, through a partnership model, serves as the lead and coordinating body for regional transportation planning and operational delivery

Responsibilities for existing and future infrastructure corresponding to regional needs are divided among the Province, municipalities and CRD. Therefore, in order for the RTP to achieve its full potential, multiple partners need to work together to further develop, fund and implement the actions corresponding to their jurisdiction.

2) The CRD Board assumes leadership and authority for regional transportation priority setting and decision-making

Discussion and prioritization of regional transportation issues and projects is difficult under the current governance structure. There is a need to establish a single effective forum to bring forth issues, ideas and projects which can then be prioritized and put forward for funding. This forum needs to have a regional perspective and the CRD Board is best positioned to provide this perspective.

3) The CRD Board serves as the authority for managing regional transportation funding and raising transportation capital

A status quo scenario would see a continuation of individual local governments undertaking projects within their own areas. This approach tends to favour smaller, less costly projects that can be funded within the envelopes established for each local jurisdiction. Larger regionally significant projects are more difficult to advance under this funding structure. An approach involving greater pooling of resources would significantly accelerate the implementation of much needed regional transportation initiatives.

Through changes in governance, the CRD, in partnership with the Province and local governments can provide a leadership role in the implementation of the RTP and initiatives and projects stemming from this plan while respecting local and provincial autonomy and ownership of infrastructure.

Proposed Structure for a Transportation Service Authority

The proposed structure for a transportation service authority builds on the services that the CRD Board is already providing. For example, the CRD is currently responsible for parts of the transportation system including the regional trail network and local transit on Salt Spring Island (established through a service agreement).

A fundamental principle of the proposed governance structure is that it would need to support the multi-modal nature of the RTP and therefore be able to address issues related to any mode including walking, cycling, transit, car travel and goods movement. The structure would also need to facilitate the full integration of transportation and land use planning.

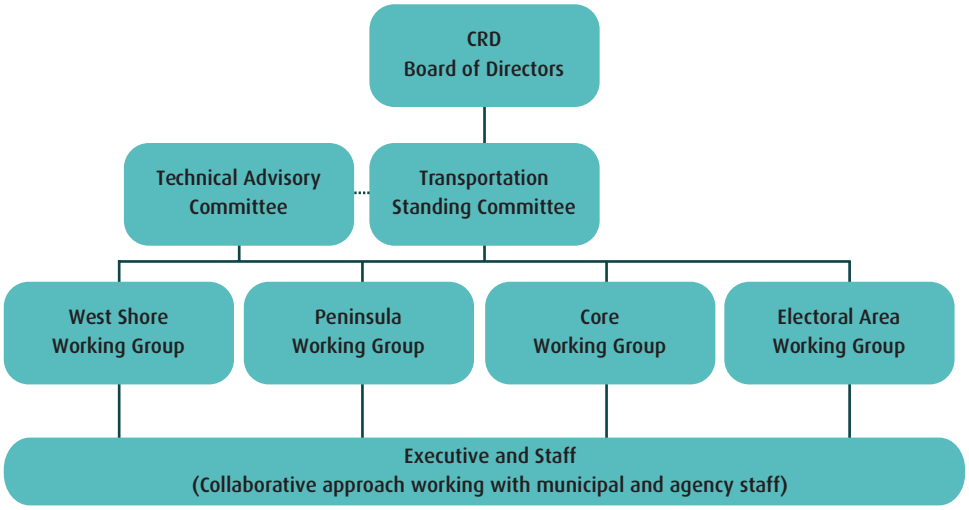
Existing and proposed CRD transportation assets, facilities and services, such as Regional Trails, EA Transit Service Agreements and local docks, would be consolidated into one service area under the service authority.

With respect to transit, formal consultation and engagement with the region will be embedded in the existing Victoria Regional Transit Commission (VRTC) model as a result of recommendations from the BC Transit Independent Review. Staff from the CRD and BC Transit will work together to draft a MOU outlining the consultation and engagement process. Therefore, transit would not fall under the transportation service authority mandate except as it relates to the consideration of multi-modal transportation issues. Victoria Regional Transit System projects and initiatives would not be eligible for regional funds under the transportation service authority.

Establish a Transportation Standing Committee

The above objectives can be achieved through an expansion of the CRD Board's role as it relates to transportation. As outlined on Exhibit 5.2, this could be achieved through the establishment of a Transportation Standing Committee (TSC). The role of the TSC would be to bring decisions forward for Board approval. By way of the TSC, the CRD Board would be vested with authority to define regional transportation priorities, make transportation investment decisions, manage transportation funding and raise transportation capital. It is also proposed that the TSC would establish sub-area working groups to discuss and report on specific localised priorities and initiatives, where appropriate. These working groups could be aligned by the different geographic areas of the CRD as shown on Exhibit 5.2.

EXHIBIT 5.2 Potential Transportation Committee and Working Group Structure



Establish a Technical Advisory Committee

In parallel, a Technical Advisory Committee (TAC) would be established. The TAC would report to the TSC. Membership would consist of local governments, MoTI and BC Transit. Membership could also include, or draw on, representatives from other non-governmental organizations. The TAC would have a mandate to guide and in some cases, undertake RTP actions, supported by CRD executives and staff. The chair for the TAC would ideally be appointed from within its membership. Similar to the TSC, the TAC could choose to establish specific working groups to address issues by geography, mode, service area or funding pool. For example, a working group on goods movement could be established. The roles and responsibilities of all parties will be identified in the implementation plan.

Evolutionary Approach

The transportation service would be established to allow for increasing regional authority in regional multi-modal transportation, aligning with the CRD Board's direction and changes in transportation. An evolutionary process has been identified whereby the transportation service would be created according to the following steps:

1. Consolidation of all existing transportation planning functions within the CRD under one transportation service;
2. Expansion to include functions specifically identified within the RTP such as Travel Demand Management; and
3. Expansion to include a stronger governance role in transit.

This phased approach will allow the role of the authority to expand to include additional functions over time in line with Board priorities and availability of resources.

5.2 Funding Context

Total transportation-related capital investments and operating expenditures by the CRD and its municipalities is difficult to determine, given reporting differences among municipalities.

Based on a small sample of municipal financial reports, recent annual capital expenditures on transportation were in the range of $200 per capita and annual operating expenditures are estimated around $230 per capita. Extrapolating out to all CRD local governments, this translates to roughly $72 million in annual capital costs and $83 million in annual operating costs. These totals address current programs, but not funding requirements that would be associated with rapid transit.

Gas Tax Allocation

The Federal Government initiated the Gas Tax Rebate Program in 2005, allocating 5 cents per litre to support environmentally sustainable priorities and projects. At the time, the program would distribute over $5 billion across Canada over a 10 year time period. Allocations of the $636 million reserved for the province of British Columbia (BC) were laid out in an agreement between the federal and provincial governments and the Union of BC Municipalities (UBCM), approved in September 2005. The agreement covered two funding periods: 2005-2010 and 2010-2015. The Gas Tax agreement has recently been renewed with major amendments. Money that had been allocated to Regionally Significant Project Funds now flows directly to local governments.

Funding for a Service Authority

The transportation service authority model would draw from the Strategic Priorities Fund (SPF), local government Community Works Funds and re-purposed funding sources. In addition, it is expected that by coordinating funding requests which have consensus backing, the success rate of attracting senior government funding will be greater.

Subject to further analysis, the transportation service authority model would draw from the following sources:

- Existing operating budgets within the CRD Planning and Protective Services and CRD Parks departments for operational costs.
- SPF to create a regional pool from which to co-fund with local government projects. Contributions to capital and program costs would be based on performance-based metrics.

- In-kind contributions of staff time by agencies or project partners through participation on the TAC.
- Existing capital budgets and Community Works Fund gas tax of project partners allocated to regionally significant projects through contribution to capital and program costs based on performance-based metrics.
- Leveraged regional and local partner funds through the new regional transportation service authority (TSC and Board); advocating with one common voice to increase senior government capital contributions to regionally significant projects.
- Local government Community Works Fund allocations

Acting Under the Status Quo

The Province, BC Transit and local governments will continue to own, operate and maintain the majority of infrastructure comprising the Regional Multi-modal Network (RMN). Under status quo, the CRD's work with these partners to advance the actions in the RTP would be limited to a planning and policy support role as per its existing Regional Information Service (RIS) mandate as well as a management role for regional trails under the CRD Parks and Environmental Services mandate. Projects of regional significance which cross local government jurisdictions would need to be funded with municipal funds. Cost divisions would have to be done on a case by case basis between local governments. This course of action would result in significantly fewer actions being implemented and would only achieve part of the regional vision for transportation (Exhibit 5.3).

Under the status quo, the CRD would work in a supportive role with partners to jointly:

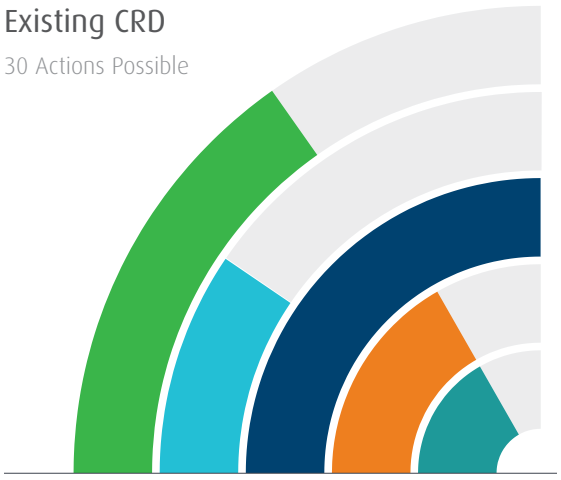
- Advance the vision, principles, outcomes and associated actions to address regional transportation needs;
- Collaborate on priorities and actions;
- Set policies in support of regional transportation strategies in the Regional Sustainability Strategy (RSS);
- Undertake supporting studies and data collection to further develop specific strategies or actions;
- Coordinate potential funding streams related to supporting regional transportation initiatives; and
- Advance infrastructure improvements corresponding to the RMN.

EXHIBIT 5.3 Capacity Comparison of the Existing CRD versus the Transportation Service

Transportation Authority

Existing CRD

30 Actions Possible

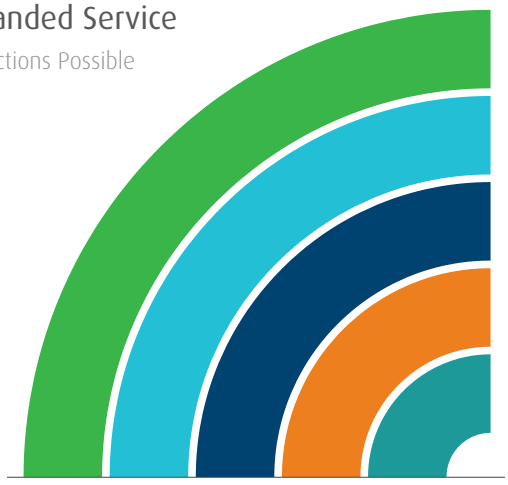


Themes

56%	Integrating Land Use and Transportation
29%	Creating Exceptional Environments for Walking and Cycling
100%	Taking Transit to the Next Level
67%	Getting the Most out of Roads and Trails
67%	Influencing Travel Behaviour

Expanded Service

47 Actions Possible



Themes

100%	Integrating Land Use and Transportation
100%	Creating Exceptional Environments for Walking and Cycling
100%	Taking Transit to the Next Level
100%	Getting the Most out of Roads and Trails
100%	Influencing Travel Behaviour

5.3 Regional Needs

Exhibit 5.4 describes the key components of the RTP Outcomes Statements and Actions Table. The exhibit identifies the actions as well as the implementation timeline, required authority and required resources to implement each action. Exhibit 5.5 summarizes the strategies and actions detailed in section 4 of the RTP.

EXHIBIT 5.4 RTP Outcome Statements and Actions Timeline, Structure and Resources Explanation Chart

IMPLEMENTATION TIMELINE			AUTHORITY		RESOURCES TO IMPLEMENT		
1 to 5 years	5 to 10 years	Over 10 years	Existing RIS	Transportation Service	Mechanism	Staff	Operation Capital and/or Program Costs
Actions that are likely to extend through multiple time frames are denoted with > symbol			Identifies what can be done under the existing CRD Regional Information Service. Largely a policy and high level planning role	Identifies the regional transportation service required to advance the implementation of the full realm of actions. This structure uses a collaborative approach to work with partners to advance regionally significant transportation priorities.	Identifies what is required to implement the action in terms of programs, policy, legislation, guidelines and studies	Identifies the requirement for staff	Identifies the requirement for operating and or capital costs for specific actions

RTP Outcome Statements and Actions Table

Priority Actions

Existing CRD Mandate: What can be done by the CRD under its existing regional information service authority.
Expanded Transportation Service - Providing a stronger regional role that allows for leveraging of provincial and federal funding as well as a regional funding program for significant projects in line with approved RTP priorities.TAC would determine and set priorities
Additional staff would be required to implement new functions outside of the scope and existing transportation functions of the CRD.

THEME	OUTCOME STATEMENT		ACTIONS	Implementation Timeline			Authority		Resources to Implement		
				1 to 5 Years	5 to 10 Years	Over 10 Years	Existing CRD	Transportation Service	Mechanism	Staff	Operating/Capital and/or Program Costs
INTEGRATING LAND USE AND TRANSPORTATION	1	**Movement between communities, mobility hubs and major destinations is facilitated through a Regional Multi-modal Network (RMN) of transportation corridors.** This means: • Alignment of local, transit and provincial plans • Prioritising intra-regional transportation • Speaking as one voice and implementing programs and initiatives on regional transportation priorities through a Regional Transportation Advisory Committee	1.1 Establish a regional transportation authority and funding service to facilitate improvements to the RMN, implement demand management programs, influence land use adjacent to regionally significant transportation corridors and mobility hubs, and advocate for and source federal and provincial funding.	X				X	Legislative Authority	X	Capital and Operating Costs
			1.2 Incorporate the RMN into all relevant future regional plans, OCPs, local area plans and local transportation plans.	X	>	>		X	RSS, RCS, OCP Legislation (Transportation plans)		
			1.3 Establish an ongoing TAC to identify RMN priorities, coordinate complementary local planning activities and implement priority projects through the new regional funding framework.	X	>	>	X	X	New Committee and Decision Making Authority	X	Capital and Operating Costs
			1.4 Develop and implement a MMLOS model and determine targets for all RMN corridors to balance trade offs between modes.	X			X	X	Expand RT Model	X	Operating Costs
			1.5 Establish, monitor and report on KPIs	X			X	X	New Study and Reports	X	Operating Costs
			1.6 Base the new regional funding framework for improvements on the RMN off approved MMLOS and KPIs.	X	>	>		X	New Program	X	Capital Costs
			1.7 Through the TAC, take an active role in regional public consultation strategies around transportation projects affecting RMN corridors.	X	>	>		X	New Public Engagement Activities	X	Operating Costs
			1.8 Undertake a risk assessment of critical transportation services and infrastructure in the RMN related to potential impacts of a changing climate.	X			X	X	New Risk Assessment	X	Operating Costs
			1.9 Conduct a service review of transportation in the SGI and SSI, including the identification of alternate water-based links and associated infrastructure requirements.	X			X	X	New Study	X	Operating Costs
			1.10 Expand the Car Stop rideshare program for rural sections of the RMN.	X	>	>		X	New program	X	Capital Costs

EXHIBIT 5.5 RTP Outcome Statements and Actions Table (2 of 5)

THEME	OUTCOME STATEMENT		ACTIONS	Implementation Timeline			Authority		Resources to Implement		
				1 to 5 Years	5 to 10 Years	Over 10 Years	Existing CRD	Transportation Service	Mechanism	Staff	Operating/Capital and/or Program Costs
INTEGRATING LAND USE AND TRANSPORTATION	2	**Mobility Hubs align with the Regional Sustainability Strategy and provide people with access to housing, employment, services, amenities and transportation choices at a local, sub-regional and regional scale.** This means: • Alignment of transportation with RSS settlement typologies • Offering transportation choice and transfers in one location • Facilitating connectivity between modes and between regional and local transportation networks.	2.1 Incorporate Mobility Hubs into all relevant future regional plans, OCPs, local area plans and local municipal transportation master plans.	X	>	>	X	X	RSS, RCS (OCPs) Legislation transportation plans	X	
			2.2 Prepare Mobility Hub guidelines to inform planning and development, ensuring integration of new technology such as electric vehicle infrastructure.	X			X	X	New Guide	X	Operating Costs
			2.3 Fund municipalities to develop detailed master plans for each Mobility Hub.	X	>			X	New Funding Agreements	X	Program Costs
THEME	OUTCOME STATEMENT		ACTIONS	Implementation Timeline			Authority		Resources to Implement		
				1 to 5 Years	5 to 10 Years	Over 10 Years	Existing CRD	Transportation Service	Mechanism	Staff	Operating/Capital and/or Program Costs
INTEGRATING LAND USE AND TRANSPORTATION	3	**Transportation and land use planning tools are integrated at the local and regional levels.** This means: • Preserving local decision making in land use and using an agreed upon performance based system to achieve regional goals • Providing tools reflective of regional transportation goals to help guide local decisions • Shaping land use and urban structure to achieve more sustainable transportation patterns	3.1 Establish land use and transportation functions for Growth Centres in the RSS that support frequent and rapid transit corridors.	X			X	X	RSS, RCS. OCPs	X	RSS Program Costs
			3.2 Promote land use policies that more evenly distribute the jobs to workers ratio within the CRD four sub-regions (Core, West Shore, Saanich Peninsula and Gulf Islands) in accordance with the settlement patterns identified in the RSS.	X	>		X	X	RSS, RCS, OCPs	X	
			3.3 Through the TAC, identify, protect and manage existing and future transport sites and corridors such as E&N, rights of way along RMN corridors and water access points.	X	>	>		X	New Program		Capital and Operating Costs

EXHIBIT 5.5 RTP Outcome Statements and Actions Table (3 of 5)

THEME	OUTCOME STATEMENT		ACTIONS	Implementation Timeline			Authority		Resources to Implement		
				1 to 5 Years	5 to 10 Years	Over 10 Years	Existing CRD	Transportation Service	Mechanism	Staff	Operating/Capital and/or Program Costs **
CREATING EXCEPTIONAL ENVIRONMENTS FOR WALKING AND CYCLING	4	**Cycling is an appealing, safe, convenient and viable transportation option for residents and visitors.** This means: • Making cycling accessible to riders of all skill levels on and off road. • Facilitating enhanced tourism and recreation.	4.1 Implement PCMP, PCMP-SSI Edition, SSI-CMP and SGI-CPT recommended cycling facilities and amenities.	X	>	>		X	PCMP New Program	X	Capital and Operating Costs
			4.2 Enhance existing regional trails and continue to fund the expansion of new trails, in line with the PCMP design guidelines, with a focus on connectivity.	X	>	>		X	PCMP, RPSP	X	Capital and Operating Costs
			4.3 Expand and harmonize regional cycling data collection program.	X	>	>	X	X	New Project	X	Operating Costs
			4.4 Identify and market cycle tourism in the region.	X				X	New Project	X	Capital and Operating costs
THEME	**OUTCOME STATEMENT**		**ACTIONS**	**Implementation Timeline**			**Authority**		**Resources to Implement**		
				1 to 5 Years	5 to 10 Years	Over 10 Years	Existing CRD	Transportation Service	Mechanism	Staff	Operating/Capital and/or Program Costs
CREATING EXCEPTIONAL ENVIRONMENTS FOR WALKING AND CYCLING	5	**Walking is an increasingly popular and desirable mode of transportation that is supported by safe, convenient and accessible pedestrian infrastructure.** This means: • Supporting local municipalities/EAs in improving pedestrian connectivity and accessibility.	5.1 Produce a series of walkability maps, in partnership with local governments, to be used as a tool to encourage walking as an everyday mode of transportation. Maps will showcase sidewalks, separated trails and pathways, and emphasize connectivity between key land uses and multiple modes.	X			X	X	New Project	X	Operating Costs
			5.2 Fund pedestrian realm audits at mobility hubs and other key locations on the RMN or as identified in the local government transportation studies.	X	>	>		X	PCMP New Program	X	Program Costs
			5.3 Through the TAC, work with advocacy groups and existing accessibility advisory committees within the region to identify areas on the RMN in need of improvements for people with mobility challenges. This information will inform the pedestrian realm audits.	X	>	>	X	X	New Initiative	X	Operating Costs

EXHIBIT 5.5 RTP Outcome Statements and Actions Table (4 of 5)

THEME		OUTCOME STATEMENT	ACTIONS	Implementation Timeline			Authority		Resources to Implement		
				1 to 5 Years	5 to 10 Years	Over 10 Years	Existing CRD	Transportation Service	Mechanism	Staff	Operating/Capital and/or Program Costs
TAKING TRANSIT TO THE NEXT LEVEL	6	**Public transit is a preferred choice, attracting new riders through comfortable, safe, accessible and convenient service.** This means: • Giving all municipalities and EA's a greater say in transit • Routing and scheduling decisions will be made based on established guidelines and standards. • Implementing transit improvement plans • Ensuring due diligence is undertaken before investing operating and capital funds	6.1 Embed formal consultation and engagement processes with the region in the VRTC model.	X			X	Independent Review of BC Transit	VRTC	X	Operating Costs
			6.2 Implement transit priority measures for all RMN priority transit corridors.	X	>	>	X	The current VRTC service model would remain with consultation and engagement with the region to be embedded in to the VRTC model.	VRTC	X	Operating Costs
			6.3 Implement the Transit Future Plan, prioritising the Rapid and Frequent Transit Networks.		X	>	X		VRTC	X	Operating Costs
			6.4 Prioritize and expand deployment of improved customer information systems including real-time transit information technologies.		X		X		VRTC	X	Operating Costs
			6.5 Implement and report on Service Standards and Performance Guidelines that complement priorities outlined in the Transit Future Plan.	X			X		VRTC	X	Operating Costs
			6.6 Update the cost benefit analysis and overall economic benefits case for Light Rail Transit. Pending the outcome of cost-benefit analyses, advance the Light Rail Transit designs and funding strategies or pursue alternatives.	X			X		VRTC	X	Operating Costs
			6.7 Expand and enhance SSI transit service. Refer to Priority Action 1.9.	X	>	>	X	X	Expanded Funding Agreement	X	Operating Costs
			6.8 Establish local transportation service on the Southern Gulf Islands pending recommendations of feasibility studies. Refer to Priority Action 1.9.	X	>	>	X	X	New Funding Agreement	X	Operating Costs
			6.9 Establish a working group with inter-regional and tourism-based transport service providers to coordinate and align convenient travel to and from major tourist destinations and gateways with transit and active transportation.	X	>	>	X	X	New Committee	X	Operating Costs
THEME		**OUTCOME STATEMENT**	**ACTIONS**	**Implementation Timeline**			**Authority**		**Resources to Implement**		
				1 to 5 Years	5 to 10 Years	Over 10 Years	Existing CRD	Transportation Service	Mechanism	Staff	Operating/Capital and/or Program Costs
GETTING THE MOST OUT OF OUR ROADS AND TRAILS	7	**Existing regional transportation infrastructure is optimised and enhanced by new technology where appropriate.** This means: • Agreeing to a set of principles to guide investment decisions • Data on existing infrastructure and transportation movement is collected and used to inform decisions and investments. • Getting the highest benefit out of existing transportation infrastructure.	7.1 Identify, prioritise and encourage the Province to implement solutions for highway interchanges in need of safety, efficiency, and transit access reconfiguring to improve cyclist and pedestrian accommodation.	X	>	>	X	X	New TAC initiative	X	Operating Costs
			7.2 Through the TAC, develop KPIs for the RMN, agreed to through the exchange of MOUs.	X				X	New TAC Initiative	X	Operating Costs
			7.3 Develop and implement a consistent way-finding strategy to enhance connectivity on roads and trails and to support clear navigation for all modes.	X				X	New TAC Initiative	X	Operating Costs
			7.4 Undertake a region-specific feasibility study on user pay strategies, such as road pricing, and how they will help influence travel choices.		X		X	X	New Feasibility Study	X	Operating Costs
			7.5 Apply and improve upon the existing transportation model and data collection program in line with changing regional priorities.	X	>	>	X	X	Expanded Program	X	Operating Costs
			7.6 Establish an ongoing Goods Movement Committee to collectively address regional goods movement challenges.	X	>	>	X	X	New Committee	X	Operating Costs

EXHIBIT 5.5 RTP Outcome Statements and Actions Table (5 of 5)

THEME	OUTCOME STATEMENT		ACTIONS	Implementation Timeline			Authority		Resources to Implement		
				1 to 5 Years	5 to 10 Years	Over 10 Years	Existing CRD	Transportation Service	Mechanism	Staff	Operating/Capital and/or Program Costs
INFLUENCING TRAVEL BEHAVIOUR	8	**Regional programs and initiatives provide residents and visitors with the tools, confidence and knowledge to use active transportation, public transit, car share, taxis, high occupancy vehicles and trip reduction measures.** This means: • Reducing reliance on single occupant vehicles • Making it easier for people to choose alternative modes of travel.	8.1 Establish and implement a region-wide TDM program including a marketing and branding strategy to support businesses, institutions, local governments and government agencies in implementing policies and initiatives.	X	>	>		X	New TDM Program	X	Operating and Program Costs
			8.2 Undertake workplace and institutional incentive programs aimed at decreasing congestion at peak hours and increasing employee use of active transportation and public transit.	X	>	>	X	X	New TDM Program	X	Program and Capital Costs
			8.3 Partner with other agencies to develop, investigate and deploy, if financially feasible, a region-wide Mobility Pass or Smart Card for residents and tourists that provides seamless integration between transportation modes (i.e. ferries and bus transit on one pass).		X			X	New TDM Program	X	Operating Costs
			8.4 Through the TDM program establish and expand partnerships with car-sharing operators to increase coverage into all sub-areas of the region.	X	>	>		X	New TDM Initiative	X	Operating Costs
			8.5 Develop and maintain a comprehensive web portal for regional travel information, including a multi-modal journey planner and news on regionally significant transportation projects.	X	>	>	X	X	New Project	X	Operating Costs
			8.6 Identify partnership opportunities to accelerate Active and Safe Routes to Schools programs.		X		X	X	New PCMP initiative	X	Program Costs
			8.7 Fund existing programs such as Bike to Work Week and Commuter Challenge, and identify new events and initiatives to promote active transportation.	X	>	>	X	X	New PCMP initiative	X	Program Costs
			8.8 Offer pedestrian and cycling skills courses for residents.	X	>	>	X	X	New PCMP initiative	X	Program Costs
			8.9 Organize training of CRD and municipal/electoral area staff in best practices of facility design.	X	>	>	X	X	New Initiative	X	Operating Costs

GLOSSARY

PCMP Pedestrian and Cycling Master Plan
CMP Cycling Master Plan
RSS Regional Sustainability Strategy
RCS Regional Context Statement
RIS Regional Information Service
RPSP Regional Parks Strategic Plan
TAC Transportation Advisory Committee
SSI Salt Spring Island
SGI Southern Gulf Islands
SGI-CPT Southern Gulf Islands Cycling and Pedestrian Draft Trail Plan
MOU Memorandum of Understanding
RT Model Regional Transportation Model

Appendix A
Regional Context

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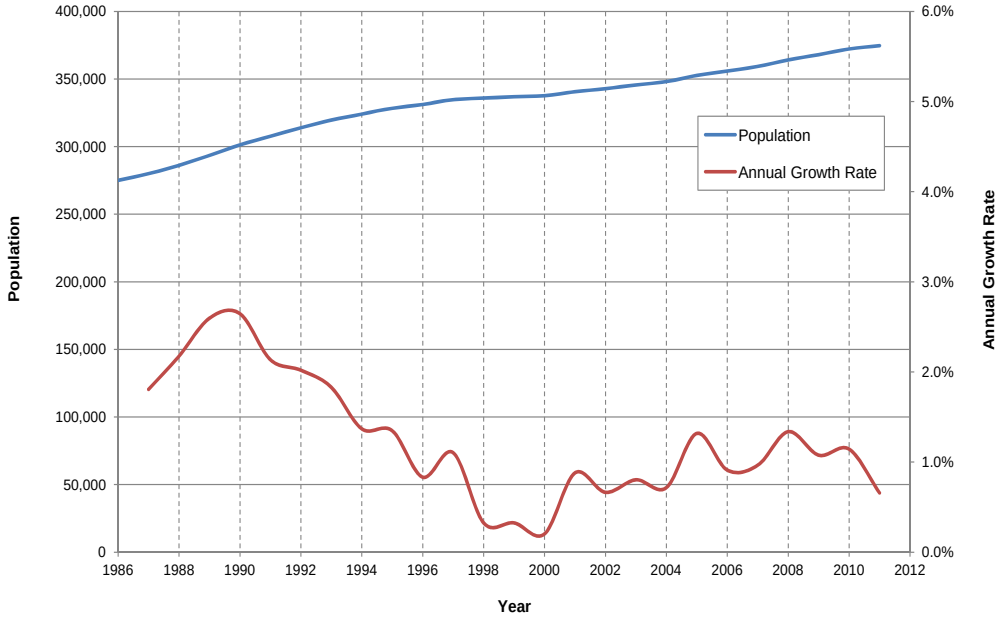
Planning Context

Current Trends and Conditions

Demographics

The CRD has enjoyed steady yet manageable growth and, as of 2011, had reached approximately 375,000 residents, compared to just over 340,000 in 2001 (Exhibit A.1), which represents a moderate growth rate of roughly 1% annually. Although overall growth in the Victoria CMA is not extreme, Exhibit A.2 shows that much of the growth is increasingly shifting to the West Shore communities. The CRD's central area has also seen significant infill development.

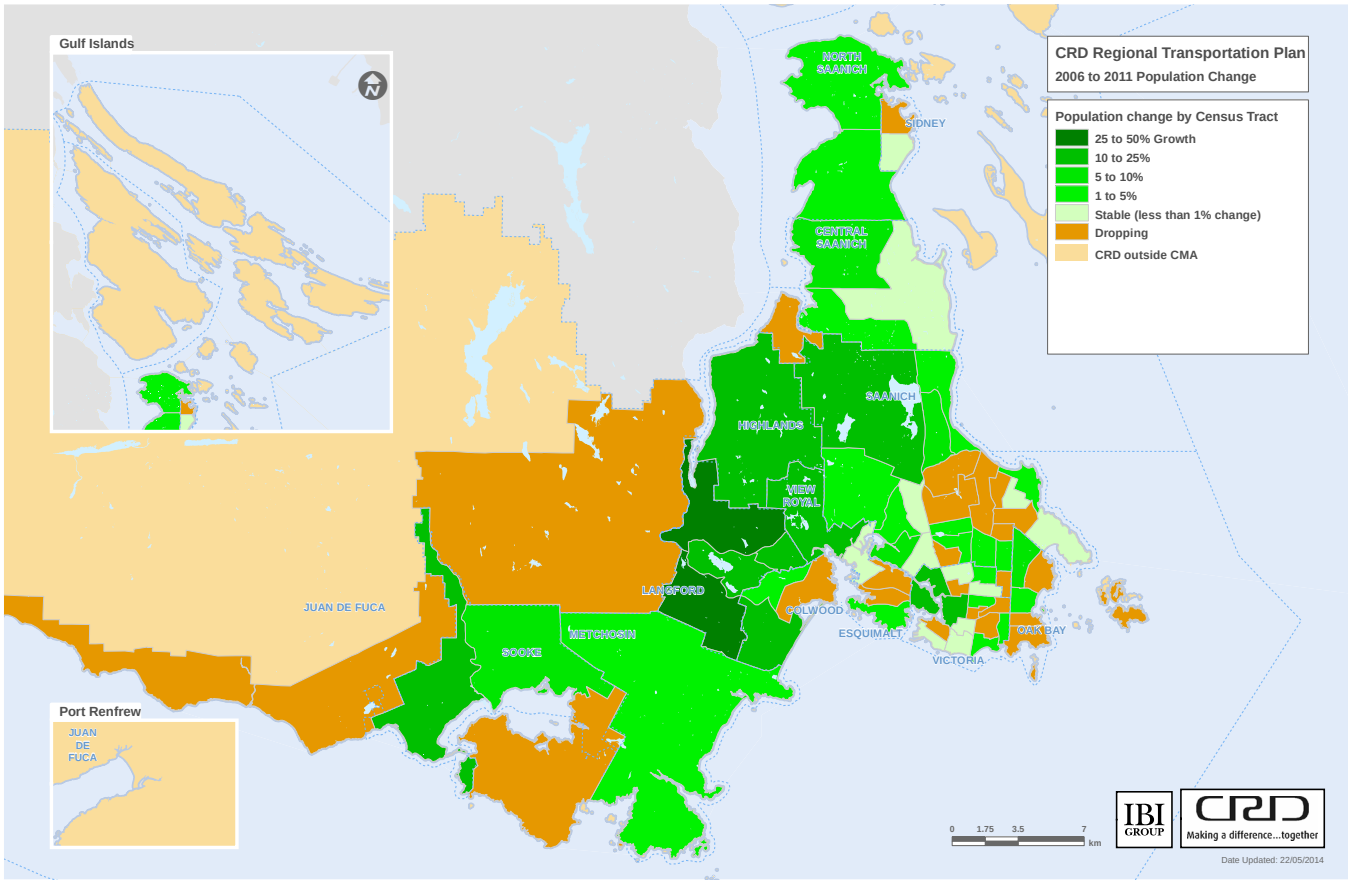
EXHIBIT A.1 CRD Historic Population Growth



NOTES

Source: BC Stats (2012), available online: www.bcstats.gov.bc.ca/StatisticsBySubject/Demography/PopulationProjections.aspx (accessed 2012)

EXHIBIT A.2 Victoria CMA Population Changes by Census Tract, 2006-2011



Roadway network

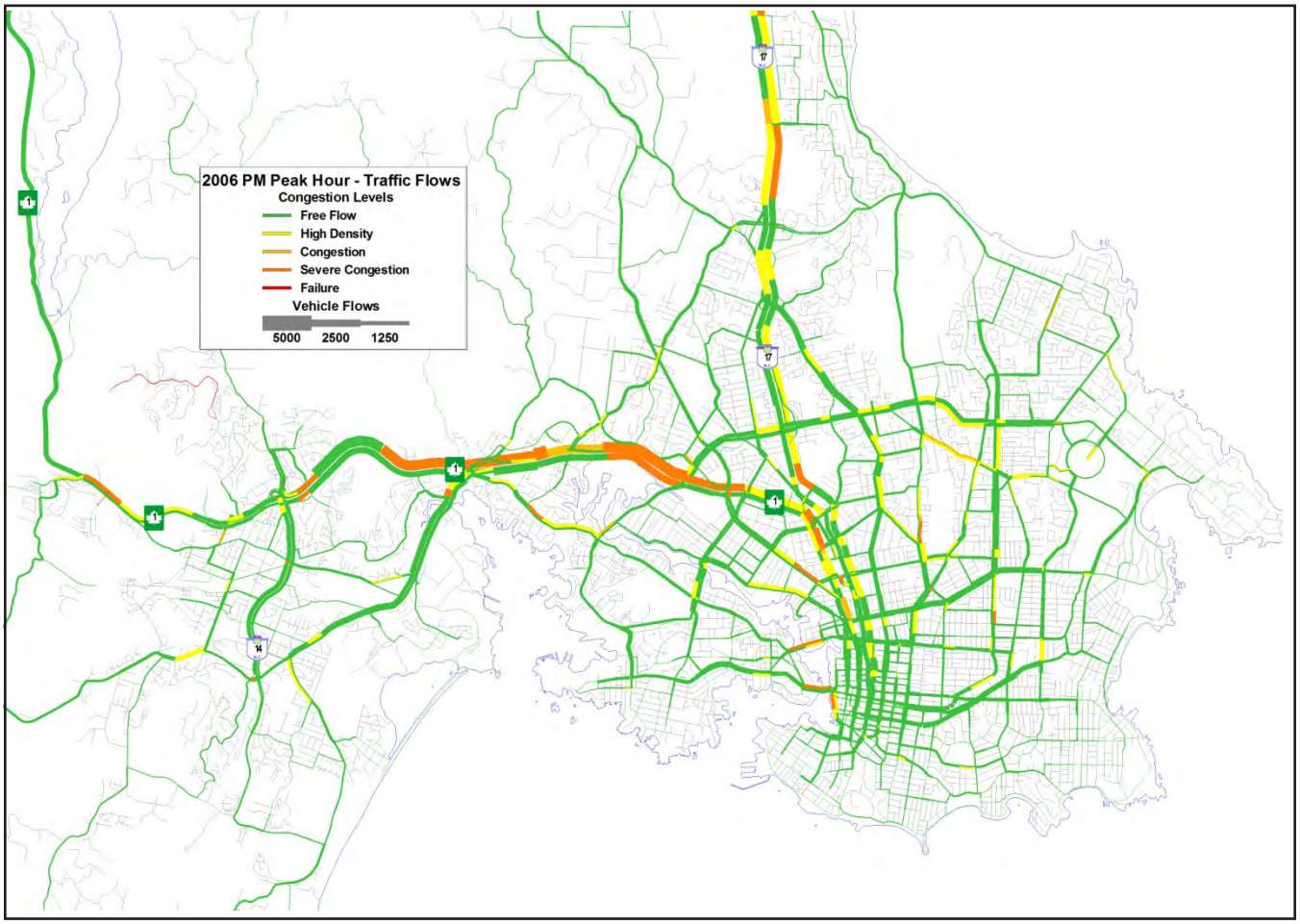
Roadways in the region are generally grouped into four main categories: Highways/ Arterial Highways, Arterial / Major Roads, Collectors and Local Streets. Each municipality has its own roadway classification system, although the function and design characteristics are generally consistent with this categorization. The local municipalities are responsible for local, collector and arterial roads, while the highways are part of the Provincial roadway network. The three highways serving the region are:

- Highway 17 (Patricia Bay Highway) serves as the primary north-south corridor supporting inter-municipal travel between the core area and the Peninsula. Thus, it serves downtown Victoria, Saanich, Sidney, the airport and the Swartz Bay ferry terminal. The other significant north-south connector on the Peninsula is the rural Highway 17A / West Saanich Road, an arterial road along the western edge of the peninsula. The road serves comparatively low vehicular volumes due to its circuitous route, low speed, low vehicle capacity and design limitations.

- Highway 1 (TransCanada Highway) serves as the primary east-west corridor, supporting inter-municipal travel between the Core and West Shore communities and also connecting the CRD to all communities up-island. Highway 1 within the City of Victoria falls under municipal jurisdiction.
- Highway 14 serves as the primary corridor to and from Metchosin, Juan de Fuca and Sooke, with connections to Langford and Colwood.

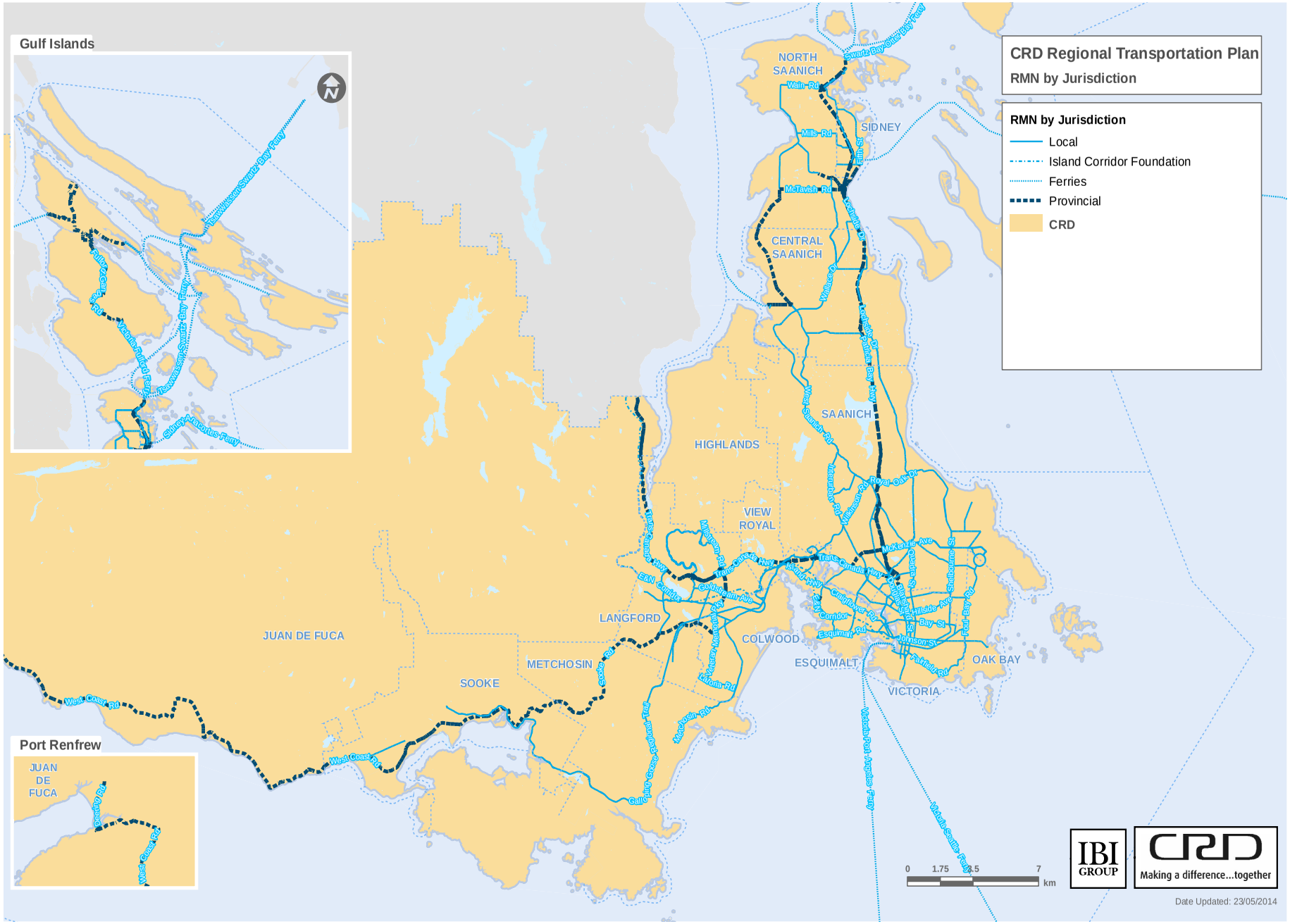
These provincial highways operate as principal roadway links between the CRD's sub-regions. The intent of the provincial highway system is to accommodate the movement of people and goods between regions. Other east-west and north-south arterials are limited in reach and capacity. The CRD's 2006 transportation demand model suggests the most congested roadways in the network are Highway 1 through View Royal and the western edge of Saanich, and the Patricia Bay Highway from Royal Oak Drive to Haliburton Road (see Exhibit A.3). High volume and congestion points have been identified at the intersections of Highway 1 and McKenzie Avenue., Admirals Road and Craigflower Road, and Highway 17 and Sayward Road. Exhibit A.4 breaks down the RMN by jurisdiction.

EXHIBIT A.3 CRD Traffic Flows and Level of Service, PM Peak 2006



Source: CRD Regional Transportation Demand Model

EXHIBIT A.4 Map of RMN by Jurisdiction



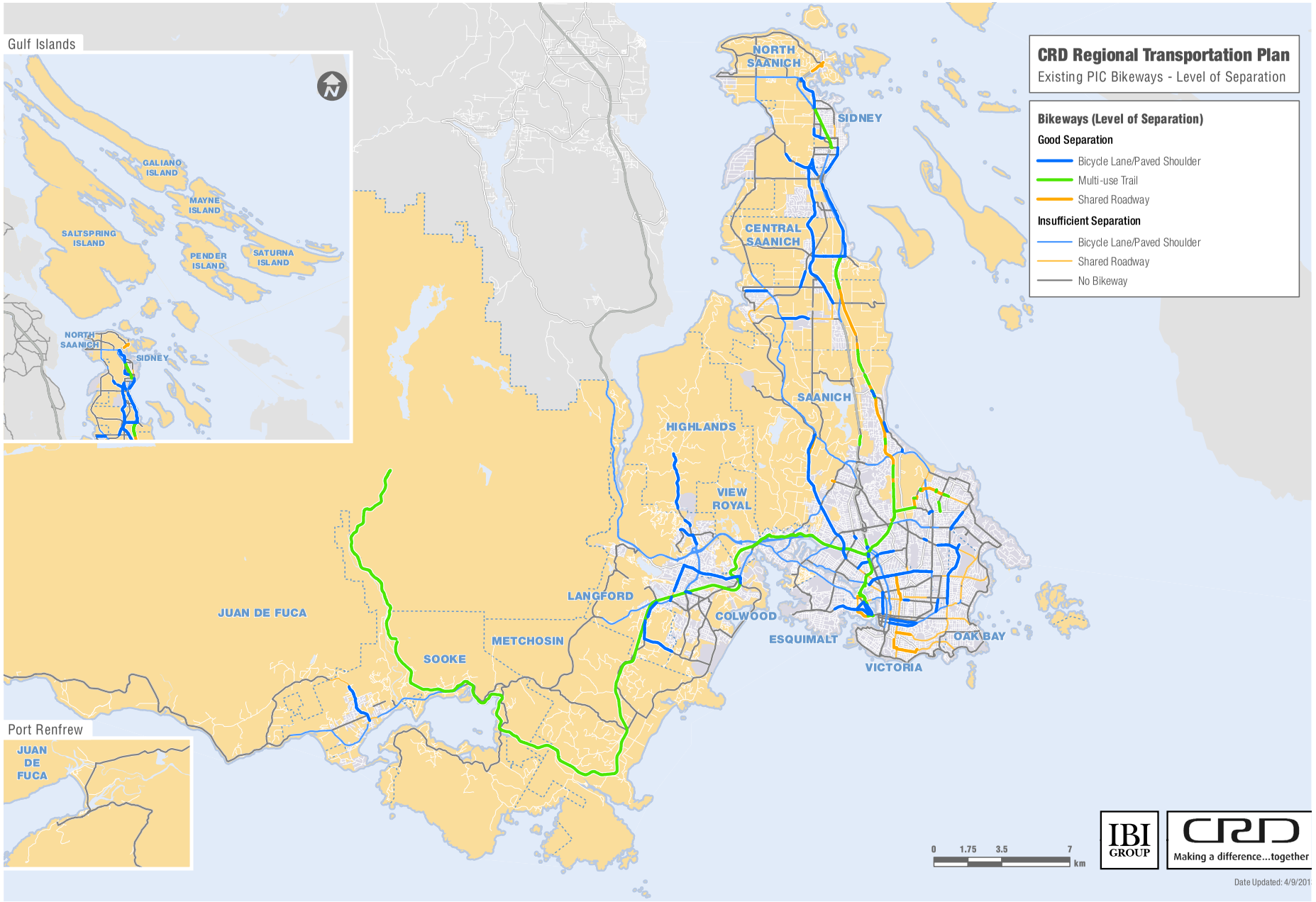
Cycling network

Although the provision of cycling facilities across the CRD has grown in recent years, there remain significant challenges to encouraging those who don't currently cycle to try cycling.

A principal thrust of the Region's Pedestrian and Cycling Master Plan (PCMP) and the recent Pedestrian Cycling Master Plan - Salt Spring Island Edition (PCMP-SSI Edition) is to encourage adequate separation of cyclists from motorized traffic. In developing the PCMP's "primary inter-community" network of bikeways, an analysis of the adequacy of bikeway separation was conducted and it was found that although the CRD has defined an inter-community cycling network of 784 km of bikeways, only 366 km (47%) have been built to date and only 179 km (24%) meet the Region's standards of adequate separation from motorized traffic. Furthermore, excluding multi-use trails, only 33 % of the 282 km of existing on-street bikeways are considered to offer an adequate degree of separation.

The map of existing facilities sggests that the bikeway network's coverage of populated areas is low in Oak Bay, Colwood, Salt Spring Island (see Exhibit A.5). This is further confirmed when comparing the kilometers of bikeways that provide adequate separation from motorized traffic in each municipality which suggests that residents of Victoria, Saanich and Esquimalt also have relatively scarce access to comfortable bikeways. Given the challenges of expanding the network of comfortable bikeways throughout the region, it is not surprising that the CRD's most recent origin and destinations survey shows that the cycling mode share has essentially remained unchanged at 3% since 2001.

EXHIBIT A.5 Map of Existing Bikeway Network in the CRD



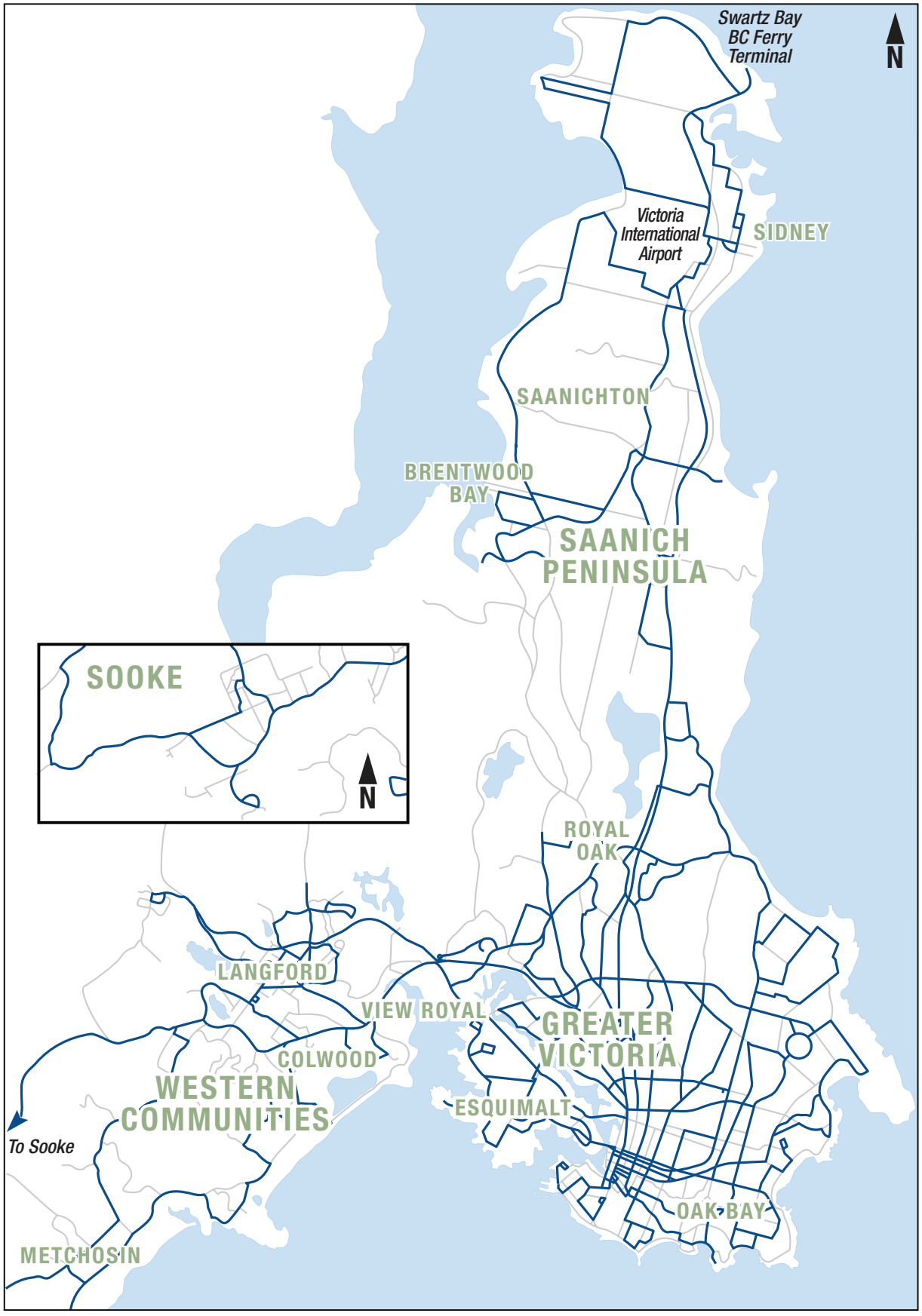
Transit network

The CRD is essentially served by the Victoria Regional Transit System (VRTS), which provides conventional transit and community bus service as far as Otter Point Road west of Sooke. It does not cover the Gulf Islands (Exhibit A.6). The transit system operates 54 fixed routes, seven days a week, from approximately 6:00 a.m. to around midnight, with a fleet of 285 fully accessible conventional buses and community buses. There is also transit service on Salt Spring Island, which is not part of the VRTS, but is operated as a partnership between the CRD, BC Transit and a private operator.

Today, there are five official and four unofficial park-and-ride lots, located in suburban and rural areas, which are served by multiple transit routes. Most official park-and-ride facilities offer both automobile and bicycle parking (all park-and-ride facilities have bike lockers except Helmcken). The McTavish Road and the Western Exchange park-and-ride facilities are adjacent to 2 of the 7 transit exchanges operated by the Victoria Regional Transit System. The University of Victoria (UVic) Transit Exchange is the largest and at operational capacity. It is scheduled for expansion in 2014.

Ridership has increased from 21.85 million passenger trips in 2006, to 24.85 million passenger trips in 2010 (13.7% growth), as service has expanded considerably from 623,000 revenue service hours in 2006 to over 800,000 in 2010 (28.4% growth). Transit ridership per capita is around 69.8 rides, which is high among other Canadian cities with bus-only transit systems such as Regina (34.25 rides/capita), Hamilton (40.16 rides/capita) and Halifax (51.13 rides/capita).

EXHIBIT A.6 Victoria Regional Transit System Service Area (2011)



Regional travel

58%
of travel
in the CRD is
Inter-Municipal

Data from the 2011 CRD Origin-Destination Household Travel Survey shows that over a million trips are made on a typical weekday in the CRD and 58% of these are regional in that they cross municipal borders. Although travel is relatively self-contained within the region's larger sub-areas, 17% of all travel crosses these boundaries as well, of which the largest proportion of travel is between the West Shore and Core sub-areas (8%).

Despite the CRD's higher transit and cycling levels relative to other similarly-sized Canadian urban areas, by far the majority of trips in the CRD are currently made by auto, with auto mode shares accounting for 77% of all daily trips, with 6% done by transit (Exhibit A.7). Even in the Core sub-area, auto accounts for 58% of internal trips, despite 67% of internal Core trips being shorter than 5 km. Daily mode shares have remained relatively constant over the past 10 years in terms of motorized and non-motorized travel (see Exhibit A.8). Transit and cycling mode shares have declined slightly between 2006 and 2011, although walking trips have increased in the same time period. There remains significant potential in the region for shifting from automobile travel to alternatives, but such opportunities are fading as auto and transit trip lengths steadily increase (see Exhibit A.8).

Mode shares show...
No Change
More Action is Needed

From a transportation perspective, the CRD's urban form is currently favourable to high levels of active transportation and transit use. However, average trip lengths for motorized modes have steadily increased in the last decade - a trend which means many residents are becoming increasingly reliant on motorized travel. Yet the CRD's current automobile dependence is not sustainable in the long run, particularly if future growth patterns continue to be low density and primarily located on the fringes of the CRD's built-up areas. If that is the case and the core areas continue to maintain their high share of the region's employment, transportation problems are likely to grow.

EXHIBIT A.7 Daily CRD Mode Shares

TRAVEL MODE	2001	2006	2011*
Auto Driver and Passenger	78%	78%	77%
Transit	7%	7%	6%
Cycling	3%	4%	3%
Walking	12%	10%	13%
Other	1%	2%	1%

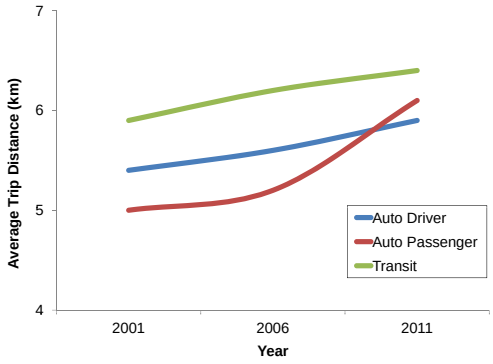
NOTES

Trips within regional planning area and by population over 11 years of age.

Source: 2011 CRD Household Travel Survey – Daily Travel Characteristics Report

* Some variation from previous surveys is likely due to considerable methodological changes.

EXHIBIT A.8 Average All-Day Trip Lengths by Mode, 2001 - 2011



NOTES

Source: 2011 CRD Household Travel Survey – Daily Travel Characteristics Report

EXHIBIT A.9 Projected Population, Employment and Housing Growth by Sub-Area, 2008-2038

SUB-AREA	POPULATION			EMPLOYMENT			HOUSING		
	2008	2038	% CHANGE	2008	2038	% CHANGE	2008	2038	% CHANGE
Urban Core	242,360	279,720	15.4%	150,000	169,790	13.2%	111,360	137,810	23.8%
Peninsula	41,400	51,780	25.1%	21,030	24,690	17.4%	17,340	22,500	29.7%
West Shore	64,890	121,950	87.9%	21,580	36,090	67.2%	25,210	53,640	112.8%
Total CRD	**364,110**	**475,160**	**30.5%**	**198,450**	**238,190**	**20.0%**	**161,150**	**223,980**	**39.0%**

NOTES: Round to nearest 10. Sub-areas will not total CRD due to Gulf Islands not being included. Source: A Context for Change Management in the Capital Regional District (2009)

Future Outlook

Population, Employment and Demographics

The population of the CRD is expected to grow to approximately 475,000 by 2038, an increase of 26.7% from 2011 population of 375,000. Much of this growth is projected for the West Shore communities, as shown in Exhibit A.9, which are forecast to receive around 57,000 new residents (88% growth), 14,500 new jobs (67% increase) and more than double the amount of dwellings in the area.

Much of the new housing is projected to be ground-oriented dwellings[1] in terms of absolute numbers; however, there will be significant growth in apartment-type dwellings, by as much as 50% in the Peninsula and 360% in the West Shore. This is a favourable pattern towards more transit-supportive densities and mixed-use environments that better support alternatives to driving, particularly for short-distance trips.

The projected growth also results in a shift in the distribution of regional population and employment. In 2038, the Core is projected to be home to 59% of the region's population, a decrease from 67% in 2008, while the West Shore will see an increase to 26% compared to 18% share in 2008. In terms of employment, the Core's regional share is forecast to decrease from 76% in 2008 to 71% in 2038, and employment in the West Shore is forecast to account for 15% in 2038, an increase from 11% in 2008.

The Peninsula's share of regional population and employment remain relatively unchanged. Most troubling, is the change in the balance of population and jobs that is forecast for the West Shore from an already high 3.0 to 3.4, meaning more and more West Shore residents will have to commute long distances in order to get to their jobs (Exhibit A.10).

Overall, these forecasts of population and employment growth will have a significant impact in travel patterns across the region. Outward growth and changes in the job-to-population ratios in each of the sub-areas will result in more dispersed travel flows, particularly in the number of trips between the Core and the West Shore.

EXHIBIT A.10

Projected Population to Jobs Ratio, 2008-2038

SUB-AREA	POPULATION / JOBS RATIO	
	2008	2038
Urban Core	1.6	1.6
Peninsula	2.0	2.1
West Shore	3.0	3.4

The West Shore in 25 years...

57,000
new residents

88%
growth

1 Ground-oriented units are those that open directly to a yard and do not share a common corridor entrance., thus include single family detached, semi-detached, row/townhouses, duplex and houses with secondary suites.

Population forecasts suggest that the age group over 65 years will increase its share from 17% in 2006 to 29% in 2038. This shift has implications with regards to travel needs and behaviour, planning transportation services with a focus on accessibility and services for people with special mobility needs, as well as development planning (e.g. variety of housing types, mixed-use developments in order to provide commercial and services near where people live, etc.) with a high degree of mobility choices beyond driving for this age group.

Travel Demand

The CRD transportation model estimates that between 2006 and 2038 there will be over 145,000 additional peak period trips in the region if current travel patterns continue. Assuming current travel behaviour, over 70% of these additional trips are projected to be by car. In other words, there will be over 100,000 more automobile trips in the peak periods, further straining capacity on roadway infrastructure throughout the region. The region's primary east-west and north-south highways are presently operating at congested levels of service during peak hour periods (Exhibit A.11). Travel demand on these roadways has continued to increase as a result of population growth in the West Shore communities. A business-as-usual scenario to 2038 of travel demand implies the challenges in these stretches will deepen and congestion levels will signficantly worsen.

In addition, development in the West Shore, particularly in Langford will also increase travel demand and congestion levels along the Malahat and arterials from neighbouring West Shore municipalities. Looking specifically at the Highway 1 corridor bottleneck between the West Shore Parkway and Carey Road, Exhibit A.12 shows that under this business-as-usual scenario, already strained traffic volumes would far exceed roadway capacity for the 4.5 km stretch roughly between Veterans Memorial Parkway and McKenzie Avenue.

In contrast, travel demand forecasts under growth managed scenarios (e.g. with implementation of rapid transit and parking pricing management) suggest there is potential for reductions in these auto trip increases and shifting travel in favour of more sustainable modes such as transit and active transportation.

EXHIBIT A.11 CRD Traffic Flows and Level of Service, PM Peak 2038

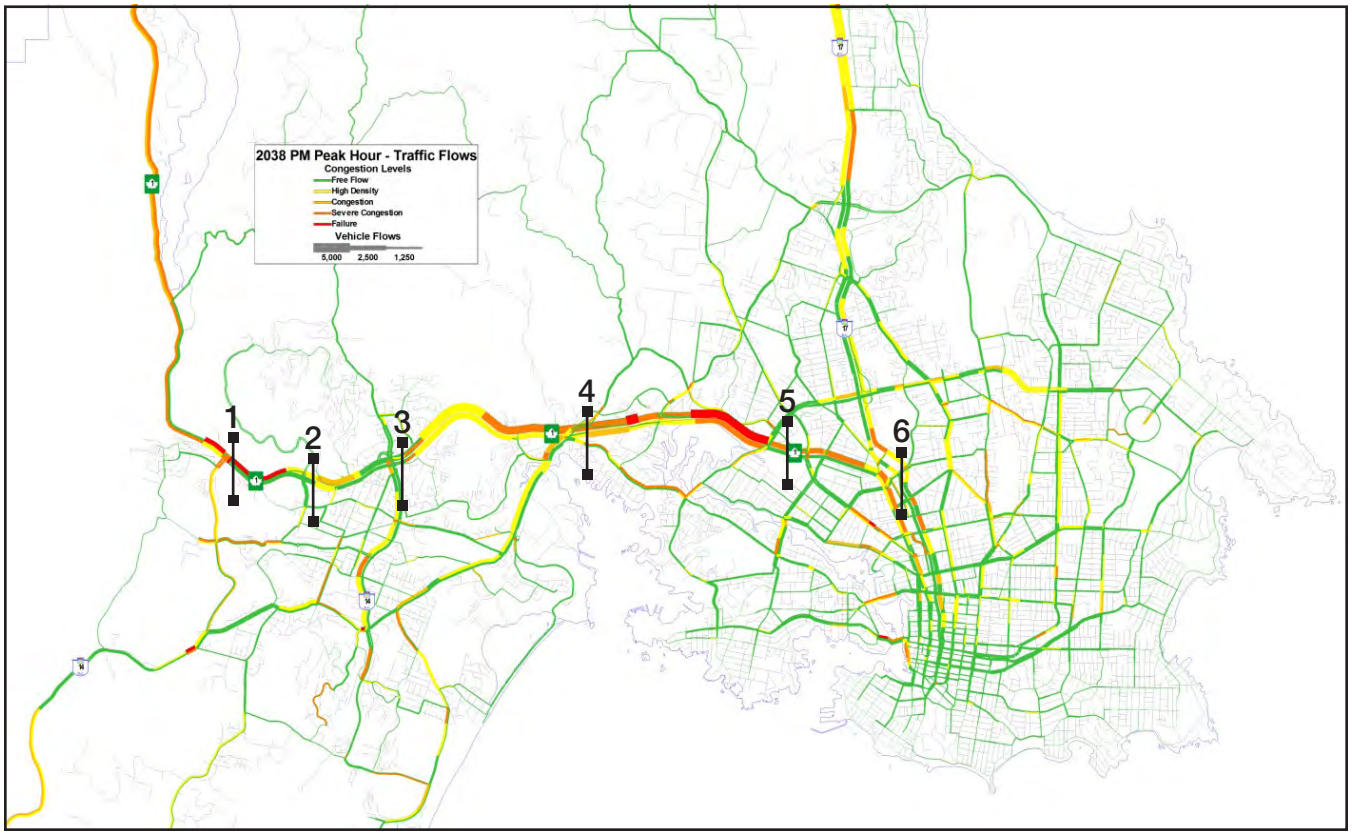
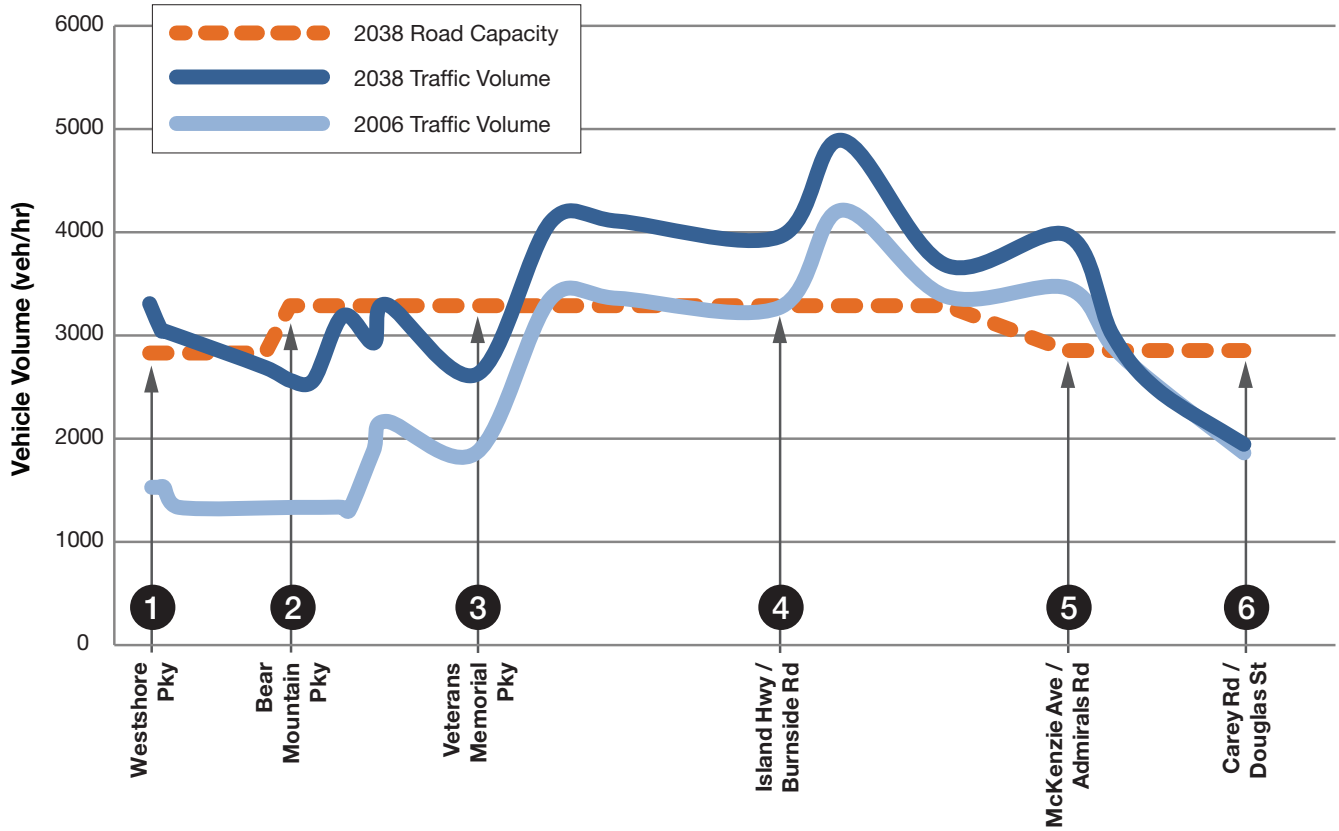


EXHIBIT A.12 Highway 1 Road Capacity Relative to Traffic Volumes Under a Business-as-usual Development Scenario, East-bound AM Peak



Regional Plans

Regional Growth and Sustainability

The RGS is “an agreement developed and approved by the Regional Board and member municipalities” and its goals, objectives and policies “provide guidance to the regional district and the member municipalities in the development of their Official Community Plans and other bylaws”. Through partnerships with member municipalities, the Regional Growth Strategy (RGS) was adopted in 2003 after six years in development, to help support the Region’s vision for economic vitality, livable communities, protection of natural and environmental resources, and a high-quality of life.

The RGS lays out various actions and policies. Among these are:

- Focus new growth in the Core, major centres and transit corridors, as well promote complete communities with high-density, walkable, transit-focused development.
- Coordinate land use and transportation planning, and support the development of a Regional Transportation Strategy to enhance mobility and transportation choices. This includes setting minimum targets for transit and cycling mode shares.
- Ensure employment lands needs are well-balanced and consistent with transportation and land use goals, including a target to accommodate employment growth in the City of Victoria and a balanced jobs-to-population ratio in the West Shore.

In 2008, the CRD opted to conduct a five-year review and update of the RGS, and to broaden its focus to a sustainability strategy. The resulting Regional Sustainability Strategy (RSS) scope has expanded to include climate action, social well-being and food systems.

The RSS Transportation Policy Option paper reiterates the importance of increasing transportation choices for regional travel, as current travel behaviour will continue to result in increased vehicle-kilometres travelled (VKT), greenhouse gas (GHG) emissions and travel times. The paper discusses policies to achieve the transportation goals, based on a status quo approach (continue existing practices) or implementing moderate to significant changes in policies. Among these potential new measures were adopting land use policies that require medium to high densities within 400m of rapid transit stations, setting corridor functions and standards, and implementing inter-jurisdictional agreements to leverage funding. The RSS planning process is currently underway and being developed concurrently with this RTP. The RSS outlines key transportation priorities from the RTP.

TravelChoices

TravelChoices is a regional transportation strategy that was developed in support of an RGS strategic initiative to increase transportation choice. Planning and development of the strategy began in 2002, while the RGS was being finalized, and several consulting reports and technical working papers were produced in support of this effort.

In order to achieve its vision to "increase the proportion of people walking, cycling, using transit, ride-sharing or using other alternatives to driving alone", TravelChoices identifies strategies under four central themes: integrating land use and transportation policies within the Region's urban containment area; enhancing alternatives to driving alone through attractive and safe facilities and demand management; managing transportation systems to maximize the mobility and safety of priority modes; and managing transportation investments in a strategic and fiscally-responsible manner. Overall, the strategies in TravelChoices would help achieve its goals for:

- At least 75% of new person-trips per day (300,000 out of 400,000 new person-trips by 2026) to be made by walking, cycling, transit and ride-sharing
- Walking mode shares of more than 15% of daily trips (240,000 trips per day)
- Cycling mode shares of more than 5% of daily trips (80,000 trips per day)
- Transit mode shares of more than 10% of daily trips (160,000 trips per day)

TravelChoices will be superseded by the RTP.

Pedestrian and Cycling Master Plan

The CRD recently completed its Pedestrian and Cycling Master Plan (PCMP). The vision for the PCMP focuses on addressing cyclists of all ages and abilities, with 3 primary goals:

1. more walking/cycling
2. safer walking/cycling
3. more places to walk/cycle

Overall, the plan describes a series of 18 objectives and categorizes them under "the 5 Es": Engineering, Encouragement, Education, Evaluation and Enforcement. Based around a framework of major regional attractors, the PCMP defines a Primary Inter-Community Network (PIC). The focus of the PIC is on separated facilities, of which 200 km ($100M worth) are identified as priorities for accelerated implementation. Recommendations for Pedestrian Priority Areas are primarily tied to the plan's Design Guidelines (e.g. universal design is to be applied in these areas).

Among the PCMP's many strategies, 11 "Priority Actions" are highlighted, which essentially speak to the following:

- Collaborating:
  - with municipalities for funding, to provide universal pedestrian design and to implement priority projects
  - with BC Transit to install bike lockers
  - with partners to develop a manual count strategy
- Distributing and updating the PCMP Design Guidelines
- Establishing committees and a task force:
  - A signage committee to develop regional signage standards
  - A walking/cycling advisory committee
  - A task force to advocate amendments to provincial laws
- Completing & upgrading the regional trail network

The CRD is in the process of developing its Implementation Action Plan, however, the PCMP does loosely declare 3 implementation scenarios (moderate, strong, aggressive effort). The estimated costs are in the neighbourhood of $220M, generally borne by municipalities or MoTI. Funding from the Federal Gas Tax Fund (RSPF) has been allocated to regionally significant active transportation such as the E&N Rail Trail - Humpback Connector and PCMP programs, previously. The PCMP actions have been nested within the RTP.

Pedestrian and Cycling Master Plan - Salt Spring Island Edition

The Pedestrian and Cycling Master Plan - Salt Spring Island Edition (PCMP-SSI Edition) builds off the CRD's 2011 Pedestrian and Cycling Masterplan (PCMP) by extending the Primary Inter-Community (PIC) bikeway network to include an additional 25 km on the Island.

Thus, the plan focuses on the engineering aspects of improving cycling on the island, with the central recommendations converging around widening paved shoulders and reducing motorized traffic speeds. The plan also details recommendations related to:

- Safety conditions in Fulford Village and the ferry terminal approach
- Bike lanes on Ganges Hill
- Traffic calming of Ganges Village
- Wayfinding signage which links the PIC network to local island routes and major destinations.

The PCMP-SSI actions have been nested within the RTP.

Transportation Corridor Plan

The CRD followed-up on the corridor management plan initiatives of Travel Choices and commissioned the development of a Transportation Corridor Plan (TCP) in 2010. Key objectives of the TCP were to identify CRD's principal transportation corridors and the characteristics of each to be maintained and enhanced, and to recommend strategies that support an integrated, balanced and multi-modal transportation network in line with regional and provincial goals.

The TCP identifies corridors that serve multiple transportation modes, assigning a transportation modal priority to identify the relative importance of each mode (goods movement, auto, transit, cycling and pedestrian) and the multi-modal function of each corridor. The TCP also identifies primary interchange locations and key external gateways. Beyond identifying a regional network, the TCP defines functional standards for each of the corridors in the strategic network, and discusses a possible management structure for implementation and maintenance of the proposed strategic network. In this regard, the TCP recommends an approach to establish region-wide coordination of provincial and federal funding allocations, and to monitor local funding allocations, with local funding decision-making being retained at the local level.

Overall, the TCP provides a good overview of primary corridors for each mode and those that serve a multi-modal function in the region. However, the TCP does not discuss strategies to encourage sustainable growth and future travel demand, for which stronger public and stakeholder engagement is required. The TCP will be superceded by the RTP.

Other Planning Studies

Transit Future (BC Transit)

The Transit Future Plan, prepared by BC Transit in 2011 with input from CRD, the 13 local municipalities, the Victoria Regional Transit Commission (VRTC) and the community, sets out a long-term (25-year) vision and plan for transit in the region. The Plan reviewed existing transit service, travel and land-use plans, demographic projections, and travel forecasts to evaluate the transit network priorities over the next 25 years to achieve its vision of making transit more attractive and efficient.

The Plan identifies four major components of transit service in the region:

- Rapid Transit Network (RTN) – high-capacity, high-frequency service on key corridors along exclusive or semi-exclusive rights-of-way.
- Frequent Transit Network (FTN) – frequent service (15 minute headways or better between 7:00 a.m. and 10:00 p.m.) along medium to high-density mixed-use corridors, and improved operations and infrastructure such as transit priority, right-of-way improvements and high-quality transit amenities.
- Local Transit Network (LTN) – service to connect neighbourhoods and meet local needs (e.g. commuting to school, local shopping, etc.).
- Targeted Services – collection of other services to meet specific customer needs, such as door-to-door handyDART, interregional, express services and rural para-transit.

The first Transit Future priority is the continued support of existing initiatives such as the Victoria Regional Rapid Transit Project; service improvements, such as limited-stop service along rapid transit corridors and transit priority; and expansion opportunities to the West Shore park-and-ride. The next priority of the plan is to establish critical transit facilities to support the future RTN and FTN network, followed by the implementation of both networks.

Transit Future does not include cost estimates for the plan's implementation, although there is note of the significant capital and operating investments required to fully implement the proposed network, as well as the need to review revenue sources beyond the existing funding mechanisms.

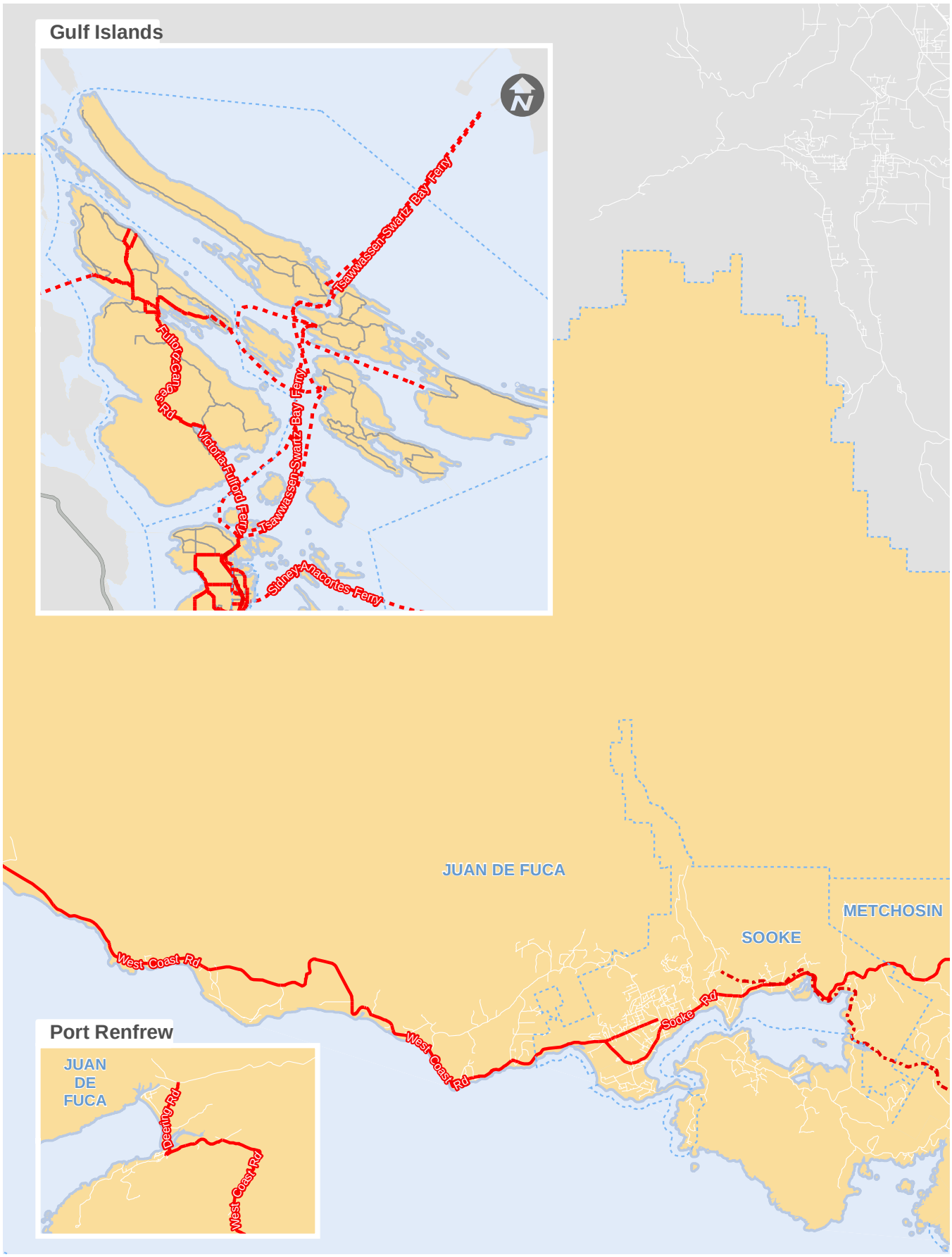
Provincial Highway Studies

The Ministry of Transportation and Infrastructure (MoTI) recently completed several corridor studies for potential long-term improvements covering the Highway 1, Highway 14 and Highway 17 corridors. All of the corridor studies are evaluations of improvement options to address current and future needs, and do not include detailed planning and design work (although preferred concept drawings are included in the Highway 14 study). The studies highlight the importance of these corridors for inter-regional travel, existing and forecast traffic conditions, and the need for strategies and improvements to address future demands.

All of the corridor studies identify failing levels of service over the next 20 years due to predicted significant increases in trips and future traffic volumes, resulting in reduced average travel speeds and major intersection delays. MoTI is in the early phases of developing a Vancouver Island Transportation Plan. The plan will identify a series of short, medium and longer term transportation infrastructure improvement priorities that can be implemented in the next 10 years.

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EXHIBIT A.13 RMN by Mode (Large Version)



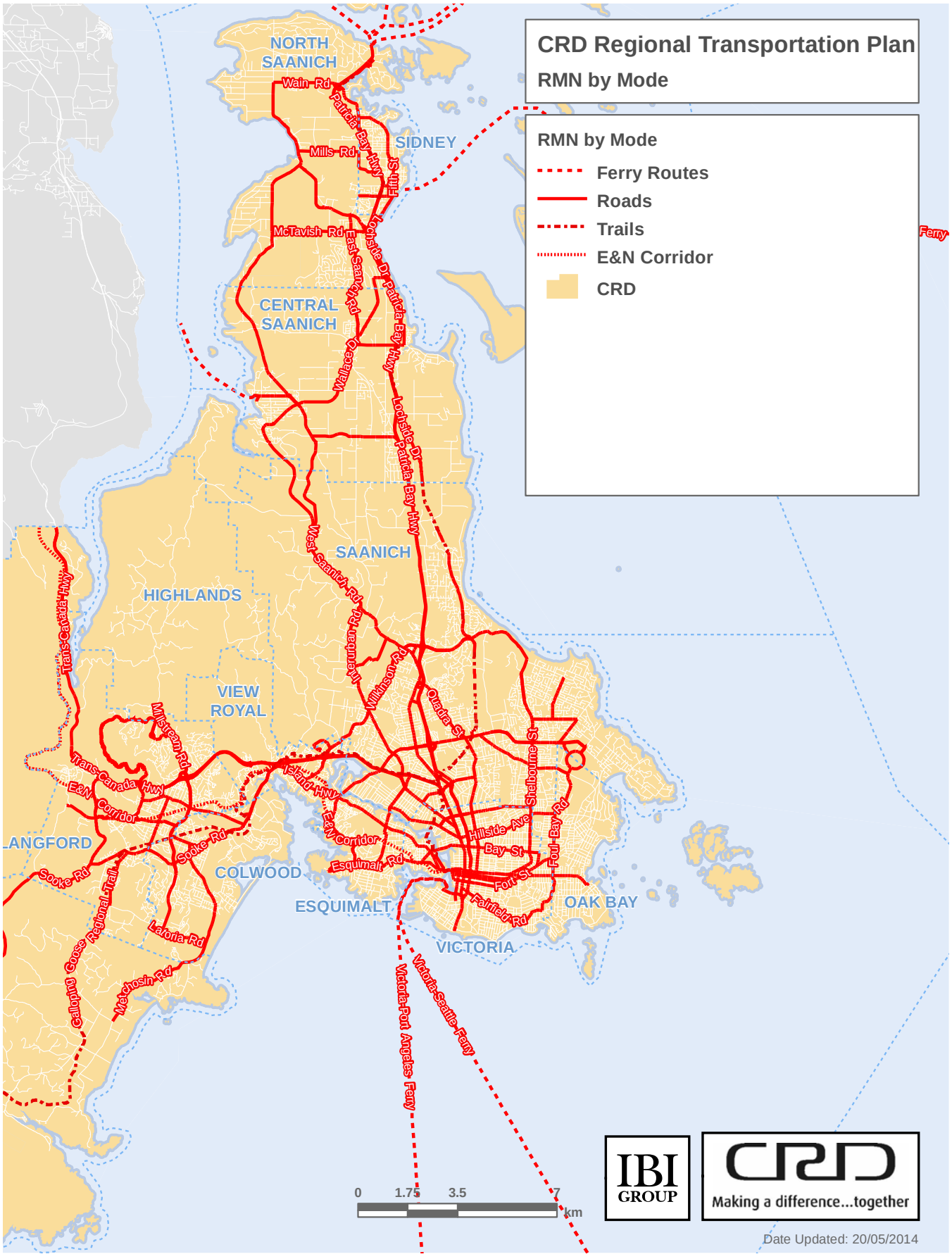
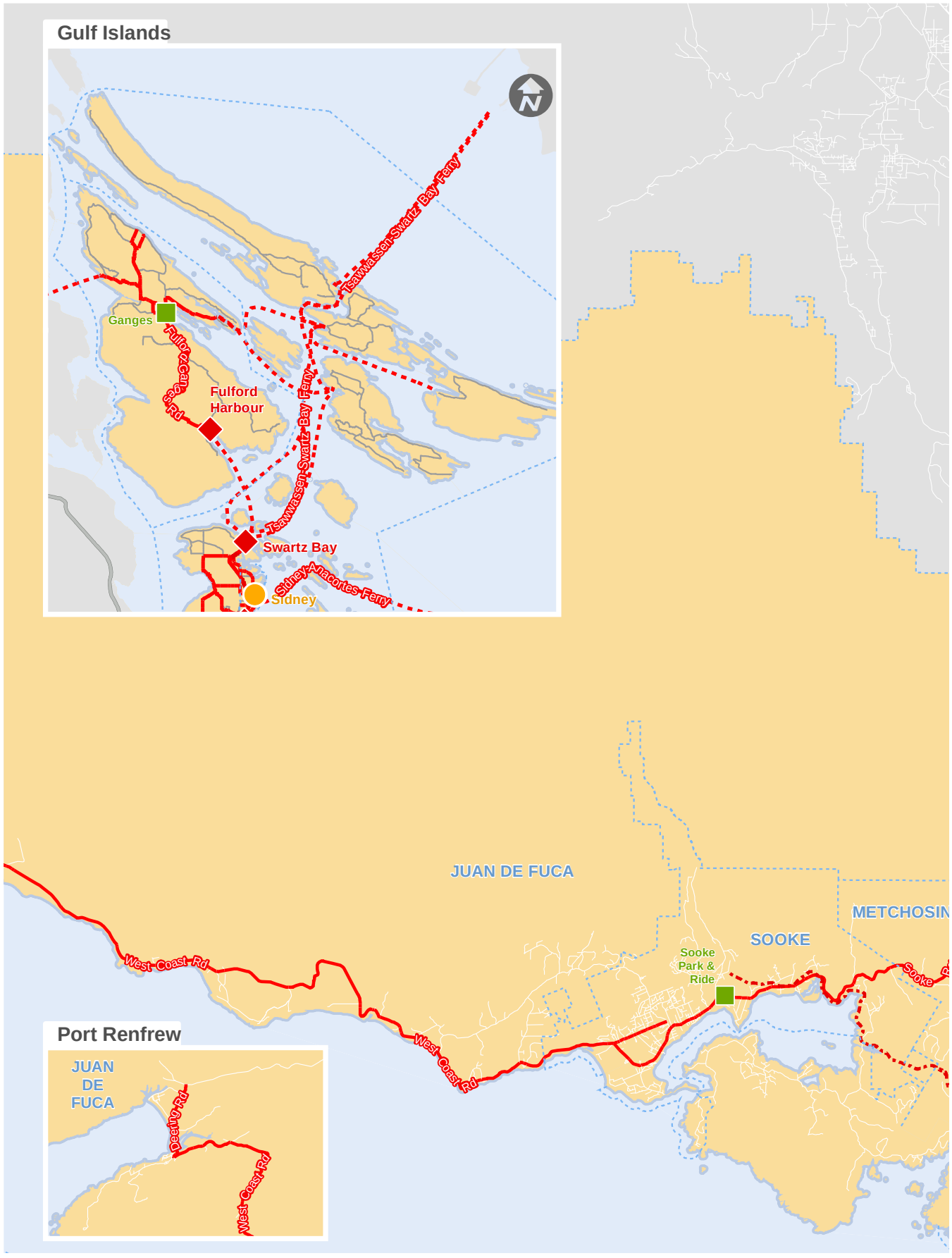
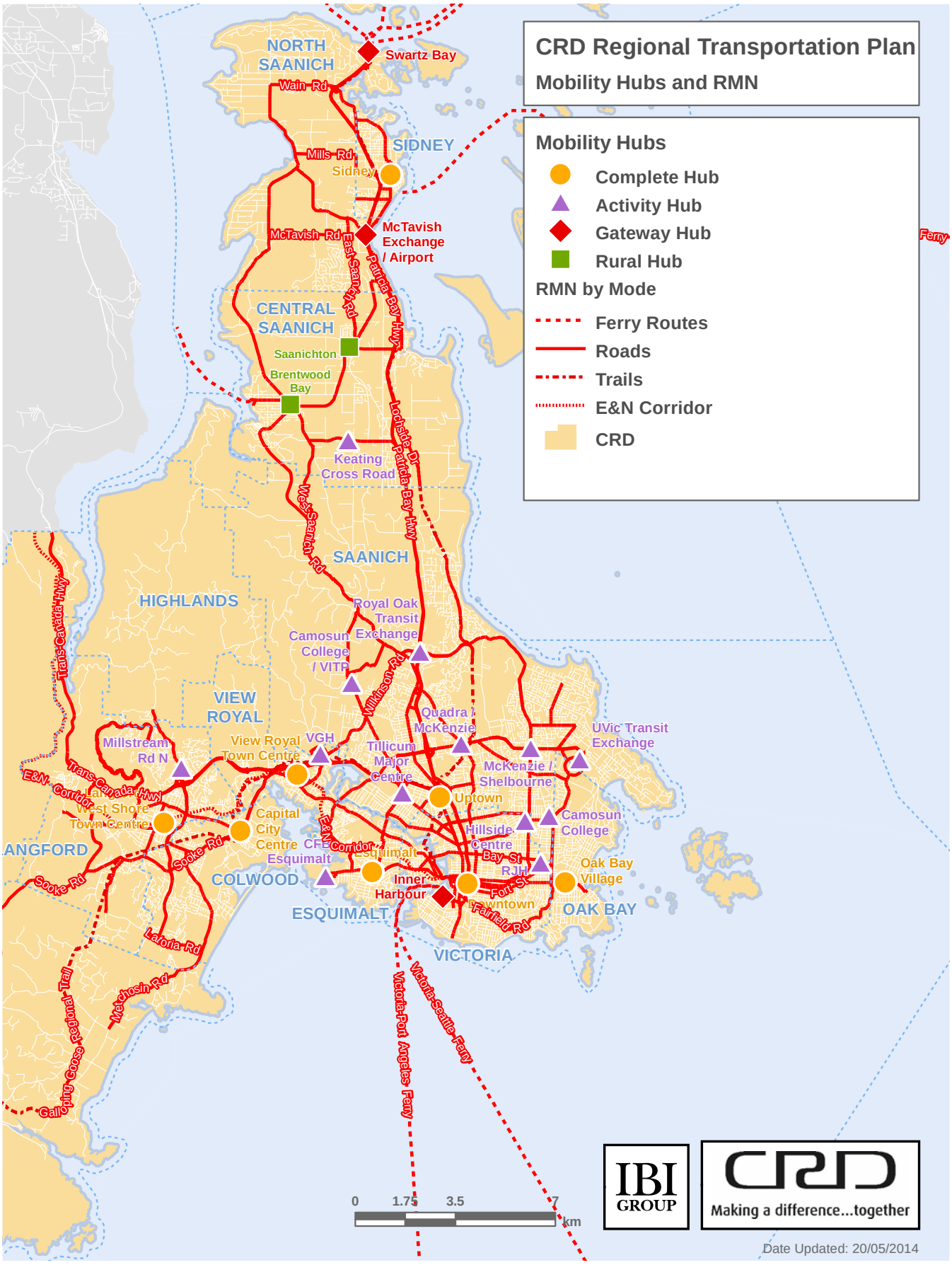

CRD Regional Transportation Plan
RMN by Mode
RMN by Mode
Ferry Routes
Roads
Trails
E&N Corridor
CRD
NORTH SAANICH
SIDNEY
CENTRAL SAANICH
SAANICH
HIGHLANDS
VIEW ROYAL
COLWOOD
ESQUIMALT
OAK BAY
VICTORIA
LANGFORD
Wain Rd
Patricia Bay Hwy
Mills Rd
McTavish Rd
East Saanich Rd
Lochside Dr
Wallace Dr
West Saanich Rd
Maryanne Rd
Wilkinson Rd
Trans Canada Hwy
Millstream Rd
E&N Corridor
Island Hwy
Sooke Rd
Galloping Goose Regional Trail
Leloria Rd
Metchosin Rd
Quadra St
Shelbourne St
Hillside Ave
Bay St
Fort St
Fairfield Rd
Foul Bay Rd
Victoria-Port Angeles Ferry
Victoria-Seattle Ferry
0
1.75
3.5
7
km
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Date Updated: 20/05/2014

EXHIBIT A.14 Mobility Hubs and RMN (Large Version)




CRD Regional Transportation Plan
Mobility Hubs and RMN
Mobility Hubs
Complete Hub
Activity Hub
Gateway Hub
Rural Hub
RMN by Mode
Ferry Routes
Roads
Trails
E&N Corridor
CRD
NORTH SAANICH
Swartz Bay
Wain Rd
SIDNEY
Mills Rd
Sidney
McTavish Rd
McTavish Exchange / Airport
East Saanich Rd
Patricia Bay Hwy
CENTRAL SAANICH
Saanichton
Brentwood Bay
Lochside Dr
Keating Cross Road
West Saanich Rd
SAANICH
HIGHLANDS
Trans Canada Hwy
Royal Oak Transit Exchange
Camosun College / VITP
Wilkinson Rd
VIEW ROYAL
Millstream Rd N
View Royal Town Centre
VGH
Tillicum Major Centre
Quadra / McKenzie
UVic Transit Exchange
McKenzie / Shelbourne
Uptown
Camosun College
Hillside Centre
Bay St
RJH
Oak Bay Village
Fort St
Downtown
Fairfield Rd
OAK BAY
E&N Corridor
Trans Canada Hwy
Langford Town Centre
West Shore
Capital City Centre
CFB Esquimalt
Esquimalt
Inner Harbour
ESQUIMALT
COLWOOD
Sooke Rd
Laforia Rd
Metchosin Rd
Galloping Goose Regional Trail
VICTORIA
Victoria-Port Angeles Ferry
Victoria-Seattle Ferry
Ferry
0
1.75
3.5
7
km
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Date Updated: 20/05/2014

Overview

Purpose

- Review previously conducted work.
- Summarize gaps in regional transportation functions.
- Provide options for consideration.

What staff reviewed

1) Existing plans & studies
2) Governance / transportation service timeline
3) Transportation functions by jurisdiction

What staff found

1) **Current State Analysis:** problems and solutions
2) **Lessons Learned:** transportation authority
3) **Functional Analysis:** local decisions, regional impacts
4) **Implementation Gaps:** priorities, advocacy and coordination

Current State Analysis

Transportation Problem Statements

1. Traffic congestion in the AM and PM peak periods increases travel time and decreases residents' quality of life.

2. The regional road network is largely built out, constraining infrastructure solutions because of cost and geography; solutions need to improve transportation choice and change behaviour.

Taking Regional Action	**CRD Board Priorities**	• Work with partners to deliver a multi-modal transportation system • Take action on climate
	CRD Service Levels	• Data, technical expertise and participation in project-based working groups led by partners • Plans, builds, operates and maintains the regional trail system, which serves as a spine to the regional active transportation network

List of Transportation Plans & Studies

Authority	Plan / Study	Year
BC Transit	Victoria Transit Future Plan	2011
CRD	Pedestrian and Cycling Master Plan (PCMP)	2011
CRD	Regional Transit Local Funding Options	2012
CRD	Transit Governance Review	2013
CRD	Regional Transportation Plan (RTP)	2014
CRD	Transportation Service Feasibility Study	2014
Province (MAH)	End of Regionally Significant Projects Fund (RSPF) for regional districts	2014
CRD	Regional Trails Management Plan	2016
CRD	Transportation Data and Analytics Program Review	2016
Province (MAH)	Governing Greater Victoria – the Role of Elected Officials and Shared Services (Bish Report)	2016
Province (MAH)	Capital Integrated Services and Governance Initiative	2017
Province (MOTI)	Move, Commute, Connect – BC Active Transportation Strategy (CleanBC)	2019
Province (MOTI)	South Island Transportation Strategy (SITS)	2020
BC Transit	Victoria Regional Transit 10 Year Vision	2020
BC Transit	(Draft) Victoria Region Rapid Bus Strategy and Implementation Action Plan	2020
BC Transit	Local Area Transit Plans	Ongoing

Recommendations focus on four areas:

1) Planning & Policy
2) Infrastructure Investments
3) Land Use
4) Behaviour Change

How are we doing?

- Mode share has improved from 22.4% in 2011 to 26.6% in 2017.
- Traffic volumes and travel times continue to increase.

Transportation Service Timeline

Timeline	Milestone	Outcome / Gap
2011	Transit Governance Review	**Gap:** Insufficient municipal council support
2013 - 2014	Regional Transportation Plan (RTP)	**Outcome:** Multi-modal regional transportation network, ambitious mode share targets
	Transportation Service Feasibility Study	**Outcome:** Proposed service and governance approach
2015 – 2016	Draft Transportation Service Establishment Bylaw • Services • Funding Policy	**Gap:** Insufficient municipal support at municipal councils
		Outcome: Bylaw held in abeyance until release of provincial report.
2017	Capital Integrated Services and Governance Initiative Report	**Outcome:** No concrete recommendations. Suggests funding could incentivize regional prioritization.
	Update Transportation Service Establishment Bylaw	**Outcome:** Adjusted services and requisition limit to respond to municipal concerns.
2018	Transportation Service Not Supported	**Gap 1:** Insufficient municipal council / EA support. **Gap 2:** Premier advises the region needs a shared vision for its transportation goals and clearly articulate role for a service.
2018 - Present	Staff Level, Jurisdiction-Led Project Collaboration	**Gap:** Working groups informally consider how to advance RTP goals, only focusing on infrastructure projects.

Lessons Learned: Establishing a Regional Authority

1. Need clear municipal support to proceed with an authority. In past, municipal councils and EAs had concerns about:

   a) loss of control over transportation decisions
   b) local cost impacts

2. Governance reviews and correspondence with the Premier indicate the region needs first to reach consensus around its transportation future before any authorities change.

3. Process alone will not resolve municipal concerns.

4. An authority will be only be effective if the region can agree on transportation priorities.

Functional Analysis

	Capital Regional District	Municipalities	BC Transit	MOTI
Regional and Multi-Use Trails	**Primary Service Provider** Plan, design, operate maintain, regulate & fund regional trail system that acts as active transportation spine.	Integrate local trails and cycling routes into the regional system.	Support integration of active modes of transportation with transit.	Leases Galloping Goose right of way to CRD.
Regional and Local Roads	Identify multi-modal road network. Develop goals, objectives and policy in support of multi-modal travel. Contribute data.	**Primary Service Provider** Plan, set priorities, design, operate, maintain, regulate and fund roads that provide for local circulation.	Operate transit on local roads.	Integrate highway network for inter-regional travel into local roads.
Land Use – Corridors & Nodes	Set regional vision and objectives in support of growth management. Contribute data.	**Primary Service Provider** Land use planning, land use regulation and taxation tools to shape the location and rate of development.	Need density to provide efficient and reliable transit service.	Policy and approval of development adjacent to highway corridors.
Regional Transit Network	Policy support for transit system. Contribute data.	Maintain roads and bus shelters. Contribute to transit route planning. Contribute property taxes to transit operations.	**Primary Service Provider** Plan, set priorities, design, operate, maintain, regulate and fund transit routes and service.	Enable transit operations on highways. Contribute capital and operating funds.
Provincial Highways	Policy support for inter-regional travel. Contribute data.	Integrate local roads and intersections with provincial highways.	Operate transit on provincial highways.	**Primary Service Provider** Plan, set priorities, design, operate, maintain, regulate and fund provincial highways.
Outcome	Impacts of transportation decisions are felt regionally through congestion pinch-points and intra-regional travel.	No mechanisms to collectively consider the impact of municipal transportation decisions.	CRD has no advocacy leverage on transit matters as there is no consensus on regional priorities.	CRD has no advocacy leverage on provincial investment there is no consensus on regional priorities.

Implementation Opportunities & Gaps

Opportunities:

1) RTP identifies a regional multi-modal transportation network that is being implemented by existing authorities, acting within their jurisdiction.

2) Preliminary data shows that volumes remain steady through the pandemic but are more distributed through the day, decreasing congestion and travel time.

3) Since 2017, the province has invested $500M in the South Island.

Gaps:

1) No approved list of regional priorities to catalyse action or attract funding.

2) No single agency acting as a champion for regional priorities.

3) No funding mechanism to incentivize regional prioritization of infrastructure projects.

4) No formal mechanism to consider the regional impacts of individual transportation decisions.

Focus Areas for Future Actions

1. **Prioritize:** Identify and agree on regional multi-modal priorities.

2. **Advocate:** Speak with one regional voice for funding on approved priority projects.

3. **Coordinate:** Formalize coordination across jurisdictions on matters such as infrastructure investments, transportation and land use policy, and behavior change.

PLEASE NOTE

- Actions are sequential (i.e., must do #1 before moving to #2).
- Region needs to validate problems before seeking solutions.

Proposed Next Steps

1

Prepare Draft Priorities List

- Work at staff level
- Engage partner jurisdictions
- Develop a draft list of regional transportation priorities as they relate to RTP actions

2

Circulate Draft Priorities List for Comment

- Analyze priorities against RTP regional outcome statements
- Circulate draft priorities list to local area administrators for comments

3

Board Prioritizes

- Staff reports back with draft priorities list and coordination mechanisms
- Board prioritizes items on the list
- Board directs implementation next steps

Discussion: Validate Analysis & Input

1) **Validation (Y/N):** Do you have any concerns with the problem statements and gap analysis? If yes, what?

2) **Input:** As a region, how do we make sure that individual decisions do not have a negative regional impact?

Transportation Problems

1. Traffic congestion in peak periods

2. Mode shift – improve mode choice and change behaviour

Why are we discussing this?

Before we can identify priorities, we need to confirm what problems we are trying to solve and the possible scope of collaboration. We need to do this to make sure that transportation solutions are not working at cross-purposes.

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REPORT TO GOVERNANCE AND FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 02, 2020

SUBJECT **Bylaw No. 4392: Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020**

ISSUE SUMMARY

Approval of a revenue anticipation borrowing (General Purpose) bylaw authorizing borrowing of funds early in 2021, if so required, prior to receipt of requisition revenues in August 2021.

BACKGROUND

Annually, the Capital Regional District (CRD) develops a financial plan representing the operating and capital expenditure plans for the next five years. The Financial Plan bylaw has to be approved by March 31. Under Section 385 and 387 of the *Local Government Act* (*LGA*), subsequent to the adoption of the Financial Plan, the deadline for the CRD to deliver the annual requisition to each municipality and the surveyor of taxes is April 10. Requisition funds are generally received by the CRD in August.

Section 404 of the *LGA* empowers regional district boards to adopt a revenue anticipation borrowing bylaw to provide for borrowing of money, if required, to meet expenditures before the revenue from all sources to cover them has been received. Money borrowed under this section must be repaid when the anticipated revenue with respect to which the borrowing is authorized is received.

Although the CRD Board has previously approved a revenue anticipation borrowing bylaw for this purpose, it has not had to act on the bylaw due to the timing of cash flows and the Board's primary focus on planned priorities as set out in departmental service plans. However, given the scope of operations and increased capital activity it is considered appropriate to maintain an appropriate level of liquidity affording the flexibility for the Board to respond to opportunities or unforeseen circumstances.

The limit on the revenue anticipation borrowing is recommended at $20 million to align closely with cash outflow levels of approximately one month of expenditures.

If required, the CRD can borrow funds by leveraging overdraft arrangements within the current banking agreement or by using the Municipal Finance Authority's (MFA) Interim Financing Program. Currently, MFA's short term borrowing rate is 1.22% and RBC's overdraft rate for the CRD is 2.45% (both variable rates as of November 10, 2020).

ALTERNATIVES

Alternative 1
The Governance and Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4392, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4392 be adopted.

Alternative 2
That Bylaw No. 4392 be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The proposed bylaw provides the CRD access to funds as of January 2021 to cover expenditures if so required, pending receipt of requisition revenues later in the year. Borrowed funds will not be accessed unless necessary and any borrowed funds will be repaid upon receipt of anticipated revenues by August 2021. In the past, the CRD has never had to act on the Revenue Anticipation Borrowing Bylaw. The purpose of approving this bylaw is to ensure that borrowing authority will be available in the unlikely event that funds are required to meet short-term operational cash flow needs.

CONCLUSION

This proposed bylaw is brought forward annually for consideration. Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020, is necessary to be in place to authorize borrowing to cover short term expenditures in 2021, if so required, pending receipt of anticipated revenues by August 1, 2021.

RECOMMENDATION

The Governance and Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4392, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4392 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	David Hennigan, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 4392

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4392

****

A BYLAW TO PROVIDE FOR THE BORROWING OF $20,000,000.00 REQUIRED TO MEET CURRENT LAWFUL EXPENDITURES OF THE CAPITAL REGIONAL DISTRICT

****

WHEREAS:

A. The Capital Regional District Board does not have sufficient money on hand to meet the current lawful expenditures;

B. The Board of the Capital Regional District is empowered by Section 404 of the *Local Government Act* to pass and adopt a bylaw to provide for borrowing of money required to meet the current lawful expenditures of the Capital Regional District;

C. There are no liabilities outstanding under the said Section 404;

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

1. It shall be lawful for the Board of the Capital Regional District to borrow upon the credit of the Regional District the maximum sum of Twenty Million Dollars ($20,000,000.00) being the amount deemed by the Regional Board to be requisite to meet January 1, 2021 to August 1, 2021 lawful current expenditures of the Capital Regional District.

2. All principal borrowed and the interest thereon shall be repaid by and not later than the 31st day of August 2021.

3. The Board of the Capital Regional District hereby pledges as security for the liability incurred under this bylaw, that part of current revenue necessary to fully satisfy any liability created, and the money borrowed shall be a first charge against current revenue received.

4. The sum of money so borrowed shall be expended to meet the current lawful expenditures of the Regional District during the year 2021 and for no other purpose or purposes.

5. The form of obligation to given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the Financial Administration Officer.

6. This Bylaw shall come into force and effect January 1, 2021.

7. This Bylaw may be cited as “Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020”.

READ A FIRST TIME THIS	th	day of	202_
READ A SECOND TIME THIS	th	day of	202_
READ A THIRD TIME THIS	th	day of	202_
ADOPTED THIS	th	day of	202_

CHAIR	CORPORATE OFFICER

Making a difference...together

REPORT TO GOVERNANCE AND FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 02, 2020

SUBJECT **COVID-19 Safe Restart Grants for Local Governments**

ISSUE SUMMARY

To provide recommendations on the allocation of the grant received by the Capital Regional District (CRD) from the COVID-19 Safe Restart Grants for Local Governments.

BACKGROUND

In September 2020, the Province announced joint Provincial and Federal funding to support local government operations as part of BC's Economic Recovery Plan. This plan identified a number of initiatives to help support communities and local governments in responding to COVID-19, including $540 million summarized below.

The Safe Restart Funding for Local Governments includes:

1. Development Services: $15 million
    i. for work identified through Development Approvals Process Review
    ii. application based
    iii. details expected to be released before year end
2. Strengthening Communities: $100 million
    i. addressing the needs of vulnerable populations
    ii. application based
    iii. details expected to be released before year end
3. COVID-19 Safe Restart Grants for Local Governments: $425 million
    i. for local government operations impacted by COVID-19

This staff report details the CRD's portion of the $425 million COVID-19 Safe Restart Grants for Local Governments, which totals $1.4 million. The allocation letter from the Ministry of Municipal Affairs and Housing is provided in Appendix A, which further outlines the Province's formula, eligible expenses, and reporting requirements. The funding is unconditional and was received on November 19, 2020. Appendix B details grant allocations for other Regional Districts (RD) and Municipalities across the Province.

Eligible Expenses

The Province provided the following eligible expense categories for the COVID-19 Safe Restart Grant:

1. Addressing revenue shortfalls;
2. Facility reopening and operating costs;
3. Emergency planning and response costs;
4. Bylaw enforcement and protective services like fire protection and police;
5. Computer and other electronic technology costs (to improve interconnectivity and virtual communications);

6. Services for vulnerable persons (i.e., persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
7. Other related costs.

Program Stipulations

The funding must be fully allocated (not expensed) to services by December 31, 2021. Funding can be used for expenses in 2020 and beyond; there is no deadline by which the funds must be spent. The CRD is required to track and report use of funds. The Province has provided two reporting requirements:

1. Include how the funds were allocated as part of the audited financial statements.
2. Complete an annual report (as a schedule of the audited financial statements), to include funding received, how the funds were used, and balance of any unspent funds. The CRD will continue to provide annual reporting until funds are fully expended.

Province Funding Allocation Formulae for Regional Districts

The Ministry of Municipal Affairs and Housing sets the amount of the grant to each local government using various formulae. The grant for Regional Districts is based on three components: a flat rate of $300,000, plus two per capita formulae; $3.10 per capita for total RD population (with a cap of $900,000) and $8.13 per capita for total Unincorporated Areas (UA) within the RD. Table 1 summarizes the CRD calculations.

Table 1 – CRD Grant Funding Calculation per Provincial Formulae

Basis of Formula	Population	$ Per Capita	Funding Formula	Funding Ceiling	Grant
Flat Rate					$300,000
RD Population	412,220	$3.10[2]	$1,277,000	$900,000	$900,000
UA Population	27,211[1]	$8.13	$221,000		$221,000
Total Funding					**$1,421,000**

[1] UA population includes JDF, SSI, SGI, and First Nation Reserves.
[2] Funding ceiling results in an effective per capita rate of $2.18 for the RD population.

Population was derived through BC Stats and Statistics Canada data from 2018. Appendix C details population for each municipality and unincorporated area within the CRD from the same source data. Following the Provincial formulae, Table 2 summarizes the per capita funding to each unincorporated area.

Table 2 – Unincorporated Area (UA) Grant Funding per Provincial Formula

$8.13 Per Capita	%	Population	Grant
Juan de Fuca (JDF)	19.5%	5,309	$43,000
Salt Spring Island (SSI)	41.8%	11,374	$92,000
Southern Gulf Islands (SGI)	17.9%	4,865	$40,000
First Nation Reserves	20.8%	5,663	$46,000
Total UA Funding	**100.0%**	**27,211**	**$221,000**

Refer to Appendix D for the summary of the grant funding distribution to both Regional Services and Local Area Services.

ALTERNATIVES

Alternative 1

The Governance and Finance Committee recommends to the Capital Regional District Board:
1. That staff allocate the $1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services.

Alternative 2

The COVID-19 Safe Restart Grants for Local Governments report be referred back to staff with specific amendments.

IMPLICATIONS

Financial Implications – Alternative 1

On March 18, 2020, Emergency Management BC (EMBC) issued an event task number for the COVID-19 pandemic and confirmed funding would be available to local governments for eligible emergency response expenses. Eligible expenditures incurred by the CRD have and will be claimed through EMBC. Reimbursement claims are based on a comprehensive set of guidelines with detailed eligibility requirements. Due to the overwhelming quantity of claims EMBC is processing, it is unknown to what extent or when funds will be reimbursed. The estimated total EMBC claim for the CRD is approximately $300,000 for 2020 expenses.

Based on initial review and in alignment with eligible categories of the COVID-19 Safe Restart Grant, staff recommends Regional Funds be allocated to support CRD's regional emergency management service and the Emergency Operations Center (EOC, which includes support of Electoral Areas). Table 3 below summarizes the estimated 2020 expenses and grant balance to be carried forward into future years.

Table 3 – Grant Allocation for Regional and Sub-Regional Services

Service	Eligibility Category	2020 Estimated Net Impact[1]
1.025 Corporate Emergency	Corporate EOC costs	$302,200
Balance Remaining for Future Years		**$943,800**

[1] Excludes EMBC claims of approximately $300,000.

The 2020 estimated impact is driven by incremental EOC operations and COVID-19 related costs including labour, vehicle and equipment rentals, operating supplies, computer and other

technology costs to enhance interconnectivity and virtual communication, protective equipment and facilities management. Staff will continue to consult with Electoral Area directors on impacts and allocation to specific Local Area services.

CONCLUSION

As part of BC's Economic Recovery Plan, the Province has made a commitment to help local governments and their recovery from the impacts of COVID-19. The CRD is receiving an unconditional grant of $1.4 million through the COVID-19 Safe Restart Grant for Local Governments. The allocation is based on per capita, with differing amounts for the total CRD population and unincorporated population. The allocation of the grant to the specific service is at the discretion of the Board within the eligible parameters set by the province.

RECOMMENDATION

The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That staff allocate the $1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Ministry of Municipal Affairs and Housing Allocation Letter for Safe Restart Funding
Appendix B: Regional and Municipal Allocations for Safe Restart Funding
Appendix C: Demographics, Population Estimates, July 1 Capital Region
Appendix D: Summary of the Grant Allocation

November 2, 2020

Ref: 257735

Bob Lapham
Chief Administrative Officer
Capital Regional District
PO Box 1000
Victoria BC V8W 2S6

Dear Bob Lapham:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly $2 billion in joint federal/provincial spending, including: $540 million for local governments, $418 million for community infrastructure, and $1 billion for transit, TransLink and ferries.

The $540 million for local governments was further divided into three funding streams. Two streams ("Development Services" for $15 million and "Strengthening Communities" for $100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to $425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

…/2

Ministry of Municipal Affairs and Housing

Office of the
Deputy Minister

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 387-9108
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 9N7

http://www.gov.bc.ca/mah

As you may recall, during the early months of COVID-19, the provincial government required all municipalities to fully remit requisitions to regional districts by August 1, 2020, despite any shortfalls in municipal tax collection. This was designed to ensure regional district requisitions were kept whole in 2020. Because of this earlier action, the COVID-19 Safe Restart Grant for Local Governments will place a funding emphasis on municipalities. However, there is still considerable funding under this grant program for regional districts.

I am pleased to advise you that **Capital** is the recipient of a **$1,421,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your regional district in the coming days.

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all regional districts. The funding formula for regional districts is based on three components: a flat funding amount plus two per capita amounts. The flat amount will be $300,000 to each regional district.

The first per capita amount will be based on the total regional district population (rural and municipal). This will provide $3.10 per person. There will be a funding limit on this first per capita amount. The limit is $1.8 million for Metro Vancouver and $900,000 for all other regional districts. The higher limit for Metro Vancouver is in recognition of their larger population. The overall purpose of these limits is to ensure that the very largest regional districts do not receive a disproportionate share of funding compared to smaller and mid-sized regional districts.

The second per capita amount will be based on the rural population of a regional district (i.e. the population outside the boundaries of an incorporated municipality). This second per capita amount will provide $8.13 per rural population. This second per capita amount is in recognition of the additional burden on regional districts because they are the primary local service provider in rural parts of British Columbia.

This overall formula is designed to ensure that larger regional districts receive more money than smaller ones, but that smaller and rural regional districts receive higher per capita funding than larger ones. This is in recognition that small regional districts often lack a diverse revenue base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a regional district of 65,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 total population of **412,220** and rural population of **27,211** to determine your total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each regional district.

…/3

Before December 31, 2021, (a little over a year from this letter) the regional board must fully allocate the grant funds to the appropriate services. This allocation will be entirely at the discretion of the board. Ministry staff are available to assist regional district staff should they have any questions on allocation.

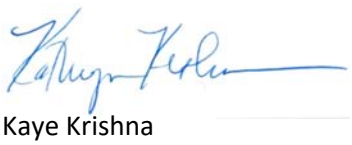
To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. **First**, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The **second** reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the Local Government Act. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778-698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Nelson Chan, Chief Financial Officer, Capital Regional District

Attachment 1: Example Calculation for a Regional District with 65,000 People

Rockridge Regional District

Variables:

	Population	Per Capital Amount	Funding Limit	Flat Funding Amount
Total RD	**65,000**	**$3.10**	**$900,000**	n/a
Rural Part of RD	**20,000**	**$8.13**	n/a	n/a
Other	n/a	n/a	n/a	**$300,000**

Calculation:

	A	**B**	**C=AxB**	**D**	**E=min(C or D)**
Cost Item	**Population**	**Per Capital Amount**	**Pop-Based Funding**	**Ceiling**	**Funding**
Total Population	**65,000**	**$3.10**	201,500	**900,000**	201,500
Rural Population	**20,000**	**$8.13**	162,600	**n/a**	162,600
Flat Amount	----------				**300,000**
TOTAL					664,100

Funding is based on a flat amount (**$300,000**) plus two per capita amounts.

One per capita amount is based on total RD population times $3.10 per person.
This first per capita amount is subject to a funding ceiling of $0.9M (or $1.8M for Metro).
In the above example, this amount equals **$201,500**.

The second per capital amount is based on the rural population (i.e. outside municipal boundaries) times $8.13 per person. In the above example, this equals **$162,600.**

The total funding is the sum of these three amounts. In the above example, this equals **$664,100**.

The RD population data is for 2018 (from BC Stats as at Oct 1, 2020)
https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates
"Municipal and sub-provincial areas population, 2011 to 2019.xls"

Summary of Regional District Allocations: COVID-19 Safe Restart Grant

Regional Districts	Total Funding
Alberni-Clayoquot	485,000
Bulkley-Nechako	583,000
Capital	1,421,000
Cariboo	837,000
Central Coast	340,000
Central Kootenay	760,000
Central Okanagan	1,107,000
Columbia Shuswap	645,000
Comox Valley	723,000
Cowichan Valley	903,000
East Kootenay	641,000
Fraser Valley	1,362,000
Fraser-Fort George	747,000
Kitimat-Stikine	559,000
Kootenay Boundary	489,000
Metro Vancouver	2,325,000
Mount Waddington	367,000
Nanaimo	1,169,000
North Coast	390,000
North Okanagan	741,000
Okanagan-Similkameen	773,000
Peace River	700,000
Qathet	424,000
Squamish-Lillooet	502,000
Strathcona	539,000
Sunshine Coast	521,000
Thompson-Nicola	947,000

Summary of Municipal Allocations: COVID-19 Safe Restart Grant

Municipalities	Total Funding
100 Mile House	752,000
Abbotsford	8,338,000
Alert Bay	315,000
Anmore	882,000
Armstrong	1,608,000
Ashcroft	659,000
Barriere	730,000
Belcarra	380,000
Bowen Island	1,273,000
Burnaby	9,827,000
Burns Lake	732,000
Cache Creek	461,000
Campbell River	4,618,000
Canal Flats	381,000
Castlegar	2,184,000
Central Saanich	3,455,000
Chase	879,000
Chetwynd	955,000
Chilliwack	6,488,000
Clearwater	894,000
Clinton	373,000
Coldstream	2,623,000
Colwood	3,476,000
Comox	3,067,000
Coquitlam	8,293,000
Courtenay	4,149,000
Cranbrook	3,765,000
Creston	1,648,000
Cumberland	1,312,000
Dawson Creek	2,793,000
Delta	7,059,000
Duncan	1,570,000
Elkford	938,000
Enderby	1,062,000
Esquimalt	3,538,000
Fernie	1,597,000
Fort St. James	666,000
Fort St. John	3,778,000
Fraser Lake	485,000
Fruitvale	787,000
Gibsons	1,512,000
Gold River	557,000
Golden	1,263,000
Grand Forks	1,359,000
Granisle	264,000
Greenwood	381,000
Harrison Hot Springs	675,000
Hazelton	268,000
Highlands	897,000
Hope	1,833,000
Houston	1,066,000
Hudson's Hope	499,000
Invermere	1,181,000
Jumbo Glacier	-

Municipalities	Total Funding
Kamloops	6,680,000
Kaslo	480,000
Kelowna	7,884,000
Kent	1,826,000
Keremeos	659,000
Kimberley	2,087,000
Kitimat	2,176,000
Ladysmith	2,343,000
Lake Country	2,947,000
Lake Cowichan	1,158,000
Langford	4,878,000
Langley (C)	4,151,000
Langley (D)	7,608,000
Lantzville	1,220,000
Lillooet	880,000
Lions Bay	603,000
Logan Lake	816,000
Lumby	764,000
Lytton	248,000
Mackenzie	1,244,000
Maple Ridge	6,417,000
Masset	429,000
McBride	366,000
Merritt	2,005,000
Metchosin	1,540,000
Midway	377,000
Mission	4,964,000
Montrose	485,000
Nakusp	692,000
Nanaimo	6,693,000
Nelson	2,613,000
New Denver	323,000
New Hazelton	357,000
New Westminster	6,052,000
North Cowichan	4,419,000
North Saanich	2,711,000
North Vancouver (D)	6,484,000
North Vancouver (C)	5,434,000
Northern Rockies	1,507,000
Oak Bay	3,589,000
Oliver	1,591,000
Osoyoos	1,539,000
Parksville	2,861,000
Peachland	1,650,000
Pemberton	987,000
Penticton	4,711,000
Pitt Meadows	3,656,000
Port Alberni	3,536,000
Port Alice	386,000
Port Clements	259,000
Port Coquitlam	5,622,000
Port Edward	317,000
Port Hardy	1,376,000
Port McNeill	888,000

Municipalities	Total Funding
Port Moody	4,647,000
Pouce Coupe	426,000
Powell River	2,928,000
Prince George	6,110,000
Prince Rupert	2,799,000
Princeton	1,013,000
Qualicum Beach	2,359,000
Queen Charlotte	435,000
Quesnel	2,503,000
Radium Hot Springs	459,000
Revelstoke	2,105,000
Richmond	9,331,000
Rossland	1,257,000
Saanich	7,453,000
Salmo	533,000
Salmon Arm	3,598,000
Sayward	268,000
Sechelt	2,563,000
Sechelt (IG)	387,000
Sicamous	927,000
Sidney	2,758,000
Silverton	231,000
Slocan	262,000
Smithers	1,656,000
Sooke	2,981,000
Spallumcheen	1,604,000
Sparwood	1,282,000
Squamish	3,760,000
Stewart	366,000
Summerland	2,724,000
Sun Peaks	387,000
Surrey	14,769,000
Tahsis	249,000
Taylor	644,000
Telkwa	602,000
Terrace	2,728,000
Tofino	822,000
Trail	2,115,000
Tumbler Ridge	827,000
Ucluelet	764,000
Valemount	501,000
Vancouver	16,371,000
Vanderhoof	1,438,000
Vernon	4,997,000
Victoria	6,522,000
View Royal	2,613,000
Warfield	710,000
Wells	241,000
West Kelowna	4,602,000
West Vancouver	5,068,000
Whistler	2,685,000
White Rock	3,769,000
Williams Lake	2,618,000
Zeballos	200,000

Demographics

Population Estimates, July 1st Revised, Capital Region

	2011 Pop'n Estimate	2016 Pop'n Estimate	2017 Pop'n Estimate	2018 Pop'n Estimate	2019 Pop'n Estimate	2020 Pop'n Estimate	% Growth 16-18
Central Saanich	16,134	17,464	17,722	18,011	18,089		3.6%
Colwood	16,440	17,665	17,941	18,321	18,867		6.8%
Esquimalt	16,594	18,533	18,469	18,758	18,716		1.0%
Highlands	2,167	2,320	2,391	2,437	2,481		6.9%
Langford	30,156	37,234	39,002	40,557	42,653		14.6%
Metchosin	4,859	4,894	4,989	5,117	5,168		5.6%
North Saanich	11,195	11,605	11,618	11,745	11,876		2.3%
Oak Bay	18,164	18,660	18,466	18,564	18,568		-0.5%
Saanich	111,818	119,211	120,258	121,055	122,173		2.5%
Sidney	11,252	11,991	12,097	12,172	12,235		2.0%
Sooke	11,702	13,608	14,013	14,300	14,657		7.7%
Victoria	82,348	90,159	91,288	92,689	94,005		4.3%
View Royal	9,568	10,865	11,163	11,283	11,567		6.5%
Unincorporated Areas	25,220	26,353	26,859	27,211	27,456		4.2%
Juan De Fuca E.A.	4,536	5,066	5,200	5,309	5,363		5.9%
Salt Spring Is. E.A.	10,345	10,883	11,073	11,374	11,592		6.5%
Southern Gulf Is. E.A.	4,869	4,836	4,902	4,865	4,888		1.1%
First Nation Reserves	5,470	5,568	5,684	5,663	5,613		0.8%
CAPITAL REGION	**367,617**	**400,562**	**406,276**	**412,220**	**418,511**		4.5%

Source: Statistics Canada, Table 17-10-0142-01 and 17-10-0139-01

Factsheet Updated: Nov 2020

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Appendix D: Summary of the Grant Allocation

Total Funding	Allocated Funding
Regional District Services	$1,200,000
First Nation Services	$46,000
Allocation for Regional Services	**$1,246,000**
Juan de Fuca Services	$43,000
Salt Spring Island Services	$92,000
Southern Gulf Islands Services	$40,000
Allocation for Local Area Services	**$175,000**
Total COVID-19 Safe Restart Grant	**$1,421,000**

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REPORT TO PLANNING, TRANSPORTATION AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 16, 2020

SUBJECT **Regional Growth Strategy Consistency – Port Renfrew Comprehensive Community Development Plan**

ISSUE SUMMARY

To consider whether the proposed Port Renfrew Comprehensive Community Development Plan (CCDP) – Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 10, 2018" – is consistent with the 2018 Regional Growth Strategy (RGS).

BACKGROUND

Section 445 of the *Local Government Act* requires that all bylaws adopted by a regional district be consistent with its RGS. The Capital Regional District (CRD) Board adopted Bylaw No. 4017 "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016" in 2018.

The Juan de Fuca Land Use Committee (JdF LUC) is considering first and second reading of a proposed amendment to the Port Renfrew CCDP on September 15, 2020. Staff are bringing the proposed bylaw amendment No. 4096 to the Planning, Transportation and Protective Services Committee for consideration of RGS consistency in advance of the October 14, 2020 Board meeting. Appendix A provides a summary of the evaluation for consistency.

The proposed amendment creates a new comprehensive development designation – Pacific Gateway Marina (PGM) – in Port Renfrew to support development of a mix of community uses, year-round residential accommodation, vacation properties and commercial tourism, recreation and marina services for the general public. Appendix B provides detailed information about the proposed CCDP amendment.

On September 18, 2018, the JdF LUC referred the amendment application to appropriate CRD departments and other agencies for comment. Regional and Strategic Planning staff had no comments on the proposed amendment.

ALTERNATIVES

Alternative 1:
The Planning, Transportation and Protective Services Committee recommends to the Capital Regional District Board:
That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 10, 2018" be reviewed as it relates to Bylaw No. 4017 "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016" and be deemed consistent with the 2018 RGS Bylaw No. 4017.

Alternative 2:
The Planning, Transportation and Protective Services Committee recommends to the Capital Regional District Board:
That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 10, 2018" be reviewed as it relates to Bylaw No. 4017 "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016" and be deemed not consistent with the 2018 RGS Bylaw No. 4017.

Alternative 3
That the Regional Growth Strategy Consistency – Port Renfrew Comprehensive Community Development Plan report be referred back to staff for further review based on Committee direction.

IMPLICATIONS

Regional Growth Strategy Implications
Staff have evaluated the proposed amendments in relation to the 2018 RGS. Proposed changes to the Port Renfrew CCDP increase housing, provide for economic development opportunities and establish a future trails network in a manner aligned with 2018 RGS policy.

The proposed amendments provide for a mix of land uses that align to the Urban Containment Policy Area and respond to the needs of a complete community in Port Renfrew's unique context. The proposed amendments also identify infrastructure policies related to improvements and requirements for water and sewer services. Finally, the proposed amendments support economic development, provide for tools that protect healthy ecosystems and provide for integrated active transportation uses.

Service Delivery Implications
An amendment to the Port Renfrew water service area will be required to satisfy the proposed OCP and zoning amendments and enable development to proceed. Any amendment to the service area will require a determination of RGS consistency prior to adoption.

CONCLUSION

All bylaws adopted by the CRD must be consistent with its RGS. The proposed CCDP amendments to create a new comprehensive development designation and re-designate the subject properties in order to permit a mix of community uses aligns with the 2018 RGS. A determination of consistency allows for adoption of Bylaw No. 4096 following completion of the JdF LUC planning process.

RECOMMENDATION

The Planning, Transportation and Protective Services Committee recommends to the Capital Regional District Board:
That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 10, 2018" be reviewed as it relates to Bylaw No. 4017 "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016" and be deemed consistent with the 2018 RGS Bylaw No. 4017.

Submitted by:	Emily Sinclair MCIP, RPP, Senior Manager, Regional & Strategic Planning
Concurrence:	Emily Sinclair MCIP, RPP, Acting General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: RGS Evaluation Table – Proposed Bylaw 4096
Appendix B: Local Area Planning Staff Report to JdF LUC

APPENDIX A

RGS EVALUATION TABLE – PROPOSED BYLAW NO. 4096

2018 RGS Objective		Considerations for RGS Consistency
1.1	Keep Urban Settlement Compact	The subject properties are located within the Urban Containment Policy Area, as shown on the 2018 RGS Map 3A. This policy area is intended to accommodate 95% of the region's new dwelling units and provide a mix of residential, employment, commercial and industrial uses. The proposed amendment supports a mix of community uses that are consistent with the RGS land use designation for this policy area.
1.2	Protect the Integrity of Rural Communities	N/A – The subject properties are within the Urban Containment Policy Area.
2.1	Protect, Conserve and Manage Ecosystem Health	The 2018 RGS Policy 2.1.4 states: identify, protect, enhance and restore ecosystems using tools that may consist of policies, regulations, development permit area guidelines, incentives, initiatives and education and outreach delivered at the local level. Policy 2.1.5 states: protect ecological integrity of watersheds and marine areas through collaborative initiatives consistent with the principles set out in the Protect, Conserve and Manage Ecosystem Health objective of the 2018 RGS. The subject properties were previously cleared and altered as part of construction of a breakwater approved by the Province in 2016. Remaining natural areas have been identified for conservation by a Registered Professional Biologist. Three new development permit areas were recently adopted to manage potential development impacts to the shoreline and sensitive riparian areas. These proposed amendments increase protection of freshwater, marine, and adjacent ecosystems, thus adhering to RGS policy.
2.2	Manage Regional Infrastructure Services Sustainably	Some of the subject properties are located outside of the Port Renfrew Water Service Area. The proposed amendment identifies that the subject properties must be connected to a community water system to achieve their full development potential. An amendment to the water servicing bylaw will require CRD Board determination of consistency prior to adoption, as set out in RGS policy 2.2.1. In order to determine consistency, the Board will consider: the population to be serviced, how growth in water demand will be addressed, full lifecycle costs and financial impacts to users and long-term water supply availability, taking climate change into consideration. This information can then be used to update the Port Renfrew Comprehensive Community Development Plan, at such time that the Plan is amended, in accordance with RGS policy 2.2.2(a).

APPENDIX A

2018 RGS Objective		Considerations for RGS Consistency
3.1	Create Safe and Complete Communities	The 2018 RGS policy 3.1.3 states: avoid locating new development in the Growth Management Planning Area in areas with high seismic hazard associated with ground-motion amplification, liquification, slope instability or in areas prone to flooding, or incorporate appropriate engineering and planning measures to mitigate risk. The proposed amendments support the RGS policy.
3.2	Improve Housing Affordability	The proposed amendments provide for a mix of uses and diverse housing types in support of RGS policy and targets.
4.1	Improve Multi Modal Connectivity and Mobility	The 2018 RGS policy 4.1.3 is to prioritize transit and active modes of transportation in community planning. The proposed amendment includes a requirement for the construction of a trail connection and staircase, to be secured by a maintenance agreement and statutory right-of-way. This new community trail link contributes to the multi modal network in the community in alignment with RGS policy.
5.1	Realize the Region's Economic Potential	The proposal supports a range of economic development activities in alignment with the RGS policy 5.1.1. In addition to supporting tourism activities the marina area includes space for boat docks, food services and retail establishments, community uses, office uses, and tourist facilities. This area could include a future fishing lodge and/or small conference centre.
6.1	Foster a Resilient Food and Agriculture System	The 2018 RGS Policy 6.1.1 is to implement initiatives to achieve a healthy, vibrant and resilient local food and agriculture system, including expanding food system economic activities. The additional space for tourists and provision for added restaurant and retail space could help increase the market and demand for local food, which aligns with RGS policy.
7.1	Significantly Reduce Community-Based Greenhouse Gas Emissions	The 2018 RGS Policy 7.1.1 is to prioritize investment in a low-carbon built form that supports efficient energy use. The proposed amendments support more efficient use of lands through higher density housing and mixed use developments. This further adds to the efficient use of infrastructure and services, providing daily needs and recreation opportunities in closer proximity to where people stay. Therefore, this aligns with the RGS objectives for greenhouse glass emissions and climate action.

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SUPPLEMENTARY REPORT TO
JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, SEPTEMBER 15, 2020

SUBJECT **Comprehensive Community Development Plan Amendment Application for: That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125); That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less**

ISSUE SUMMARY

This report provides supplementary information and a revised recommendation for the Report tabled by the Juan de Fuca Land Use Committee (LUC) on June 16, 2020, as a result of correspondence received from Pacheedaht First Nation on June 16, 2020.

BACKGROUND

Prior to consideration of this application by the LUC on June 16, 2020, JdF Community Planning received correspondence from Pacheedaht First Nation (Appendix A) highlighting a number of concerns and questions related to the consultation process and governance, and regarding various aspects of the development of the subject lands within Pacheedaht's traditional territory. The LUC determined that the concerns warranted tabling the item to its September 15, 2020, meeting, in order to give staff time to work with the applicant and Pacheedaht to address the noted concerns and questions.

Subsequent to the June 16, 2020, meeting, JdF Community Planning received an Archaeological Impact Assessment (AIA), dated July 31, 2018, and accompanying geotechnical report, dated November 19, 2015. Having received and reviewed this new information, staff recommend a revised recommendation.

ALTERNATIVES

Alternative 1
That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;
b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;
c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096; and

d) That prior to adoption of the bylaws, the applicant:
   i. Register a covenant on the title of the lands pursuant to Section 219 of the *Land Title Act* in favour of the CRD securing the Archaeological Impact Assessment prepared by Duncan McLaren, PhD, dated July 31, 2018, and the geotechnical report prepared by Bruce Dagg, P.Eng., dated November 19, 2015.

Alternative 2
That the CRD Board not proceed with proposed Bylaw No. 4096.

Alternative 3
That more information be provided.

IMPLICATIONS

In their correspondence dated June 16, 2020, Pacheedaht First Nation raised a number of concerns regarding the application review and consultation processes, and potential impacts on the environment and damage to sites of cultural importance. They also asked several questions regarding site servicing, including community water and sewage disposal.

Consultation Implications
The CRD's development application processes are established through Bylaw No. 3885 and the *Local Government Act*. The process allows for referral by the Juan de Fuca Land Use Committee and the CRD Board to agencies and departments they determine may have interests that are affected by proposed development. Comments received from external agencies, including Pacheedaht, were included in the staff report for the June 16, 2020, LUC meeting and part of the staff recommendation was intended to address their original concerns. However, as a result of ongoing dialogue between CRD and Pacheedaht, CRD has acknowledged the desire for greater participation on the part of the Nation, and has committed to providing an avenue for more meaningful dialogue with those First Nations in whose traditional territory a development application is being considered.

Land Use Implications
As part of the Licence of Occupation application process for the marina, a consultation process involving the proponent and Pacheedaht was required by the Province. That process was to have addressed concerns related to the impact on the marine environment, including shellfish harvesting and underwater noise, and resulted in moving the marina infrastructure and breakwater to their present location. As part of the current development application, we are in receipt of an environmental report for the upland portion of the development. The report was attached to the June 16, 2020, LUC report.

Subsequent to the June 16, 2020, LUC meeting, JdF Community Planning received a copy of an archaeological inventory and impact assessment report, dated July 31, 2018, prepared by Duncan McLaren, PhD, (Cordillera Archaeology). The report provided details on the results of assessment of the land in the vicinity of the Pacific Gateway Marina, and focused on a number of sea cave features along the foreshore. The report affirmed Pacheedaht's concerns regarding vibrations from blasting and machinery activities in the vicinity of the sea caves, including those that would originate from the "Little Renfrew" site directly above the caves. The Report also included a 2015 Ryzuk geotechnical report (the "Geotechnical Report") that commented on the stability of the caves and provided vibration threshold recommendations. In light of this information, staff recommend registration of a covenant on the title of the lands to require that all future development be conducted in accordance with the recommendations of the Archaeological and Geotechnical Reports. This would address future land alteration and construction activity on District Lot 17, and ensure that it follows the recommendations for a vibration threshold, monitoring and impact mitigation.

With regards to water supply, the proponent has partnered with Port Renfrew Management Ltd. to install a 100,000 gallon water tank to increase the overall storage capacity of the Port Renfrew water system. In exchange for that work and based on the value of the contract, under an agreement with the Port Renfrew Utility Services Commission and CRD Integrated Water Services, 32 single-family equivalents (SFEs) are to be allocated to Pacific Gateway Marina, 32 SFEs to Port Renfrew Management Ltd, and 8 SFEs to Port Renfrew Business Park Ltd. As a result of this increase in capacity, approximately 75 SFEs presently remain unallocated and available for other development proposals within the local service area upon payment of the amenity fee.

At the present time, sewage treatment is proposed to be via a community system constructed in partnership with Port Renfrew Management Ltd., on the south side of Parkinson Road. The system would require approval from Island Health under the *Sewerage System Regulation* of the *Public Health Act*. Such a system is limited to a flow rate of 22,700 L/day. At such time as the development proposes to exceed this threshold, a larger system, involving approvals from the Ministry of Environment under the *Environmental Management Act* and *Municipal Wastewater Regulation*, will be required.

As a result of the concerns raised by Pacheedaht and the additional information received from the applicant regarding the culturally sensitive areas within the development area, staff recommend a revised Land Use Committee recommendation to include a covenant securing the 2018 Duncan McLaren archaeological assessment and associated 2015 Ryzuk geotechnical report.

RECOMMENDATION

That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;

b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;

c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096; and

d) That prior to adoption of the bylaws, the applicant:
   i. Register a covenant on the title of the lands pursuant to Section 219 of the *Land Title Act* in favour of the CRD securing the Archaeological Impact Assessment prepared by Duncan McLaren, PhD, dated July 31, 2018, and the geotechnical report prepared by Bruce Dagg, P.Eng., dated November 19, 2015.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager, Juan de Fuca Community Planning
Concurrence:	Michael Barnes, MPP, Acting General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

ATTACHMENT:

Appendix A: Correspondence from Pacheedaht First Nation, June 16, 2020

Appendix A: Correspondence from Pacheedaht First Nation

Pacheedaht First Nation
350 Kalaid Street
Port Renfrew, BC
V0S 1K0
Phone: (250) 647-5521
Fax: (250) 647-5561

June 16, 2020

VIA EMAIL

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

Attention: **Mike Hicks, Director**
Chair, Juan de Fuca Land Use Committee
(mhicks@crd.bc.ca)

Dear Sirs/Mesdames:

Re: Proposed New Pacific Gateway Marine Comprehensive Development Zone
Comprehensive Community Development Plan Amendment Application for:
That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125);
That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

On behalf of the Pacheedaht First Nation, I am writing in relation to this evening's meeting of the Juan de Fuca Land Use Committee (the Committee).

I understand that tonight's agenda includes an application by Pacific Gateway Marina (PGM) for a rezoning of the properties listed above (the Rezoning Application). The rezoning would seriously change the way the properties are used, allowing year-round residential accommodation, vacation properties, commercial tourism, and increased recreation and marina services.

Before the Committee meets, I wanted to take this opportunity to explain some of Pacheedaht's concerns with the Rezoning Application. I am writing to you directly in advance of the Committee convening as in the background materials for tonight, I do not see a plan for direct engagement with Pacheedaht other than some proposed input on an archaeological report. I wanted to let you know at this early juncture that, due to the nature of the potential impacts it contemplates, a process of direct engagement is needed between the Capital Regional District (CRD) and Pacheedaht in relation to the Rezoning Application before any further steps are taken.

Pacheedaht Concerns with Rezoning Application

As you will be aware, Pacheedaht asserts Aboriginal rights and title to the properties included in the Rezoning Application, as well as the surrounding lands and waters. Our members are worried about what the Rezoning Application could mean for our territory. Some of our concerns are as follows.

Heritage and cultural sites

There are a number of known archaeological sites as well as undocumented sites within the area subject to the Rezoning Application. These sites are of immeasurable value to Pacheedaht and include sacred sea caves and other cultural features. Our oral history tells us these sites were used for burials and were also sites for cleansing, collecting red ochre (a substance sacred to Pacheedaht), and other important cultural rituals. Protecting these sites and the cultural remains they contain is of the highest concern to our Nation.

These sites have already been subject to damage, including by construction of the railway in the 1930s, when burials boxes were removed. As Pacheedaht, we know these sites to be incredibly fragile. Damage to them in the past has resulted in some caves collapsing such that they are no longer accessible.

Were it permitted, the Rezoning Application would allow PGM to build a very dense residential development above these sites. Pacheedaht is deeply concerned that blasting and other heavy machinery work associated with construction near these fragile sites could lead to irreparable damage, including their permanent collapse and the loss or damage to their sacred contents. We simply cannot take the risk that this part of our history and culture could be lost.

I see from the background materials for this evening's meeting that one of the Committee's options in considering the Rezoning Application would be for PGM to submit an archaeological report, created with Pacheedaht's input, to be considered at a public hearing. I stress that it is absolutely crucial that the Committee, and the CRD, hear directly from Pacheedaht in relation to our concerns about preventing and managing impacts to these sites. It is not sufficient or appropriate for consideration of impacts to Pacheedaht to be limited to a report written about us.

Other impacts

Pacheedaht's concerns with the Rezoning Application are not limited to our heritage and cultural sites. I feel compelled to set out some of our additional concerns here because the background materials for this evening's meeting appear to limit our concerns to archaeological impacts.

Our other concerns with the Rezoning Application include impacts to shoreline and marine species from construction activities, ongoing underwater noise, environmental impacts caused by fuel and other vessel discharges, and potential interference with our members' harvesting activities due to increased marine traffic and reduced shoreline access.

Water supply is also a serious concern in our remote community. Pacheedaht understands that PGM is applying for community piped water to be supplied to the properties, but that the usual amenity contributions for water use are being waived due to a cost share of a proposed storage tank. Pacheedaht is requesting more information about this proposal as well as the general water needs for what PGM is proposing. Along these same lines, Pacheedaht also has concerns relating to drainage,

grey water, and sewage disposal. Given the proximity of the properties to our community, and important fishing areas, our members will be deeply impacted by any changes in service levels from PGM's proposed development of the area.

Pacheedaht is also concerned that PGM's plans for the properties may not comply with Port Renfrew's 2003 Official Community Plan (OCP). For example it is not clear to us whether PGM's proposed residential accommodation meets the needs of the area in terms of affordability, and whether the proposed tourist accommodation of cabins, RV and camper rental spaces comply with the OCP. As set out in the May 2019 letter from Pacheedaht's Referrals Coordinator, Kristine Pearson, in our view the OCP needs to be updated in collaboration with Pacheedaht to reflect current land use and needs from both Pacheedaht and the Port Renfrew community. The Rezoning Application is an important opportunity to consider how the CRD, Port Renfrew and Pacheedaht can work together on land and marine use planning in Pacheedaht territory.

Next Steps

As set out above, we have a number of serious concerns with the Rezoning Application, and also the process by which it will be reviewed. A public hearing with consideration of an archaeological report is not sufficient. Rather than being the subject of a report, Pacheedaht needs a seat at the table. There needs to be a meaningful opportunity for our governments to sit down and discuss what is being proposed, and more generally to work collaboratively on applications in Pacheedaht territory.

Given the serious issues it raises, Pacheedaht is requesting the opportunity to work with the CRD to develop a process for ensuring our views and concerns are meaningfully considered in the Rezoning Application. Such a process would be in line with the CRD's Statement of Reconciliation, which includes supporting the participation of First Nations in the CRD's decision-making processes.

As a first step, please contact Kristine Pearson at referrals@pacheedaht.ca to set up a meeting as soon as possible, to be held by way of video conference or teleconference.

We look forward to hearing from you.

Yours truly,

PACHEEDAHT FIRST NATION

Chief Jeff Jones
jeffj@pacheedaht.ca

cc: Capital Regional District, Attn. Colin Plant, Board Chair (**cplant@crd.bc.ca**)
Pacheedaht First Nation, Attn. Kristine Pearson (**referrals@pacheedaht.ca**)
Mandell Pinder LLP, Attn. Rosanne Kyle (**rosanne@mandellpinder.com**)

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REPORT TO JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, JUNE 16, 2020

SUBJECT **Comprehensive Community Development Plan Amendment Application for:**
That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342);
Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125);
That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and
Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

ISSUE SUMMARY

The applicant has applied to re-designate the subject properties from Marine Protection (M) and Residential (R) to a new Pacific Gateway Marina (PGM) designation, and to rezone the subject properties from Marine (M) and Community Residential – One (CR-1) to a new Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, in order to permit a mix of community uses, year-round residential accommodation, vacation properties and commercial tourism, recreation and marina services to the general public.

BACKGROUND

The subject properties are located in Port Renfrew at 17110 Parkinson Road and 6598 Baird Road (Appendices A and B). The upland properties are designated as Residential (R) and the Licence of Occupation area is designated as Marine Protection (M) under the Comprehensive Community Development Plan (CCDP) for Port Renfrew, 2003, Bylaw No. 3109. The upland properties are zoned Community Residential – One (CR-1) and the Licence area is zoned Marine (M) under Bylaw No. 3109. The subject areas are adjacent to Tourist Commercial – One (TC-1) and CR-1 zoned land to the south and west, Community Use (CU) zoned land to the east, and Port San Juan to the north.

The parcels located at 17110 Parkinson Road and the Licence area are currently located outside the Port Renfrew Water Service Area, while the property located at 6598 Baird Road is located inside the service area. The land based parcels are all located within the Port Renfrew Fire Protection Local Service Area, while the Licence area on which the marina is situated is located outside the service area.

The CR-1 zone allows development in the form of one residential unit per parcel, home based businesses, bed and breakfasts, religious centres, and retail establishments. The Marine zone allows private boat docks.

The Licence of Occupation area, on which the current marina infrastructure is located, was issued by the Province on February 25, 2016. Temporary Use Permit TP000008 was issued by the Regional Board on June 28, 2016, renewed on July 24, 2019, and will expire on June 28, 2022. The Permit authorizes the operation of a 60-slip commercial marina, offices, food services, fuel sales, recreation, boat trailer parking and boat storage within the Licence area and part of the adjoining upland property.

The proposed rezoning to a new Pacific Gateway Marina Comprehensive Development (PGM-CD) zone would establish six development areas, each with a variety of uses including residential, tourist commercial, recreation, community and marina services to the general public (Appendices C and D).

In order to rezone the property, a new Pacific Gateway Marina (PGM) land use designation has been developed. The PGM designation includes policies that support the uses of the proposed zone, that outline the required level of servicing for the proposed development, and that formalize the community's interest in a publicly accessible walking trail through the marina development.

Staff have prepared Bylaw No. 4096 (Appendix E), to re-designate the subject properties and Licence of Occupation area from Residential and Marine Protection to a new Pacific Gateway Marina designation, and to rezone the subject areas from CR-1 and M to a new PGM-CD zone.

At their meeting of September 18, 2018, the Juan de Fuca Land Use Committee recommended referral of the proposed bylaws to agencies and to a Public Information Meeting in Port Renfrew. Comments are included as received in Appendix F.

ALTERNATIVES

Alternative 1
That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;
b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;
c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096 upon receipt by the CRD from the applicant of a report prepared by a professional archaeologist, with input from the Pacheedaht First Nation, to the satisfaction of the CRD and the Archaeology Branch that addresses the known archaeological site and any additional sites identified in the area, and that determines the steps in managing impacts to the site.

Alternative 2
That the CRD Board not proceed with proposed Bylaw No. 4096.

Alternative 3
That more information be provided.

IMPLICATIONS

Legislative Implications
Pursuant to Section 477 of the *Local Government Act (LGA)*, an amendment to a zoning bylaw requires that the local government provide one or more opportunities for consultation it considers appropriate to the persons, organizations and authorities the local government considers may be affected by the adoption, repeal or amendment of a zoning bylaw.

Consultation under the above noted sections of the *LGA* must occur prior to the requirement under Section 477 to hold a public hearing as part of the amendment process. On December 11, 2018, the Electoral Director and staff met with the members of the Port Renfrew community and the applicant at a Public Information Meeting to discuss the proposal.

Regional Growth Strategy Implications
Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a Regional Growth Strategy (RGS) be consistent with the RGS. Since the proposal includes an amendment to the Official Community Plan (OCP) schedule of Bylaw No. 3109, the bylaw

will be considered by the Planning, Transportation and Protective Services Committee and/or the CRD Board for a determination of consistency with the RGS prior to first reading. An amendment to the water servicing bylaw will also require a determination of consistency prior to adoption.

Referral Process Implications
Referrals were sent to external agencies, CRD departments, the Juan de Fuca Electoral Area (JdF EA) Parks and Recreation Advisory Commission, and to a Public Information Meeting in Port Renfrew. Comments received are noted below and included in Appendix F.

CRD Bylaw Enforcement does not anticipate any significant bylaw enforcement implications as a result of this proposal.

CRD Integrated Water Services commented that water could be supplied to the proposed lots subject to all lots being included in the water service area, and a second reservoir tank being installed and commissioned. Among other things, the owners would be required to provide an amenity contribution of $8,000 per single family equivalent (SFE) for future water system upgrades; however, a total of 32 SFEs are reserved for the development in-lieu of payment due to a cost share of the proposed storage tank.

The Cowichan Valley Regional District commented that the proposal was too remote to impact their interests.

The Department of Fisheries and Oceans commented that the agency does not have a regulatory role related to this application because the proposal does not directly propose works, undertakings or activities that may result in serious harm to fish.

District of Sooke stated no objection as the subject properties are well outside the District's boundaries.

Ministry of Forests, Lands and Natural Resource Operations (FLNRO) – Archaeology Branch commented that there is a documented archaeological site on one of the subject properties. The site is protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch. The waterfront location and proximity to other nearby archaeological sites increases the potential for unknown/unrecorded archaeological deposits to be present. Prior to any land-altering activities, an eligible consulting archaeologist should be engaged to determine the steps in managing impacts to the site.

FLNRO – Ecosystems commented that they had few concerns with the proposal provided that vegetation clearing was minimized and occurred outside the bird nesting period, and that the development follow other best management practices in the Develop with Care manual.

Island Health commented that they would have regulatory requirements with regards to drinking water supply systems, liquid waste discharges less than 22,700 L/day, food premises, and facilities that include the recreational use of water such as pools and spas. Island Health acknowledged that there were a number of aspects of the development that address their objective of encouraging a healthy built environment.

Ministry of Transportation and Infrastructure stated no objection to the proposed amendment. The Ministry would provide additional comment should the property be subdivided in the future. Commercial access permits for any new access onto Parkinson Road would be required.

Pacheedaht First Nation (PFN) commented that the Nation has concerns regarding the high strength of claim and cultural values in the area of the application. The area has known archaeological sites and undocumented sites, both of which are of vital importance to PFN. The Nation also retains the water lot lease to the southeast of the marina and want to ensure that the impacts of this application are better understood.

Sooke School District #62 commented that the school district does not have any concerns with the development.

A Public Information Meeting was held in Port Renfrew on December 11, 2018. There were 38 members of the public in attendance. One submission was received and read at the meeting and four

supplementary submissions were received after the meeting. Concern was raised regarding enforcement of conditions of the applicant's current temporary use permit, the perceived broad scope of the rezoning application and a lack of related development permits. Concern was also raised regarding the impact on sewage and water capacity, drainage, roads and access, and the volunteer fire department. Support was expressed for continued access to the waterfront trails historically used by the community.

A meeting of the JdF EA Parks and Recreation Advisory Commission was held on January 29, 2019. There was one member of the public in attendance and no written submissions were received regarding the application. The Commission discussed the proposal and passed the following motion:

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the Commission accept the amenity in the form of a continuous statutory right-of-way, trail and stairway from Lot 64 to Baird Road which is open to the public with the trail and staircase maintained by the development. **CARRIED**

Land Use Implications
The official community plan schedule of the Port Renfrew CCDP, designates the subject properties as Residential (R) and the Licence of Occupation area as Marine Protection (M). The objectives of the Residential designation is to ensure the housing stock in the plan area meets the needs and requirements of the market place for at least five years. This designation identifies mixed residential/commercial uses as viable activities for economic development within the residential designation. The Marine Protection designation prohibits the operation of log booms. Neither the Residential nor the Marine Protection designations are entirely appropriate for use of the property as a comprehensive marina development; therefore a change from the Residential and Marine Protection designations to a new Pacific Gateway Marina (PGM) designation is required.

The proposed PGM land use designation includes policies regarding improvements to the Port Renfrew Water Supply System, as well as the provision of community water and sewer service to the subject properties. The PGM policies also outline the community interest in a publicly accessible trail through the property as part of larger network connecting various areas of Port Renfrew.

The proposed Pacific Gateway Marina Comprehensive Development (PGM-CD) zone establishes six development areas. Each development area includes a specific set of permitted uses and regulations. These uses are conditional upon connection to the Port Renfrew Community Water Supply System, connection to a community sewer system to the satisfaction of Island Health or the Ministry of Environment, and provision of a public walking trail connecting Development Areas A, B and C.

Development Area A is proposed to include a series of courtyard cabins and stacked duplexes that range in size from 70 m^2 to 90 m^2 to a maximum floor area ratio of 0.30, in one- and two-bedroom configurations. Based on the proposed area of DA-A, this would allow a total floor area of 2,334 m^2.

Development Area B is proposed to include six courtyard cabins of approximately 90 m^2, to a maximum floor area ratio of 0.35. Based on the proposed area of DA-B, this would allow a total floor area of 913 m^2.

Development Area C comprises the marina operation itself, and includes boat docks, food services and retail establishments, community uses, office uses, and tourist facilities. This area could include a future fishing lodge and/or small conference centre. A portion of this area may also be dedicated to Canadian Coast Guard operations.

Development Area D is proposed to include tourist accommodation facilities in the form of cabins, and RV and camper rental spaces. Density is limited to a floor area ratio of 0.25, which would allow a total floor area of 859 m^2.

Development Area E includes an existing dwelling unit and may be subdivided from the parent property in the future. The use of this development area would remain as residential to a maximum of one dwelling unit.

Development Area F is proposed to include larger, single-family dwellings with the option of year-

round residency. Units are proposed to be in the 110 m^2 to 150 m^2 range to a maximum floor area ratio of 0.35. Based on the proposed size of DA-F, this would allow a total floor area of 1,454 m^2. DA-F could potentially be used as the site of a small conference centre or spa associated with the fishing lodge proposed for Development Area C.

The proposed PGM-CD zone includes minimum servicing requirements for community water and community sewer, as well as a community amenity requirement in the form of a public trail through Development Areas A, B, C and D, connecting Baird Road and Lot 64. In order to achieve the full development potential permitted in each development area, the property must first be connected to a community water system and a community sewer system. The Port Renfrew community water system requires expansion in order to support the level of development proposed. Construction and commissioning of the expansion must be completed prior to the property being included in the local service area. With regards to community sewer, daily flows to a small community/strata system that fall below 22,700 L/day may be approved by Island Health under the *Sewerage System Regulation*. Flows in excess of this amount will require a larger system approved by the Ministry of Environment under the *Municipal Wastewater Regulation*. The public trail must be constructed and secured via statutory right-of-way in favour of the CRD. Until such time as these services and the amenity are provided, the use and density of the property is limited to one single-family dwelling.

Section 4.2 of the Port Renfrew CCDP outlines the preferred form and methods for acquiring park land. At their meeting of January 29, 2019, the JdF EA Parks and Recreation Advisory Commission reviewed the proposed bylaw amendment and recommended that a trail and staircase connecting Lot 64 to the east and Baird Road to the southwest, be constructed and that the trail be secured by a maintenance agreement and statutory right-of-way. This is in keeping with the policies of the CCDP.

Pacheedaht First Nation noted their strength of claim and cultural values in the area, and the Archaeology Branch advised that there is a known archaeological site within the application area. They also commented that given the waterfront location, there may be additional, unidentified deposits in the area and recommended that prior to any land-altering activities, an eligible consulting archaeologist should be engaged to determine the steps in managing impacts to the site. While the Archaeology Branch could not require a study for development activity beyond the known site, JdF Planning staff recommend that the applicant provide a professional archaeologist's report of the entire subject property, with input from Pacheedaht First Nation and to the satisfaction of the CRD and the Archaeology Branch, prior public hearing. The study would address the known site and any additional sites identified in the area, and determine the steps in managing impacts to the site.

Subsequent to the Public Information Meeting, the applicant has submitted an environmental assessment report prepared by a professional biologist (Appendix G). In addition, three new development permit areas (DPAs) were added to the Port Renfrew CCDP: a Shoreline Protection DPA, a Riparian DPA, and a Sensitive Ecosystem DPA. The property is now partially designated as a Shoreline Protection development permit area (DPA) and a development permit will be required as a condition of subdivision or prior to upland construction activity within 15 m of the natural boundary of the sea. The recommendations of the environmental report could be included as conditions of a future development permit.

Juan de Fuca Community Planning staff recommend receipt of referral comments, proceeding with proposed Bylaw No. 4096 for first and second readings, and that a public hearing be held in the community.

CONCLUSION

The purpose of this Comprehensive Community Development Plan (OCP and zoning) amendment application is to allow a mix of community uses, year-round residential accommodation, vacation properties and commercial tourism, recreation, and marina services to the general public. Referral comments have been received and staff recommend that proposed Bylaw No. 4096 proceed for first and second readings, and that a public hearing be held. Upon closure of the public hearing, a report of the hearing will be forwarded to the Board along with a recommendation regarding further readings of the Bylaw.

RECOMMENDATION

That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;

b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;

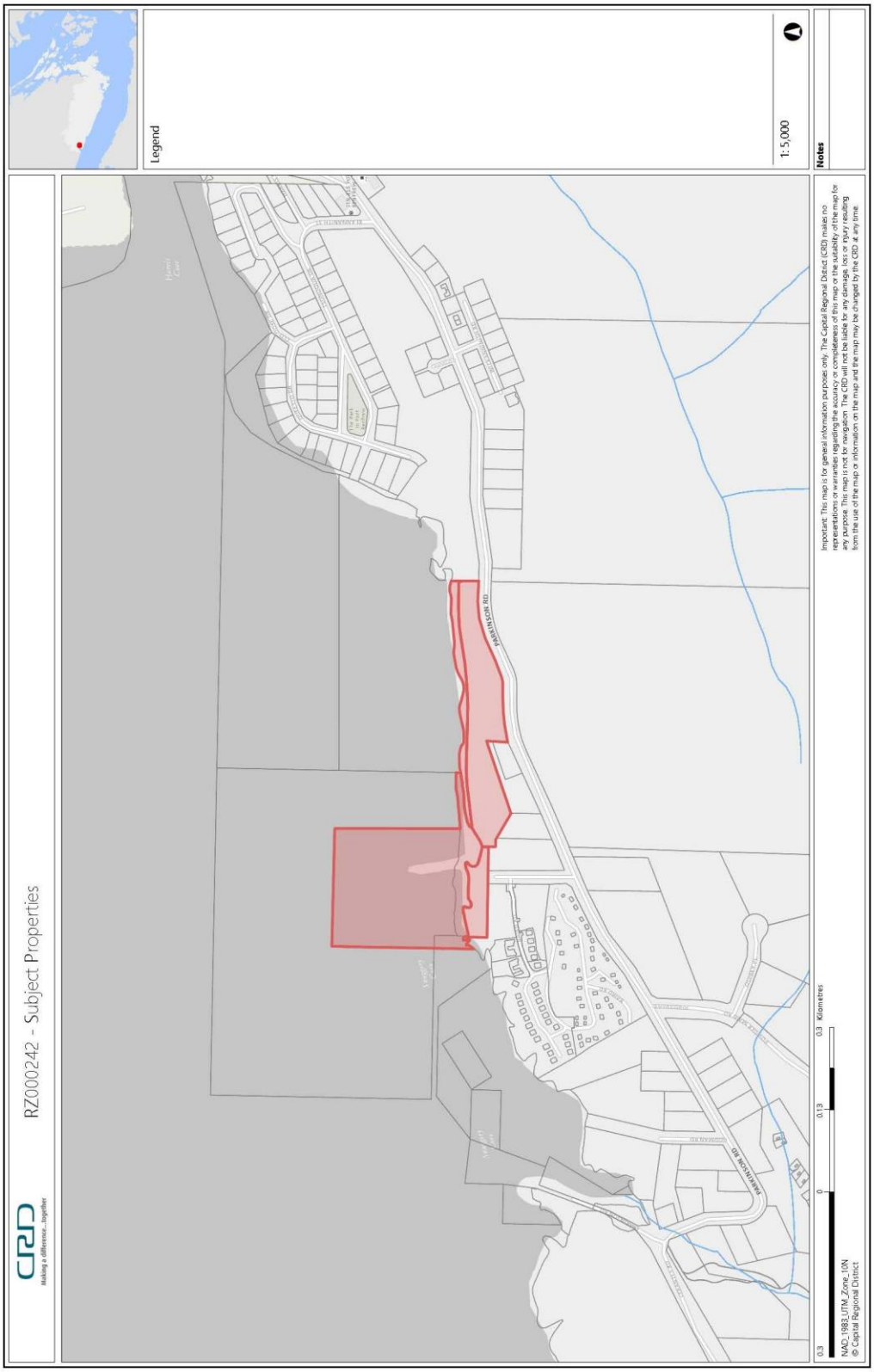
c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096 upon receipt by the CRD from the applicant of a report prepared by a professional archaeologist, with input from the Pacheedaht First Nation, to the satisfaction of the CRD and the Archaeology Branch that addresses the known archaeological site and any additional sites identified in the area, and that determines the steps in managing impacts to the site.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager, Juan de Fuca Community Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Subject Property Map
Appendix B: Orthophoto Plan
Appendix C: Site Plans
Appendix D: Concept Sketch
Appendix E: Proposed Bylaw No. 4096
Appendix F: Referral Comments
Appendix G: Environmental Report

Appendix A: Subject Property Map



Appendix B: Orthophoto Plan



Appendix C: Site Plans

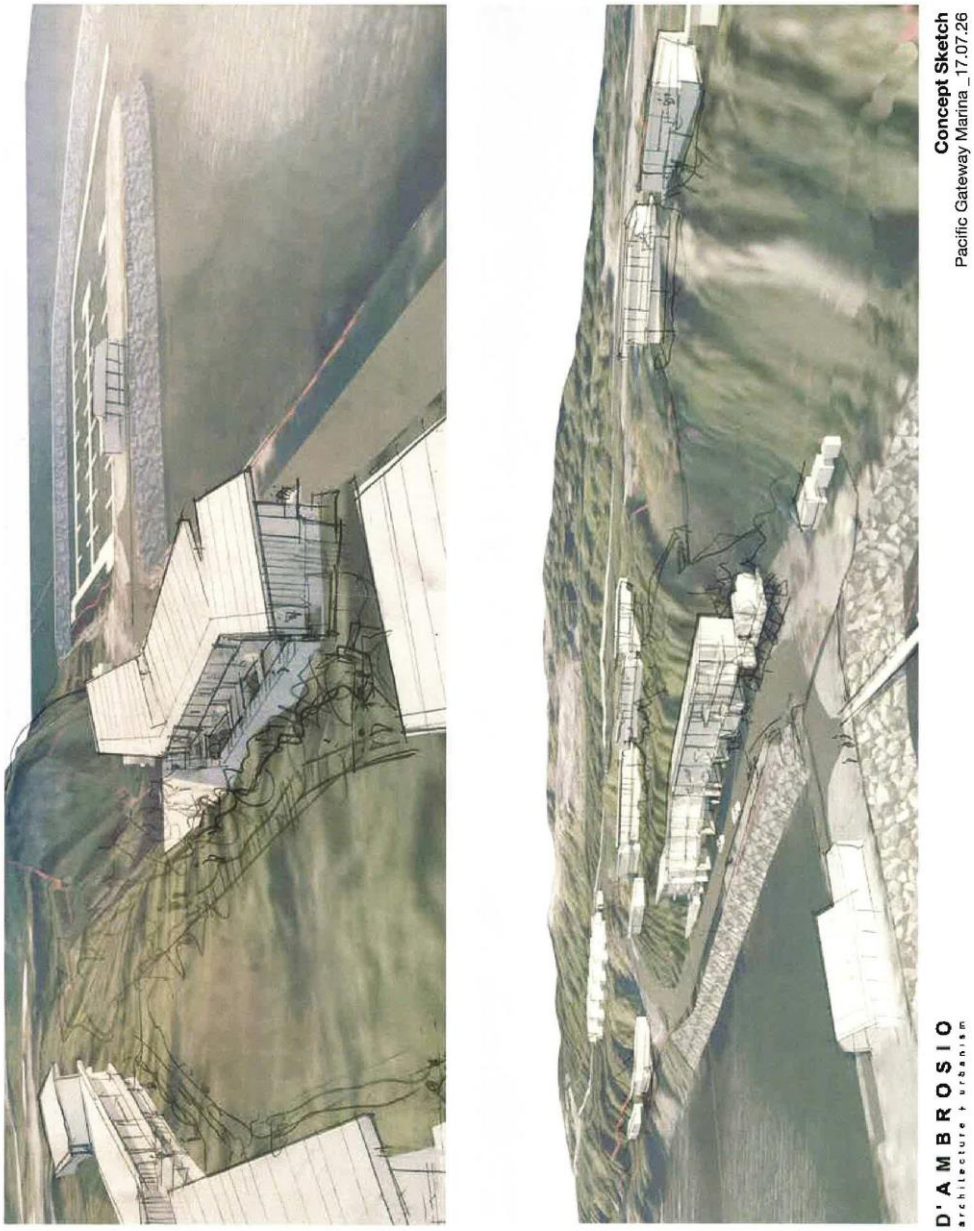



RECEIVED
MAY 03 2018
JdF Electoral Area Planning
Draft
Lot 1 18 spaces
(Under Hotel)
Trailer Parking/
Turnaround Area
(confirm)
Lot 4 -12 spaces
Lot 2 -19 spaces
Additional


Existing Structures:
① Marina Docks
② Shelter
③ Single Family Residence
④ Fuel Tanks
⑤ Marina Office
DA-D
DA-B
DA-A
DA-C
DA-E
DA-F
Easement
Easement
Parkinson Road
Baird Road
RECEIVED
MAY 03 2018
JdF Electoral Area Planning
Pacific Gateway Marina
Topography and Sensitive Areas
Scale 1:2000
50m
May 02, 2018
D'AMBROSIO
architecture + urbanism
For illustration only. Delineation subject to legal survey confirmation

Appendix D: Concept Sketch

RECEIVED
MAY 03 2018
JdF Electoral Area Planning



Appendix E: Proposed Bylaw No. 4096

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4096

****

A BYLAW TO AMEND BYLAW NO. 3109,
THE "COMPREHENSIVE COMMUNITY PLAN FOR PORT RENFREW, BYLAW NO. 1, 2003"

****

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

1. Bylaw No. 3109 being the "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003" is hereby amended:

A. SCHEDULE A, SECTION 4.0 DEVELOPMENT POLICIES

(a) By inserting a new Section 4.5 "Pacific Gateway Marina (PGM) Policies" after Section 4.4, to be read as follows:

4.5. Pacific Gateway Marina (PGM) Policies

Objective

The objective of the PGM designation is to provide a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public. Development within the PGM designation should support the economic, social and cultural well-being of the Port Renfrew community.

4.5.1. Development (PGM) Policies

1) In order to facilitate the increased level of use supported by the PGM designation the following services should be constructed and bylaws adopted prior to development:

a) Installation of a second water reservoir to expand the capacity of the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.

b) Adoption of an amendment to the Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Bylaw No. 1747, to include all those lands and the surface of the water within the PGM land use designation.

c) Adoption of an amendment to the Port Renfrew Fire Protection Local Service Establishment Bylaw, 1989, Bylaw No. 1743, to include all those lands and the surface of the water within the PGM land use designation.

2) The following amenity is of interest to the community and should be completed in accordance with the requirements specified by the Pacific Gateway Marina Comprehensive Development (PGM-CD) zone:

a) Construction of a public trail and staircase providing connectivity between the Juan de Fuca Electoral Area Community Parks and Recreation trail on Lot 64, Plan VIP24755, and Baird Road. The route provided by this trail and staircase should be protected by a statutory right-of-way in favour of the CRD.

3) Areas of known archaeological significance that are located within the area under the PGM designation are to be protected in accordance with Provincial legislation.

and renumbering Section 4 accordingly.

B. SCHEDULE B, PART I, SECTION 1 DEFINITIONS

(a) By inserting a new definition for "COMMERCIAL MARINA" before the words "COMMUNITY SEWAGE SYSTEM", as follows:

"COMMERCIAL MARINA means a facility providing moorage for commercial vessels and private pleasure craft, as well as offices, food service establishments, fuel sales, recreation, boat trailer parking and boat storage."

(b) By inserting a new definition for "CONFERENCE CENTRE" before the words "BED AND BREAKFAST", as follows:

"CONFERENCE CENTRE means an establishment used for the holding of conventions, seminars, workshops or similar activities, and may include dining and lodging facilities for the use of participants, as well as compatible accessory facilities."

C. SCHEDULE B, PART IV ZONES

(a) By inserting a new "Pacific Gateway Marina Comprehensive Development (PGM-CD)" zone after Section 27, to be read as follows:

28.0 Pacific Gateway Marina Comprehensive Development (PGM-CD) Zone

Purpose

The purpose of this zone is to implement the Pacific Gateway Marina (PGM) land use designation in order to provide a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public.

The PGM-CD zone is divided into Development Areas A – F, which are shown in Section 28.06. Development within each Development Area is to occur in accordance with the regulations indicated below.

Except where otherwise provided for in this Bylaw, only the specified list of permitted uses may be carried out on the parcels within the PGM-CD zone.

28.01 PGM-CD Zone – General Regulations

(a) Permitted uses:
  (i) Single-family residential
  (ii) Accessory buildings and structures
(b) Maximum density:
  (i) One single-family dwelling
(c) Where the following services and amenities are provided, the permitted uses, densities and regulations of Development Areas A-F, as specified in Sections 28.02 to 28.06, shall apply:
  (i) Connection to the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.
  (ii) Connection to a community sewer system to the satisfaction of Island Health where total daily flows are less than 22,700 L/day, and to the satisfaction of the Ministry of Environment where total daily flows exceed 22,700 L/day.
  (iii) Provision of a public trail constructed in a location and to a standard approved by Juan de Fuca Electoral Area Community Parks and Recreation, connecting Development Area A with Development Areas B and C. The trail is to be protected for public use via statutory right-of-way and maintenance agreement in favour of the Capital Regional District.

(d) The Development Area boundaries, as shown in Section 28.06 shall be deemed to be lot boundaries for the purposes of determining applicable uses, densities and regulations.

(e) Where a survey plan approved by the Surveyor General indicates the adjustment of a parcel boundary due to accretion, the zoning and development area designation applicable to the parcel is deemed to extend to the new parcel boundary despite the zoning designation of the accreted area indicated in Section 28.06.

(f) As a requirement of subdivision, each proposed parcel within the PGM-CD zone must be connected to a community sewer system to the satisfaction of Island Health or the Ministry of Environment, and to a community water system to the satisfaction of the Capital Regional District.

28.02 Development Area A – Specific Regulations

(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	0.75 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum floor area ratio of residential units shall be:	0.30
(8) Maximum lot coverage	40% of the parcel area
(9) Maximum principal building height	11.75 m
(10) Maximum accessory building height	6.0 m

28.03 Development Areas B, D and E – Specific Regulations

(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Home based business (d) Staff accommodation (e) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes:	
(a) Development Area B	0.26 ha
(b) Development Area D	0.34 ha
(c) Development Area E	300 m^2
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m

(7) Maximum combined floor area ratio of residential, tourist accommodation and staff accommodation units (a) Development Area B (b) Development Area D (c) Development Area E	 0.35 0.25 0.35
(8) Maximum lot coverage	40% of the parcel area
(9) Maximum principal building height	11.75 m
(10) Maximum accessory building height	6.0 m

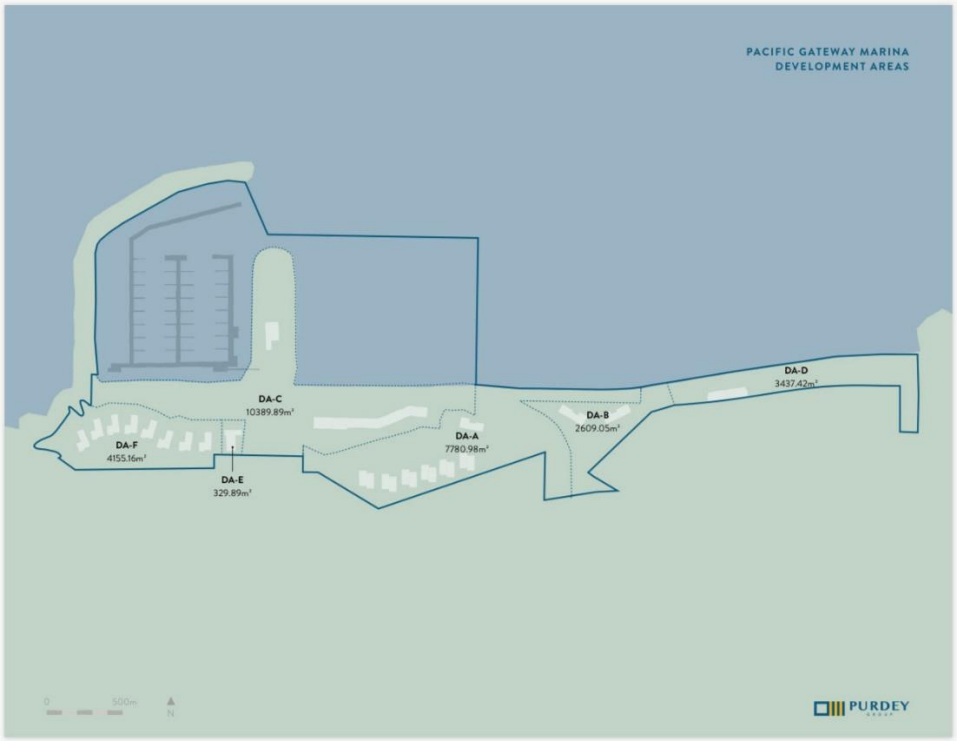
28.04 Development Area C – Specific Regulations

(1) Permitted uses	(a) Commercial marina (b) Community uses (c) Conference centre (d) Fish processing (e) Food service establishments (f) Hotels and motels (g) Office uses (h) Retail establishments (i) Staff accommodation (j) Tourist facilities and related amenities (k) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	1.0 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum combined floor area ratio of tourist accommodation and staff accommodation units	0.60
(8) Maximum lot coverage	50% of the parcel area
(9) Maximum principal building height	12.0 m
(10) Maximum accessory building height	6.0 m

28.05 Development Area F – Specific Regulations

(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Townhouse residential (d) Community uses (e) Conference centre (f) Food service establishments (g) Home based business (h) Hotels and motels (i) Office uses (j) Retail establishments (k) Staff accommodation (l) Tourist facilities and related amenities (m) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	0.4 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum combined floor area ratio of residential, tourist accommodation and staff accommodation units	0.35
(8) Maximum lot coverage	40% of the parcel area
(9) Maximum principal building height	12.0 m
(10) Maximum accessory building height	6.0 m

28.06 PGM-CD Zone Development Areas Map



D. SCHEDULE A, MAP NO. 2 – LAND USE DESIGNATIONS

(a) By deleting That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125); and That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006) from the Residential (R) designation and adding said lots to the Pacific Gateway Marina (PGM) designation, as shown on Plan No. 1, attached to and forming part of this bylaw; and

(b) By deleting Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less from the Marine Protection (M) designation and adding said licence area to the Pacfic Gateway Marina (PGM) designation, as shown on Plan No. 1, attached to and forming part of this bylaw.

E. SCHEDULE B, MAP NO. 3 – ZONING

(a) By deleting That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125); That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006) from the Community Residential – One (CR-1) zone and adding said lots to the Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, as shown on Plan No. 2, attached to and forming part of this bylaw; and

(b) By deleting Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less from the Marine (M) zone and adding said licence area to the Pacfic Gateway Marina Comprehensive Development (PGM-CD) zone, as shown on Plan No. 2, attached to and forming part of this bylaw.

2. This bylaw may be cited as “Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020”.

READ A FIRST TIME THIS	day of	, 2020.
READ A SECOND TIME THIS	day of	, 2020.
READ A THIRD TIME THIS	day of	, 2020.
ADOPTED THIS	day of	, 2020.

CHAIR

CORPORATE OFFICER

Appendix F: Referral Comments

Wendy Miller

From: Wilf Marquis
Sent: Wednesday, October 17, 2018 10:10 AM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew)

CRD Bylaw Enforcement Services has reviewed the staff report for Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) and does not anticipate any significant bylaw enforcement implications as a result of this proposal.

Wilf MARQUIS
Senior Bylaw Officer

Bylaw and Animal Care Services
212-2780 Veterans Memorial Parkway, Victoria, BC, Canada V9B 3S6
Ph. 250.474.3351 ext. 22 \ Fax: 250.391.9727 \ TF: 800.665.7899
email: wmarquis@crd.bc.ca

Memo

TO: Iain Lawrence, Manager, Juan de Fuca Local Area Planning

FROM: Joseph Marr, Manager, Water Distribution Engineering and Planning

CRD FILE: 3360-20-PRENW-18-003

DATE: December 13, 2018

SUBJECT: ZONING AMENDMENT APPLICATION – PACIFIC GATEWAY MARINA

Thank you for the zoning amendment application referral received September 21, 2018, which requests that we examine the above referenced proposal with regard to the water supply regulations and policies of the Capital Regional District (CRD) Integrated Water Services as established for the Port Renfrew Utility Service Committee (PRUSC).

If the CRD receives an appropriate application to supply water, and if the Owner(s) is prepared to meet the conditions of CRD Bylaw No. 1792, and pay the necessary costs and fees as authorized under CRD Bylaw No. 3847, community piped water can be supplied to this proposed development subject to the following:

1) Confirmation that all proposed lots to be serviced by CRD water are within the Port Renfrew water service area.

2) The proposed additional storage tank for the Port Renfrew Water Service area has been installed and commissioned.

3) The water service(s) must comply with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc).

4) The Owner(s) provides an amenity contribution of $8,000 per Single Family Equivalent Unit for future water system upgrades. There are currently 32 Single Family Equivalent Units proposed to be reserved in lieu of payment due to a cost share of the proposed storage tank.

5) The Owner(s) pays for all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

6) The Owner(s) provides engineering design drawings for the development showing the proposed water servicing and an associated design brief.

7) The Owner(s) provides metering and appropriate back flow prevention device(s) at the property line(s) to service the proposed lots.

8) The Owner(s) needs to provide confirmation that all approvals have been met for the proposed sewer system.

IWSS-1714139953-3960

9) If a service connection is required for a 'Common Property' disposal field(s), then the Owner(s) pays all applicable connection fees and must install an approved backflow prevention device at his/her own expense. The device is to be tested annually by a certified technician of cross connection control devices and the test results, including repairs performed, are to be submitted to the CRD.

The subject property 6598 Baird Road is located within the Port Renfrew water service area, property 17110 Parkinson Road is not located in the water service area.

This memo is for the purpose of providing you with information regarding the services available from the CRD, and should not be construed as either approval or rejection of the proposed rezoning by the CRD.

These conditions are valid for 180 days from date of writing. However, if at any time there is a change in legislation, regulations or CRD Bylaws, which would cause any of the above conditions to be non-conforming, then the CRD reserves the right to revise any or all of the conditions accordingly, at any time during the 180 day period.

Yours truly,

Joseph Marr, P.Eng.
Manager, Water Distribution Engineering and Planning
Infrastructure Engineering
Integrated Water Services

Jm:eu
Attachments: Report to the Juan De Fuca Land Use Committee – September 18, 2018

cc: Ian Jesney, Senior Manager, Infrastructure Engineering
Wendy Miller, Administrative Clerk, Juan de Fuca Local Area Planning
Malcolm Cowley, Manager Regional Wastewater, Infrastructure Engineering

IWSS-1714139953-3960

RESPONSE SUMMARY
COMPREHENSIVE COMMUNITY PLAN AMENDEMENT APPLICATION RZ000242

/ Interest Affected by Proposal for Reasons Outlined Below

___ Interest Unaffected by Proposal

Comments:

too remote from CVRD for an impact.
Best wishes,

Signed

MANAGER COMM. PLANNING
Title

2018/10/16
Date

CVRD
Agency

Wendy Miller

From: Gravelle, Kristin <Kristin.Gravelle@dfo-mpo.gc.ca>
Sent: Tuesday, September 25, 2018 10:36 AM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) - CRD Referral

Hello Wendy,

The role of the DFO's Fisheries Protection Program (FPP) is to protect and conserve fish and fish habitat in support of Canada's coastal and inland fisheries resources, and to make regulatory decisions under the fisheries protection provisions of the Fisheries Act. The FPP is specifically responsible for reviewing projects for which a s.35(2) Fisheries Act Authorization is required.

DFO does not have a regulatory role related to RZ000242 (Pacific Gateway Marina - Port Renfrew) Proposed Bylaw No. 4096 because it does not directly propose works, undertakings or activities that may result in serious harm to fish.

DFO's Projects Near Water website (http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html) includes information for proponents on how to comply with the *Fisheries Act*, request a DFO review of a project, and request a *Fisheries Act* authorization.

If you have any further questions about DFO's regulatory process or need general information, contact DFO's Fisheries Protection Program toll free: 1-866-845-6776 or email: EnquiriesPacific@dfo-mpo.gc.ca.

Thank you,

Kristin Gravelle

Fisheries Protection Biologist, Fisheries Protection Program
Fisheries and Oceans Canada/Government of Canada
Kristin.Gravelle@dfo-mpo.gc.ca/Tel: 250-756-7292

Biologiste de la protection des pêches, La protection des pêches Programme
Pêches et Océans Canada | Gouvernement du Canada
Kristin.Gravelle@dfo-mpo.gc.ca/Tél 250-756-7292

Wendy Miller

From: Nicholas Deibler <ndeibler@sooke.ca>
Sent: Friday, October 12, 2018 9:27 AM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) - CRD Referral

Good Morning Wendy,

Thank you for your development referral regarding the Comprehensive Community Plan Amendment Application for 17110 Parkinson Road and 6598 Baird Road, received by the District of Sooke on September 21.

The District of Sooke has no objections to the proposed Comprehensive Community Plan Amendment, as the subject properties are located well outside of our boundaries.

Regards,

Nicholas Deibler
Planner 1
District of Sooke
2205 Otter Point Rd
Sooke BC, V9Z 1J2
250-642-1634 ext. 627

Wendy Miller

From: Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>
Sent: Friday, September 21, 2018 12:37 PM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina Port Renfrew) - CRD Referral

Hello Wendy,

Thank you for your referral regarding a proposed Comprehensive Community Plan Amendment (Application RZ000242) for lands describes as:

- [redacted]

Provincial records indicate previously recorded archaeological site DdSc-24 is recorded on [redacted] (see screenshot below). DdSc-24 is recorded as a cave burial. The site is protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch.

Additionally, the waterfront location and proximity to other nearby archaeological sites increases the potential for unknown/unrecorded archaeological deposits to be present.

Prior to any land-altering activities (e.g. addition to home, property redevelopment, extensive landscaping, service installation), an Eligible Consulting Archaeologist should be engaged to determine the steps in managing impacts to the archaeological site.

An Eligible Consulting Archaeologist is one who is able to hold a Provincial heritage permit that allows them to conduct archaeological studies. Ask an archaeologist if he or she can hold a permit, and contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists can be contacted through the BC Association of Professional Archaeologists (www.bcapa.ca) or through local directories.

Occupying an existing dwelling or building without any land alterations does not require archaeological study or permitting.

If a permit is required, proponents should be advised that the permit application and issuance process takes approximately 8-10 weeks and should plan their development schedule accordingly.

If work is planned that is **outside of the red area** as shown in the screenshot below, the Archaeology Branch cannot require the proponent conduct an archaeological study or obtain a permit prior to development. In this instance it is a risk management decision for the proponent. However, the Archaeology Branch strongly encourages engaging an archaeologist prior to development as the site may extend beyond the limits indicated on the attached screenshot.

If any land-altering development is planned and proponents choose not to contact an archaeologist prior to development, owners and operators should be notified that if an archaeological site is encountered during development, activities **must** be halted and the Archaeology Branch contacted at 250-953-3334 for direction. If an archaeological site is encountered during development and the appropriate permits are not in place, proponents will be

in contravention of the *Heritage Conservation Act* and likely experience development delays while the appropriate permits are obtained.

If you or your clients have questions, please visit the FAQ page at http://www.for.gov.bc.ca/archaeology/faq.htm and the Property Owners and Developers web page at http://www.for.gov.bc.ca/archaeology/property_owners_and_developers/index.htm.

If you or your clients have further questions regarding the permitting process, please contact Nathan Friesen (Supervisor, Archaeology Branch) at 250-953-3306 or Nathan.P.Friesen@gov.bc.ca.

Please review the screenshot of the property below (outlined in yellow) in relation to the archaeological site (red area). If this is not the property as described in the data request, please contact me.

Please feel free to contact me should you have any questions regarding this referral response.

Kind regards,

Diana

RESPONSE SUMMARY
COMPREHENSIVE COMMUNITY PLAN AMENDEMENT APPLICATION RZ000242

___ Interest Affected by Proposal for Reasons Outlined Below

X Interest Unaffected by Proposal

Comments:

We have few concerns with the proposed rezoning, providing the following recommendations are followed during subsequent development:

- We recommend that vegetation clearing be minimized and occur outside the nesting period from March 1 to August 31 to reduce impacts on all bird species. A search for the nests of birds (eagles, peregrine falcons, gyrfalcon, ospreys and herons) protected under Section 34(b) of the *Wildlife Act* should be conducted before the start of vegetation clearing. Should the nest of a bird requiring protection under Section 34(b) of the *Wildlife Act* be located, please refer to the recommended buffer distances in Table 4.1 (Section 4) of ***Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia (MOE 2014)*** available at https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/laws-policies-standards-guidance/best-management-practices/develop-with-care .

- Follow other relevant best management practices in ***Develop with Care.***

- The San Juan River and its estuary provide high value fish habitat and support important salmon spawning activity. It is essential that any future development in the Port Renfrew area does not adversely impact this resource. We recommend that a referral be sent to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and Fisheries and Oceans Canada, for any proposed development that may impact fish habitat. This will provide an opportunity for government biologists to assess potential adverse impacts to fish and suggest mitigation measures.

Dr. Grant Brach PAg, RPBio

DR. GRANT BRACHER — Signed

ECOSYSTEM BIOLOGIST — Title

SEPTEMBER 27, 2018 — Date

ECOSYSTEMS SECTION — Agency

FLNRORD - WEST COAST

Wendy Miller

From: Takeuchi, Kazuhiro <Kazuhiro.Takeuchi@VIHA.CA>
Sent: Friday, October 19, 2018 3:09 PM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) - CRD Referral

Hi Wendy,

Thank you for the opportunity to comment on this Community Plan Amendment. The past few years have seen significant advances in linking urban planning with a variety of health outcomes. These include outcomes such as: the encouragement of physical activity, healthier eating, greater safety, cleaner air and healthier living environments, access to health services, food security, age friendly communities, and improved social interaction amongst other potential health criteria. There are a number of aspects from a *Healthy Built Environment* (HBE) perspective that is inclusive of these health outcomes, however we have some notable regulatory concerns we must bring forward prior to any HBE related comments:

- Drinking water - Under the Drinking Water Protection Act and Regulation, any construction, installation, alteration, or extension of (a) a water supply system, or (b) works, facilities, or equipment that are intended to be a water supply system or part of a water supply system, must be issued a construction permit from our Public Health Engineer. Consultation with our Drinking Water Officer will also be needed (https://www.islandhealth.ca/index.php/learn-about-health/drinking-water/drinking-water-legislation-approval) in light of the developments water needs and the second reservoir to expand capacity.

- Liquid waste – For wastewater systems servicing, under 22,700 L flow/day, this office has jurisdiction under the Sewerage System Regulation. For any new system or alteration to an existing septic system property owners must consult with an Authorized Person (as defined in the Regulation) and submit paperwork to this office. For wastewater systems servicing greater than 22,700 L flow/day, please refer to the Ministry of Environment.

- Food premises - The Health Protection and Environmental Services (HPES) department in Island Health has a regulatory role in food premises from construction to operation (under the Food Premises Regulation). Any changes to the existing food premises and the possible construction of new food premises must be undertaken with the appropriate construction and operating permits.

- Proposed spa may include recreational water, e.g. swimming pool and hot tub, and personal service establishment (PSE) amenities - These types of facilities, depending on public use and the nature of services offered, may be privy to the Pool Regulation and Regulated Activities Regulation respectively under the Public Health Act and overseen by Island Health HPES. Again, we would review these activities from construction to operation.

- HBE commentary - could zero in on public trails, diversity of housing access, greenspace/blue space, commercial space-mixed use, and climate change adaptability. Although, due to the above mentioned concerns (#'s 1-4) we have not provided a HBE lens to this rezoning. If however, after the above infrastructure/issues are addressed and your office would like to hear our comments in this regard, we'd be happy to provide them.

If you have any questions regarding the above information, please do not hesitate to contact me.

Sincerely,

Kazuhiro Takeuchi, B.Sc., B.Tech., CPHI(C)
Environmental Health Officer
Gateway Village Health Unit
Suite 201 – 771 Vernon Avenue, Victoria, BC. V8X 5A7
Phone: (250) 519-3401 Ext 33655
Email: Kazuhiro.Takeuchi@viha.ca

Wendy Miller

From: Schneider, Nikki TRAN:EX <Nikki.Schneider@gov.bc.ca>
Sent: Monday, October 22, 2018 10:48 AM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) - CRD Referral

Good Morning,

Please accept this as official response from the Ministry of Transportation and Infrastructure in regards to the Comprehensive Community Plan Amendment for Pacific Gateway in Port Renfrew; Ministry File 2018-05576.

The Ministry has no objections to the proposed Community Plan Amendment at this time. The Ministry will provide comments should the parcel be further subdivided.
Commercial Developments wishing to construct new access onto West Coast Road are required to apply for a commercial access permit through this office.

If you have any questions please do not hesitate to ask.

Thank you,

Nikki Schneider
District Development Technician
Ministry of Transportation and Infrastructure – Vancouver Island District
Ph: 778-974-2633
Fx: 250-952-4508

EMPLOYEE ADVISORY FORUM

Proud Member of the EAF
For employees, by employees

Pacheedaht First Nation
350 Kalaid Street
Port Renfrew, BC
V0S 1K0
Phone: (250) 647-5521
Fax: (250) 647-5561

May 14, 2019

Capital Regional District
Juan De Fuca Community Planning
3-7450 Butler Road
Sooke, BC V9Z 1N1

Attention: Iain Lawrence

Dear Sirs/Mesdames:

Re: Proposed Bylaw No. 4266 and Referral #RZ000242

Thank you for your efforts to inform Pacheedaht First Nation on the two files above as they relate to Pacheedaht territory and processes.

The proposed Bylaw # 4266 will help to update the parameters in Port Renfrew to bring development into compliance, as required in CRD's jurisdictions. PFN recommends it as an interim step to bring more oversight to hazardous conditions currently being challenged, including slope stability, geotechnical review, and compatible land uses with marine stewardship. The long term solution will still require an updating of the OCP, and therefore it is critical for CRD to implement a plan for the OCP to be updated, to reflect current land use and needs from both Pacheedaht and Port Renfrew Community.

Until such time, PFN would like to discuss the possibility of also integrating developmental considerations around heritage and archeological sites, to recognize Pacheedaht's strong rights and title central to Port Renfrew.

PFN is completing the Land Use Plan for the territory and would like to be involved in CRD land use planning conversations to facilitate communication now; with Treaty negotiations progressing, it is important to facilitate this communication to enable both governments to work collaboratively in the region. In particular, any advances in the understanding of flood risks, tsunami risks, liquefaction, or sea level rise would be very helpful to learn from the CRD's perspective. We would be happy to discuss the initial Pacheedaht Land Use Plan when appropriate.

With respect to Referral #RZ000242, PFN has concerns regarding the high strength of claim and cultural values in the area of the application. The development area has

known archeological sites and undocumented sites, both of which are vitally importance to PFN.

The Nation also retains the water lot lease to the Southeast of the marina infrastructure and want to ensure the impacts from this application are better understood. Any infrastructure improvements relating to drainage, grey water, and sewage contemplated by the new zonation will need further conversation.

We look forward to being informed of the next steps for both files

Respectfully,



Kristine Pearson
Pacheedaht Referrals Coordinator

Wendy Miller

From:	Pete Godau <pgodau@sd62.bc.ca>
Sent:	Friday, September 21, 2018 9:44 AM
To:	Wendy Miller
Cc:	Scott Stinson; Harold Cull; Joanne Kimm
Subject:	FW: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) - CRD Referral
Attachments:	REFFERAL-FORM-AGENCIES-RZ000242.pdf; STAFFRPT-LUC-REFERRAL-RZ000242.pdf

Morning Wendy,

At this time the school district does not have any concerns with this development.

Thank you,

Pete

Peter Godau
Director of Facilities| School District # 62
P (250)474-9840 Ext 203 | C (250)361-7330 | pgodau@sd62.bc.ca
Shaping Tomorrow Today

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Notes from a Public Information Meeting
Held December 11, 2018 at the Port Renfrew Community Centre, 6638 Deering Road, Port Renfrew, BC

SUBJECT: **Comprehensive Community Plan Amendment Application for:**
That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342);
Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125);
That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and
Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

PRESENT: Director Mike Hicks
Staff: Iain Lawrence, Manager, Local Area Planning; Wendy Miller, Recorder

PUBLIC: Approximately 38

The meeting was called to order at 6:05 p.m.

The Director welcomed everyone to the meeting and introduced staff and the application representatives. It was advised that since the Advisory Planning Commission for Port Renfrew is inactive, the proposal has been referred to a public information meeting to receive comments from the community. The information collected from the meeting and from referral agencies and First Nations will be presented to the Juan de Fuca Land Use Committee (LUC) for recommendation to the CRD Board. It was noted that the LUC representative for Port Renfrew, Roy McIntyre, was in attendance.

Iain Lawrence spoke to the staff report and the request to redesignate the subject properties from Marine Protection (M) and Residential (R) to a new Pacific Gateway Marina (PGM) designation, and to rezone the subject properties from Marine (M) and Community Residential – One (CR-1) to a new Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, in order to permit a mix of community uses, year-round residential accommodation, vacation properties, commercial tourism, recreation and marina services to the general public. It was reported that the proposed PGM-CD zone includes six development areas and that each development area has specific regulations.

The planner for the application spoke to a visual presentation, outlining the six development areas proposed by the PGM-CD zone and the design elements intended to compliment the topography and natural environment and protect identified heritage areas.

The architect for the application spoke to the building layout plan advising that buildings will be sited to meet flood plain elevations and that buffering used to stabilize steep slope areas will be used as a walkway to a proposed waterfront trail. Buildings will generally be long, narrow and terraced to allow for viewscapes and solar capture. A natural colour palette will be used to highlight the natural environment. Roofing will be metal.

The planner for the application advised that as the development area does not have the capacity to accommodate onsite sewer infrastructure, an easement has been secured to permit a land-based system on a property located to the south. The system, which will be able to accommodate 3-5 years of development, will need to be authorized by Island Health. Should the project exceed that capacity, the system will be converted into system authorized by the Ministry of Environment. The proposal includes funding a $500,000 water tower, which will double the current water servicing capacity and

increase fire flow capacity. The development proposal will create jobs, provide a tourism boost, and expand the community trail networks.

Janice Hiles, Port Renfrew, referenced the 2003 Official Community Plan (OCP) for Port Renfrew and stated that the number one goal of the OCP is to protect and preserve the natural ecosystem and that the number one objective of the OCP is to preserve natural amenities including major watercourses and tributaries, wetland areas, steep hill sides and the marine foreshore.

Janice Hiles stated concern regarding enforcement of the conditions of the applicant's current temporary use permit, concern regarding the broad scope of the rezoning application, concern regarding the lack of related development permits and an independent environmental study, and concern for the development's overall impact on:
- sewerage
- water capacity
- drainage
- roads and road accesses and the community's one-way bridges
- the volunteer fire department

Janice Hiles noted the community's current level of internet and telephone service and lack of cell phone coverage, safe pedestrian routes, affordable housing and rental housing.

Peter Hovey, Port Renfrew, stated:
- support for development
- concern regarding the lack of parking proposed by the development scheme
- support for increased water system capacity

Iain Lawrence stated that a condition of the zoning application is the installation of a second water reservoir to expand the capacity of the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.

The Director stated that the second water reservoir will provide water capacity to allow development of properties outside of the subject application area.

Mike Conlin, Port Renfrew, stated that:
- the community has received assurances in the past from other developers that water system infrastructure will be improved
- there are properties currently located in the Port Renfrew Water Service Area that want to hook up to the system
- the proposed water tower will only be able to service low lying properties due to the proposed location of the tower
- the Beach Camp sewerage system will need to be replaced eventually
- developers should be approached regarding improving the Beach Camp sewerage system to pump effluent upland
- should the rezoning proposal proceed, the applicant's land value will increase substantially
- it is understood that written comment regarding the proposal will be submitted by the Pacheedaht First Nation

A member of the public stated support for having developers pay for infrastructure improvements as opposed to residential taxpayers.

The Director stated that there may be opportunity to utilize gas tax funding to provide a pump station to increase water pressure to upland properties and that sewerage grant opportunities are being monitored.

Iain Lawrence responded to a question from a member of the public confirming the location of the area to be deleted from the Marine Protection designation and added to the new Pacific Gateway Marina (PGM) designation.

A member of the public stated support for continued access to the waterfront trails historically used by the community.

The planner for the application outlined the proposed statutory right-of-way in favour of the CRD which would run from the stairway at Baird Road and along the waterfront to the stairway located at Lot 64.

A member of the public stated concern for the rocks placed in the ocean by the applicant (below proposed Development Area D). It was noted that rock replacement has increased the land base significantly and that campers have been using the land and deposing of greywater inappropriately.

Iain Lawrence reported that the licence of occupation issued by the Province permitted the placement of rock and that the licence required the submission of environmental reports.

A member of the public stated that Port Renfrew has seen a lot of environmental pressure over the years, that developments have started and stopped and that some developments have not been done well. The member of the public stated concern regarding sewerage running down to the foreshore, impacting the local ecosystem. Additional concern was stated regarding waste management for the fish processing proposed by the applicant. Support was forwarded for regular fecal coliform testing. Further support was forwarded for the continued enjoyment of the foreshore by residents and visitors.

Jack Julseth, Port Renfrew, stated that tonight's comments have focused on larger community concerns regarding servicing and the environment and that a separate informal community forum may be required to discuss opportunity to work together as a community to address these concerns. Jack Julseth stated support for providing options for accommodation and activities to draw tourists to the community.

A member of the public stated support for prioritizing tourism promotion after servicing infrastructure is in place to support increased tourism activity. The member of the public stated support for developers providing greater amenities and noted that the community cannot get excited over the prospect of another restaurant when the community does not have a grocery store.

Janice Hiles stated support for an OCP review.

Peter Hovey stated support for opportunities to allow residents to invest and work in the community that they live in.

The meeting adjourned at 7:20 p.m.

Hi I am Janice Hiles. My husband Ken and I have a residence in beach camp. We have always loved Port Renfrew.

If anyone would like a copy of my more technical speech that refers each of my points to the OCP please see me later.

We are here tonight to discuss bylaw 4096, the Pacific Gateway Marina policies. I do believe however that the additional 17 cabins that are listed on the PGM website are notable and apparently currently under a separate subdivision application as they do not require a rezone. I will refer to the upper 17 cabins or townhouses as the upland development.

I appreciate seeing folks out to this meeting 2 weeks before Christmas. I can see locals, business owners and cabin owners and summer residents all in attendance as well as members from the CRD There are many people who care about this community.

In 2003 a group of Port Renfrew citizens along with planners from the Juan de Fuca Capital regional District created an official community plan for Port Renfrew which I will refer to as the OCP. The OCP is an official and legal document which lays out the land use management and planning.

That plan helps to guide services and their costs to residents, and to inform those in the plan area about the type of land use activities that are likely to occur in their neighbourhood.

This information allows residents of the planning area to play a role in determining how and when their community will develop or not.

Bylaw 4096 being the amendment before us states that the PGM policies should support the economic, social and cultural well-being of the Port Renfrew community.

The desires and concerns of the resident's makeup much of the official community plan.

The number one goal listed in the OCP is protection and preservation of the natural eco-system, which impacts upon the special character of Port Renfrew

The number one objective listed in this plan is to preserve the natural amenities of the major watercourse and their tributaries, wetland areas steep hill sides and the marine foreshore.

Clearly in 2003 long before climate change concerns, the people of Port Renfrew valued their environment. The residents that I know still value their beaches, the forests and streams and the beauty all around us here.

Infrastructure is a significant concern.

The development policies in the OCP state we should encourage growth and development based upon the capacity of the community's infrastructure capabilities. These are some of my concerns

1) Sewage, and lack of any referral to it on this amendment.

2) Water, do we really have enough, what study proves this.

3) Drainage, and the lack of any referral to it in this amendment.

4) Roads, the accesses are on curves and sketchy.

5) Sidewalks, if you have ever walked with a child and your dog on Parkinson Road you know what I mean.

6) Fire Protection, how can our fire Department continue to have the volunteers to staff and service the area when the only housing we create is for tourists?

7) One way bridges

8) Internet, telephone and lack of cell phone coverage.

9) Affordable housing and rental housing.

This development further stresses our entire infrastructure!

Currently this Property is Zoned Community Residential One which would allow each property to have a duplex and a cabin. There appears to be only two buildable properties but because maps provided in this document are different from each other it is difficult to even know how many properties there are.

The amendment before us is not clear about what is intended. It states there will be year round accommodation, vacation properties, commercial tourism recreation and Marina services. This includes hotels, motels food services, fish plants, retail establishments, tourist facilities.

How can we really know what or how much construction is going to happen because it seems like they have covered their bases to do just about anything.

This amendment seems to provide two amenities. The first being increased water capacity. Clearly the development of this property needs that extra capacity to support its own growth.

The second is a path. Please note however that there is no mention of that path being along the waterfront.

Now I would like to speak to you about what has been done.

Pacific Gateway Marina was issued a temporary permit by the CRD in May of 2013.

These were the conditions of that permit.

a. The impacts to any of the existing land uses are kept to a minimum.
b. It does not involve the construction or erection of a new building.
c. It does not involve numerous delivery trucks travelling to the site on a daily basis.
d. The activity serves the needs of the community or is a part of the tourism sector.
e. The activity will be carried out wholly within the principal building.

Clearly most of us know what this resulted in.

They have built an enclosed building with a year round restaurant, have had regular deliveries, the mountains were blown up and the vegetation decimated and they have erected numbered RV sites along the waterfront for camping.

In 2013 the people of Port Renfrew were invited to comment or attend a meeting in Sooke regarding this Temporary permit. 16 people wrote letters. That is nearly a tenth of the population who had concerns.

I must question why these contraventions of the temporary permit have not been addressed.

I would also like to bring attention to the fact that no development permit has been asked for in this amendment.

Our own OCP states the CRD will assist the applicable Provincial and Federal ministries in protecting the ecosystem along the foreshore area and estuaries in regards to:

1) Buildings in the foreshore area

2) Removal or addition of fill in the marine foreshore area

3) Retention of foreshore vegetation

A development permit would require an independent study by a qualified environmental professional. This study would look at the foreshore and the streams as well as the remaining vegetation and trees.

I would like to know why a development permit is not being required for both the Pacific Gateway lands and the upland lot.

To summarize I believe that the people of Port Renfrew and many businesses recognize the importance of our natural environment and want to preserve it as best we can. We have concerns about infrastructure, our roads, sewer, water, drainage.

The proposal before us seems to present an unknown amount of development, but most certainly a huge increase in density. The CRD has not held the Pacific Gateway accountable in regards to the terms of the temporary permit, and lastly they have not asked for an independent environmental study.

I have spent many hours studying these bylaws, amendments and zoning documents I cannot identify how amendment 4096 supports the economic, social and cultural wellbeing of this community.

People tell me you cannot fight big business. I am not asking for a fight. I am asking that the rules that were laid out in Port Renfrew's Official Community Plan be adhered to and that the CRD enforces them.

Thank you for listening.

jdf info

From: John Wells
Sent: Saturday, December 15, 2018 10:52 AM
To: jdf info
Subject: Pacific Gateway Project

I'm in full support of this development moving forward. This is great news for our community.

It's not just the employment opportunity's , but the social well being of this community I see the benefits of keeping our young people in town.
The way to do this is supply employment & affordable property where those who wish to stay full time can.
Ownership of your own property is a great motivator.

Pacific Gateway has shown to pay good wages, so those local young members can live here.

I understand we are short on local affordable housing.

I would like to work with CRD on helping to elevate this issue. I believe it's a team (town) effort to help.

For the future growth of our community and social well being this project is what's needed.

Thank you for your time

John Wells

jdf info

From: Ken and Janice Hiles
Sent: Monday, December 17, 2018 8:03 AM
To: jdf info
Subject: Fw: Port renfrew meeting.

Sent: Monday, December 17, 2018 8:00 AM

Thank you for the information meeting On December 11th.
I would like to voice some concerns I have.

1) there should be unit restrictions on each of the zones that the Purdy group has asked for.
2) they stated at the meeting that there would be no camping on part D but show it on their maps on their display boards as having camping.
3) they stated at the meeting that there would be a water front trail but this is not written or shown in any documentation.
4) they show no boat trailer parking so are the locals going to continue to be able to launch boats.
5) in Mill Bay the Purdy group promised to replace our boat launch when they destroyed the existing one when they developed but years later we still don't have one.
6) it is difficult to trust what this group says, we need everything we are willing to agree to extremely clearly written and examined by a number of professionals.

I believe this project should not move forward until we have a new OCP. This project along with the Purdy uplands seems to house about 90 living units. The residents and home owners in Port Renfrew deserve more of a say in the development of their community.

Wendy Miller

From: Wendy Miller
Sent: Tuesday, December 18, 2018 10:11 AM
To: Wendy Miller
Subject: FW: Purdy Group zoning amendment 2018

From: Ken Hiles [mailto
Sent: Monday, December 17, 2018 5:53 PM
To: Ken and Janice Hiles
Cc: jdf info <jdfinfo@crd.bc.ca>
Subject: Re: Purdy Group zoning amendment 2018

On Mon, Dec 17, 2018, 2:20 PM Ken Hiles wrote:

Hello I am writing this email in regard to the 2018 Pacific Gateway Marina rezone amendment. I feel that the PGM (Purdy Group) are not giving near enough ammenities for the upgrade in zoning they are asking for. I own property in Beach Camp and I therefore would like to see the boat launch at the PGM property be covenanted to remain for public use and at no charge. I also have a home in Cobble Hill near in Mill Bay. When the Purdy Group (Mill Bay Marine Group) purchased the Mill Bay Marina in 2010 Andrew Purdy after removing the boat launch on the property promised that he would build a new boat launch and parking for pubic use if the CVRD gave him the go ahead on the marina and condo development. To this day Dec. 17 th 2018 ,no boat launch has been built and the area residents have no means to launch in this area. The nearest boat launch is 12 kilometers north of Mill Bay. Please don't let this happen in Port Renfrew. I would also like to see a covenanted trail along waters edge from the CRD property at the edge of Beach Camp and along the foreshore of the PGM property to the marina. This is where the residents of Port Renfrew have always been able to walk unrestricted.
Thank you for this consideration.
Ken Hiles

Wendy Miller

From: Wendy Miller
Sent: Friday, January 18, 2019 10:20 AM
To: Wendy Miller
Subject: Port Renfrew Pacific gateway proposal

From: Cam Hamilton
Sent: Thursday, January 17, 2019 12:36 PM
To: 'jdinfo@crd.bc.ca'
Cc:
Subject: Port Renfrew Pacific gateway proposal

To whom it may concern,

I am writing this letter for my concerns on the Pacific gateway proposal. I am a concerned home owner with a house in this area, and a volunteer firefighter with another small town ,my concern is with the expansion comes more people and not enough people that live in the town year round for fire fighters , they are hard to get volunteers when there is not enough people living there to pull from. My other concern is not enough water supply for fighting any fire which may arise from this expansion, there is fuel on site and wooden structures that would need protection and not enough water supply. I know they are stating they are going to donate$ 500,000 dollars to help expand the water system but that is probably only half enough for these upgrades .

Yours Truly
Cam Hamilton
Deputy Chief Youbou Fire Dept.

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6. Delegation – Juan de Fuca Community Planning

a) Comprehensive Community Plan Amendment Application - RZ000242

That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342);

Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) (17110 Parkinson Road);

That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006) (6598 Baird Road); and

Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

Iain Lawrence spoke to staff report to the Juan de Fuca Land Use Committee and the request to redesignate the subject properties from Marine Protection (M) and Residential (R) to a new Pacific Gateway Marina (PGM) designation, and to rezone the subject properties from Marine (M) and Community Residential – One (CR-1) to a new Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, in order to permit a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public. Iain Lawrence provided an overview of the six development areas proposed by the PGM-CD zone.

Iain Lawrence responded to questions from the Commission confirming that:
- the current marina is operated under a temporary use permit issued by the CRD
- Bylaw No. 4017, "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016" (RGS) designates the marina properties as an Urban Containment Policy Area
- Section 445 of the *Local Government Act* requires that all bylaws adopted by a regional district board after the Board has adopted a RGS, be consistent with the RGS
- as the application proposes an amendment to the Port Renfrew Official Community Plan (Schedule A, Bylaw No. 3109, "Comprehensive Community Plan for Port Renfrew Bylaw No. 1, 2003"), the bylaw will be referred to the CRD Board for a determination of consistency prior to first reading
- the CRD is reviewing the sewer and water services proposed by Bylaw No. 4096

Iain Lawrence directed attention to Section 4.5.1 of Bylaw No. 4096 which proposes construction of a public trail and staircase providing connection between the Juan de Fuca Community Parks trail on Lot 64 and Baird Road.

Commission comments included:
- stairs at Baird Road are in poor condition
- concern for maintenance costs related to the staircase
- the development will want to keep the staircase in good condition as the focus of the proposal is to draw tourists to the community
- there is a roughed-in trail that has been used by residents that connects to Godman Road
- support for considering locating a trail with guard rails on higher land to avoid pedestrian and boat trailer conflicts
- a trail on the higher land would continue to provide water views

- the buildings proposed by the application have not been built
- the proposed higher land trail may not have the same water views once these structures are built
- the dominant user of the waterfront trail may be limited to the users of the marina
- the public generally desires continued access to and along the waterfront

Iain Lawrence responded to a question from the Commission, confirming that the Commission previously considered park dedication requirements for the 6-lot bareland strata subdivision (SU000687) on Lot 1, Plan EPP24972. It was advised that the CRD Board supported the Commission's recommendation that parkland dedication be received in the form of cash-in-lieu for application SU000687 and that the trail and staircase proposed by Bylaw No. 4096 are amenity provisions.

In response to Commission concerns related to trail standards, Don Closson noted that staff will be working with the developer as proposed Bylaw No. 4096 outlines the requirement that provision of a public walking trail and staircase are to be constructed in a location and to a standard approved by Juan de Fuca Electoral Area Community Parks and Recreation.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the Commission accept the amenity in the form of a continuous statutory right-of-way, trail and stairway from Lot 64 to Baird Road which is open to the public with the trail and staircase maintained by the development.

CARRIED

b) Subdivision Application SU000697 - Subdivision of Lot 93, Renfrew District, Except Part in Plan 23812 – West Coast Road

Regina Robinson spoke to staff memo to the Commission and the referral received from the Ministry of Transportation and Infrastructure (MoTI) for a proposed 3-lot subdivision of Lot 93 on West Coast Road. It was confirmed that no park dedication is required for the application; however, Section 75(c) of the *Land Title Act* requires that if land to be subdivided borders on a body of water, the bed of which is owned by the Crown, access must be given by highways 20 m wide to the body of water at distances not greater than 200 m between centre lines, or, in a rural area where the parcels into which the land is subdivided all exceed 0.5 ha, at distances not greater than 400 m between centre lines. A Memorandum of Understanding (MoU) between the CRD and the MoTI allows that subdivision applications that require access to water in accordance with Section 75 will be referred to the Commission prior to issuance of preliminary layout approval. It was further confirmed that the applicant submitted a request to the CRD and the MoTI to waive the statutory requirement to provide access to water.

Don Closson stated that:

- there is a provincial access to water to the east of Fossil Bay Resort, which is located between proposed Lot 1 and proposed Lot 2
- the subject property is steep and benched
- there is little sign of public historic use of the subject property
- should the waiver not be supported, the applicant has proposed that the water access be located at the west end of proposed Lot 2

Appendix G: Environmental Report

Cascadia Biological Services

Cascadia Biological Services
772 Goldstream Ave
PO Box 27034
Victoria, BC
V9B 5S4

March 10th 2019

CRD Planning – Port Renfrew
Attn: Senior Planner

Environmental Impact Assessment
6598 Baird Road/17086 Parkinson Road
Capitol Regional District (CRD) – Juan de Fuca Electoral Area
Port Renfrew BC

Purpose

This report is in response to a request by the CRD (Juan de Fuca Electoral Area) for an Environmental Assessment of potential impacts resulting from proposed disturbances associated with a municipal residential land development located in the community of Port Renfrew. The civic addresses for the proposed development are located at 6598 Baird Road and 17086 Parkinson Road (refer to Attachment I). Specifically, the disturbances are associated with a proposed residential development including a stormwater outfall and walking path required to satisfy requirements of the Preliminary Lot Approval (PLA) issued by the CRD. This letter report will therefore accompany and form an addendum to the development permit application (DPA) or equivalent. The DPA is required as the development and associated infrastructure trigger the DPA at the time of development. Located approximately 700m west of the Port Renfrew town centre, the two parent property(s) being developed measures approximately 4.0 hectares and has approximately 575m of marine shoreline.

Typical site photographs are presented following this letter report in Attachment II.

Background

At the request of the owner, Cascadia Biological Services was retained to conduct an overview environmental impact assessment of proposed works associated with a residential development on parent lot(s) located at 6598 Baird Road and 17086 Parkinson Road located in the Community of Port Renfrew. The proposed disturbances include land alterations and disturbances to 1 hectare of land as shown in Attachment III. These areas are currently in a somewhat natural state and have been left undisturbed from previous development stages within the subject property(s). As a result, Cascadia

Cascadia Biological Services

Biological Services was charged with conducting an overview environmental assessment of the proposed disturbed area. The assessment was completed over a four-day period in January and February of 2019. Prior to the field visit, an overview search of existing environmentally significant areas was conducted including a search of the British Columbia Conservation Data Centre (BC CDC) rare element occurrences of which none were documented.

Environmental Assessment Findings

1) **Land Use –** The proposed disturbed area including the marine riparian zone along the foreshore of the subject properties have been utilized for residential and industrial purposes for many years. Most of the native vegetation in and around the subject property has been replaced by lawns and ornamental gardens comprised primarily of introduced species or by larger areas of crushed rock used for levelling of future building pads. Larger industrial uses are historic and sporadic along the foreshore environment. Some smaller older second-generation polygons do exists in and around the surrounding area however, have been severely fragmented due to urban encroachment. Other environmentally significant features within 500m of the subject property include the steep coastal bluffs/cliffs. Land Use within the marine environment along the subject and adjoining properties is primarily limited to docks, gangways and erosion control platforms extending into and along the water. Most of these structures extend no more than 30m into the harbour waters.
2) **Subject Property** - The potential development permit area within the subject property measures approximately 560m (length along foreshore) X 15m (development permit area width) for a total area of 8400 m^2 and has been previously disturbed (>80%) except for two small polygons located along both the eastern and western sections of the property (refer to Attachment III). Existing vegetation within the proposed disturbed area associated with the new residential development will include disturbances to most of the remaining natural state polygons. Approximately 10 larger trees (older second generation) will be cut within the within the proposed disturbed areas
3) **Rare Plants/Wildlife/Ecosystems** – From our assessment, there are no environmentally significant polygons/attribute along the proposed disturbed area associated with the proposed residential areas. From our assessment, several larger older second-generation Douglas fir and spruce trees will be removed from the natural state area. These trees have been surveyed with drones and spotting scopes as well as assessed on the ground to determine if any raptor nests, nesting cavities or blue heron rookeries were present. None were observed during our assessment of the property (s). No rocky outcrops, wildlife trees/dens, stick nest or other environmentally significant attributes including sensitive ecosystems were noted along the proposed disturbed area of the property. The Provincial rare element occurrences program which documents the potential for existing rare elements including rare vegetation, ecosystems and wildlife is presented in Attachment IV. Existing mapping shows the potential occurrences of both a

Cascadia Biological Services

vascular plant named nodding semaphonegrass as well as the potential in the area for the northern red-legged frog. Both of the rare elements listed above were not observed on the subject property(s) nor are expected to occur on site given the previous disturbances as well as existing conditions.

Conclusions

From my assessment of the site in January and February of 2019, I have come up with the following conclusions;

1) The subject property(s) along the marine environment and immediate upland areas of the property has been previously disturbed to over 90% of the total property area;
2) No environmentally significant attributes were noted along the proposed natural state areas;
3) No raptor nest, nesting cavities or heron rookeries were observed during our assessment

Options and Recommendations

It is in my opinion that the proposed disturbed area as shown (refer to Attachments III) for the subject property located at 6598 Baird Road and 17806 Parkinson Road in the Community of Port Renfrew will not negatively impact the area at a community scale if the following recommendations are adhered to:

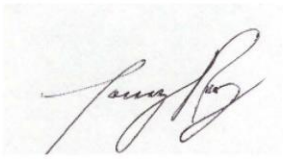
1) All works will be monitored by the designated Qualified Environmental Professional (QEP). The QEP will periodically visit the site during the construction period to ensure the impacts to the environment are negligible. It is anticipated that one site visit each week or even bi-monthly will be sufficient depending on what time of year the disturbances take place. Any contraventions will be forwarded by the on-site biologist to the appropriate agencies;
2) Sediment fencing should be installed immediately outside of the proposed disturbed areas. The designated QEP will advise the appropriate agencies that the sediment fencing is in place and that the proposed works may proceed;
3) All equipment required for the proposed works including backhoes and excavators etc. need to be fuelled outside of the 15m marine foreshore area unless the fuel stations are confined to an absorbent bath containment system. QEP to designate safe fuelling area and/or best management practices directly to the builder;
4) As a result of the proposed disturbed areas near the marine foreshore, Cascadia Biological Services recommends that 2 nesting boxes be erected at select locations within the subject property to improve upon existing passerine nesting cavities. QEP to erect the nesting boxes and notify the appropriate agencies once activities are deemed complete and the nesting boxes are in place;

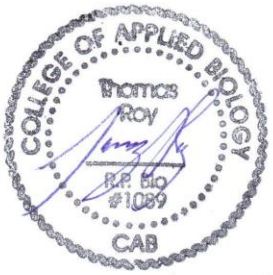
Cascadia Biological Services

5) All trees (approximately 10 in total) to be removed within 30m of the marine foreshore area, must be replaced at a 2:1 ratio on-site within those same areas. QEP to determine where they are to be re-planted;
6) All tree removal should take place outside of the bird nesting season which begins mid-April and ends mid-July.

If you have any questions regarding this assessment, please do not hesitate to contact me by means below.

Thanks for your time.

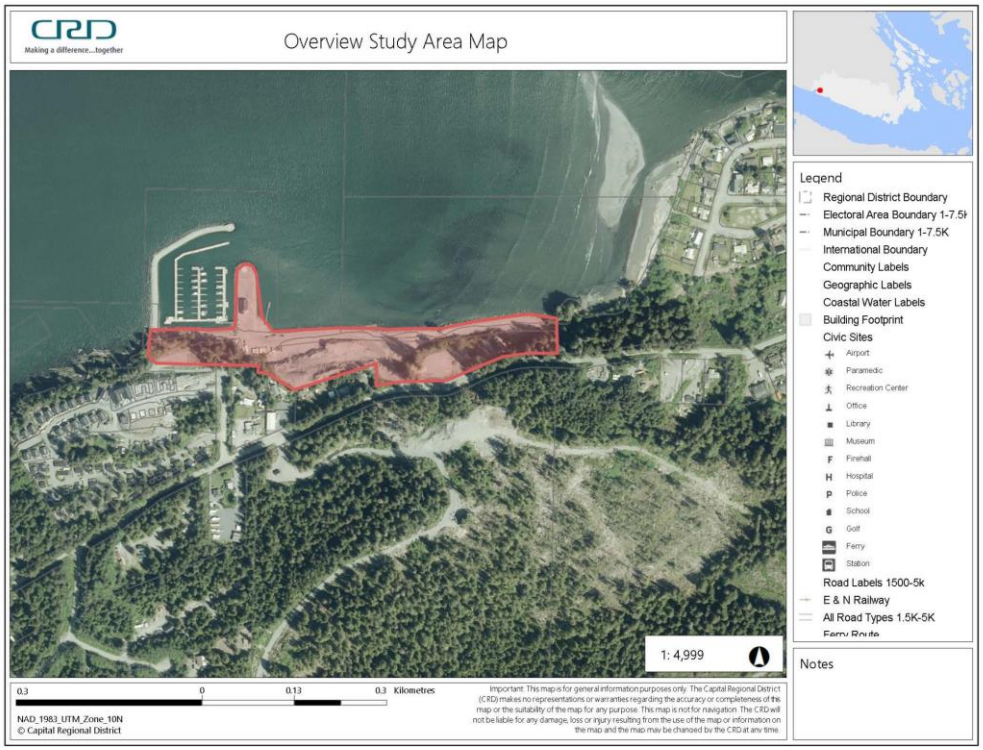




Thomas Roy, R.P. Bio., QEP
Cascadia Biological Services

Cascadia Biological Services

Attachment I – Overview Map of Site



Cascadia Biological Services

Attachment II – Typical Site Photographs



Plate #1. Typical view of the subject property(s)

Cascadia Biological Services



Plate #2. Typical view of the subject property(s)

Cascadia Biological Services



Plate #3. Typical view of the subject property(s)

Cascadia Biological Services



Plate #4. Typical view of the subject property(s)

Cascadia Biological Services

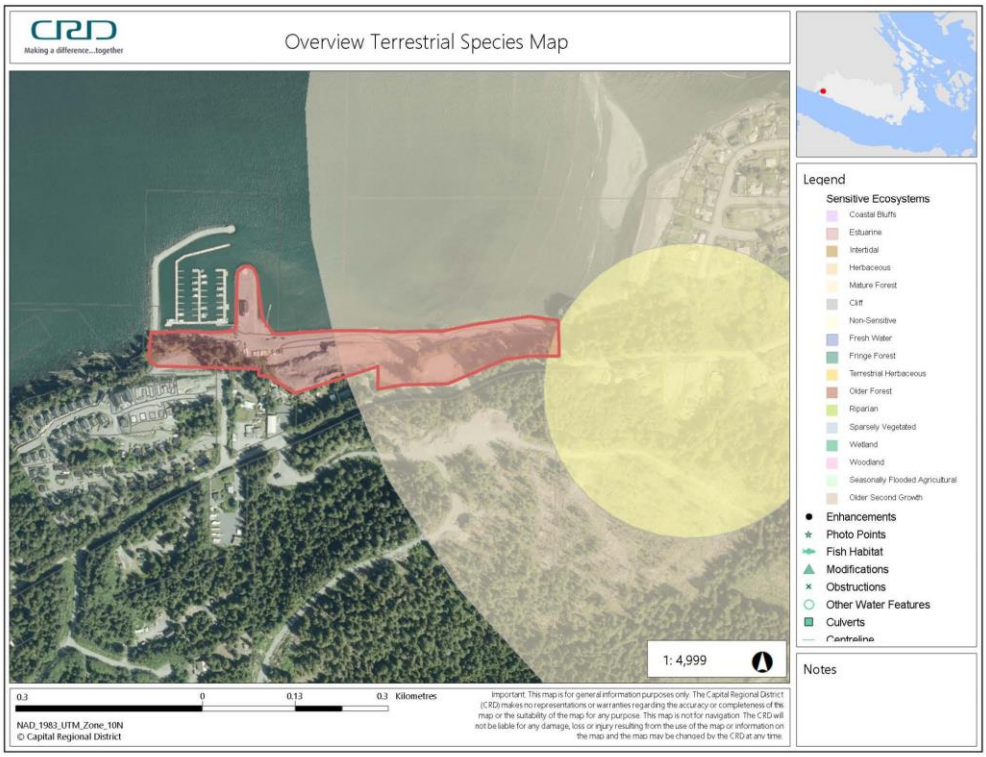
Attachment III – Proposed Disturbed Area(s)



Note: Maps are reduced scale

Cascadia Biological Services

Attachment IV – Rare Elements Occurrence Map



Note: Maps are reduced scale

Making a difference...together

AMENDED SUPPLEMENTARY REPORT TO
JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, SEPTEMBER 15, 2020

SUBJECT **Comprehensive Community Development Plan Amendment Application for: That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125); That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less**

ISSUE SUMMARY

This report provides further supplementary information and a revised bylaw for the Report tabled by the Juan de Fuca Land Use Committee (LUC) on June 16, 2020, and the supplementary report provided as part of the September 15, 2020, Land Use Committee meeting agenda package in response to correspondence received from Pacheedaht First Nation on September 8, 2020.

BACKGROUND

Subsequent to concerns raised by Pacheedaht First Nation in their correspondence of June 16, 2020, receipt by JdF Planning of additional information from the applicant, and the writing of a supplementary report to the September 15, 2020, JdF Land Use Committee meeting, further correspondence dated September 8, 2020, (Appendix A) was received from Pacheedaht expressing remaining concerns related to areas of cultural and archaeological significance within the subject properties and providing three potential solutions.

In response to those remaining concerns, the applicant has agreed to remove the property, known colloquially as “Little Renfrew” (legally described as That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R; PID: 009-575-006) from the application. JdF Planning staff have amended Bylaw No. 4096 accordingly by removing said property from the amendments to the Land Use Designation and Zoning maps of the Port Renfrew Comprehensive Community Development Plan, Bylaw No. 3109, and by removing Development Areas E and F from proposed Bylaw No. 4096 (Appendix B).

CONCLUSION

In response to the September 8, 2020, correspondence from Pacheedaht First Nation, and at the applicant’s request, JdF Planning staff have amended proposed Bylaw No. 4096. Staff recommend that original recommendation from the September 15, 2020, Land Use Committee report remain unchanged, but that the amended version of the bylaw be considered for first and second reading.

RECOMMENDATION

That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, “Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020” to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate

Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;

b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;

c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096; and

d) That prior to adoption of the bylaws, the applicant:
   i. Register a covenant on the title of the lands pursuant to Section 219 of the *Land Title Act* in favour of the CRD securing the Archaeological Impact Assessment prepared by Duncan McLaren, PhD, dated July 31, 2018, and the geotechnical report prepared by Bruce Dagg, P.Eng., dated November 19, 2015.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager, Juan de Fuca Community Planning

ATTACHMENT:

Appendix A: Correspondence from Pacheedaht First Nation, September 8, 2020

Appendix B: Bylaw No. 4096

Appendix A: Correspondence from Pacheedaht First Nation

Pacheedaht First Nation
350 Kalaid Street
Port Renfrew, BC
V0S 1K0
Phone: (250) 647-5521
Fax: (250) 647-5561

September 8, 2020

VIA EMAIL

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

Attention: **Iain Lawrence**
Manager, Juan de Fuca Community Planning
(ilawrence@crd.bc.ca)

Dear Sirs/Mesdames:

Re: **Proposed New Pacific Gateway Marine Comprehensive Development Zone**
Comprehensive Community Development Plan Amendment Application ("Application") for:
That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006) (with reference to the Draft By-law, "Lot 1");
That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342) ("Lot 2");
Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) ("Lot 3", and together with Lots 1 and 2, the "Uplands"); and
Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less ("Water Lot")

Thank you for your letter dated July 31, 2020, in which you reference the concerns we set out in our letter dated June 16, 2020 in relation to the above-noted Application.

As you referenced in your letter, the CRD's existing development application process does not allow for our meaningful participation for the consideration of proposed developments within our traditional territory. The process employed to date for this Application has not resulted in any meaningful opportunity for our input on the proposed rezoning, or for dialogue between the CRD and Pacheedaht about our concerns. As you noted, Pacheedaht was merely advised of the Application, and our earlier comments were attached to the staff report. This approach has not resulted in any real engagement on the Application.

In order to support a meaningful discussion about our concerns with the Application, we have set out some of our main concerns with the Application as currently proposed below.

Concerns with PGM's Application as Proposed

1. **Separation of Marina and Uplands Development Portions of Application**

As you noted in your letter, Pacific Gateway Marina Sport Fishing and Marina Inc. ("PGM") engaged in some consultation with Pacheedaht in connection with the application for the licence of occupation ("LOO") from the Province and the temporary use permit ("TUP") from the CRD. PGM's marina site was changed in late 2015. The marina layout has been fairly well established since that time. This stands in contrast to the Uplands development, a serious plan for which has only been disclosed in 2020.

It is our understanding that PGM was seeking to secure an LOO over the Water Lot, where the marina is located, from FLNRORD at the same time that it was seeking to obtain a TUP from the CRD. We recall that Juan de Fuca Electoral Area Director Mike Hicks was unable to participate in discussions with the Province in connection with the LOO application due to concerns that he may have been in a position of personal conflict as the owner of a fishing charter and lodge business, which would be a potential patron of the marina. However, the CRD was not excluded from the Province's process for the LOO.

The Province granted a two-year LOO to PGM on February 16, 2016. Also in 2016, we understand that the CRD granted PGM a three-year TUP (our copy is undated and unsigned). Both the TUP and the LOO set out similar permitted activities and cover only the Water Lot, not the Uplands. The marina is now built, and, no matter the status of the LOO or the TUP, will not be removed.

Although we had conversations with the Province with respect to the granting of the LOO and the development of the marina, in our view, not all matters were resolved. It is also important to note that this consultation did not touch on the Uplands development.

Now that the marina has been in operation for four years, we, together with the Port Renfrew community and the CRD, have had the opportunity to observe and experience the impacts from its operations. Our concerns echo those concerns we expressed back in 2015. We also have additional concerns, such as about the disposal of grey water and sewage. Our community is extremely close to the marina; any marine impacts have a direct impact on our community, land management, and important resource harvesting.

We believe that the zoning for the marina requires multi-agency input to ensure that the marina's operations are conducted in a way that minimizes their environmental effects and impacts to our Aboriginal rights. Although the foreshore is under Provincial jurisdiction, the Comprehensive Community Development Plan ("CCDP") sets land use policies around a marine-protection zone. This demonstrates that the CRD perceives a role in respect to zoning and land use in connection with the marine area, by, as noted in the CCDP, "non-government persons for non-government purposes."[1] The CRD should bring its own experience to ensure that the types of operations it permits fit in harmoniously with the region, keeping in mind sustainability, community development, and priorities for investment in the Port Renfrew community, such as water and sewer infrastructure, and housing for the community.

Given the different considerations at play and the different stages of engagement that have occurred with respect to planning and operations as between the marina and the Uplands development, we suggest that the PGM marina zoning be separated from the residential development application and proceed on a separate track. We also suggest that the CRD think carefully about the options at its disposal with respect to the zoning of the marina, and not take the position that FLNRORD completed this job back in 2016.

[1] CCDP, section 4.2.

It is important to remember that at the time the LOO was issued, it was just the marina being considered and none of the residential development of the Uplands. The level of Uplands development currently being proposed was not a focus at the time, let alone subject to assessment or consultation with Pacheedaht. From our perspective, the Uplands development poses a completely different and serious set of impacts, including to the network of sea caves adjacent to the PGM site. These impacts were not considered when the marina was approved. The proposed Uplands development is a distinct and complex project that needs to be subject to its own thorough assessment before being allowed to proceed. It cannot be allowed to piggy-back on the existing approvals for the marina.

Finally, with regards to the marina portion of the Application, we ask that you apprise us of the current status of the TUP, given that the three year term would have expired last year.

2. **CRD's Consideration of Proposed Uplands Development**

As noted above, the PGM marina plan, reflected in the LOO and the TUP, has been known since late 2015 / early 2016. The development plan for the Uplands seeks to piggyback on that work without engagement specific to the area, which contains important archaeological sites. In Pacheedaht's view, the area around the sea caves should include a no-build zone. The work that has been done to date has demonstrated the risk to carrying on residential development; we should learn from the developments that have been previously approved (in different zoning) rather than use those developments as a basis for approving a development that is even closer to the sea caves.

You mention the following reports relevant to the CRD's consideration of the Uplands. These reports need to be discussed with Pacheedaht.

a) Archaeological Report

The Archaeological Inventory and Impact Assessment of Sea Caves in the Vicinity of the Pacific Gateway Marina Project in Port Renfrew BC by Duncan McLaren, Cordillera Archaeology dated July 31, 2018 (the "AIA") that you reference in your letter was prepared with Pacheedaht input. We have concerns with your suggested approach of preparing summaries of the AIA and November 19, 2015 Ryzuk geotechnical report ("Ryzuk Report") that is attached for the September 15, 2020 Land Use Committee (the "Committee"), and also with the proposed measure of registering a covenant that would set vibration thresholds. This approach seems likely to distill a complex report touching on archaeology, history and environment down to a set of construction guidelines.

As noted in our June 16, 2020 letter, it is not sufficient or appropriate to limit the Committee's considerations of impacts to a report written about us. Further, your comments relating to the report suggest to us that you are taking points from the AIA selectively. We offer some comments on work that went into the AIA, the AIA itself and some limitations.

The AIA is the product of the latest effort to learn more about the network of sea caves adjacent to the PGM site. As noted in the AIA, the work resulted in the registration of a heritage site (DdSc-24, the "Registered Cave"), being the one burial cave that has been located and identified. This burial cave is the subject of much of the AIA. However, we draw your attention to the map at Figure 7 of the AIA, which labels nine known sea caves on or near PGM's lands and development plans.

Pacheedaht oral history indicates that there is an additional burial cave, which has not yet been found. The AIA notes that possible candidates are caves 1, 2, 5, or possibly 7 (marked on Figure 7 of the AIA).[2] The AIA notes that Cave 5 may be a significant and large cave feature with a high archaeological potential; Cave 7 includes an area

[2] AIA, page 17, 7.A5.

above the high tide line with a moderate archaeological potential.[3] Technology is advancing at a rapid pace, even since the work conducted in connection with the AIA. Pacheedaht has not yet lost hope of finding the second burial cave. We do not accept that the caves that have not yet been found or accessed are inaccessible.

Our oral history indicates that the network of sea caves was not limited to the area indicated on Figure 7, but was extensive, and led to Botanical Beach. More contemporary accounts from Port Renfrew residents describe the network of sea caves being used to walk to the general store. In our view, there is more to learn, protect and restore about the network of sea caves. In the highlighting of the registration of the Registered Cave, and in subsequent summaries and reference, there is a tendency to place emphasis on the Registered Cave to the exclusion of the cave network and the caves that have not yet been accessed.

The AIA focuses on the damage that has been done to the Registered Cave and also on mitigation measures that were recommended to preserve the Registered Cave from further damage during construction or due to more people accessing the Registered Cave site in connection with the marina construction and property development by Three Point Properties. We note that the AIA was not evaluating any PGM proposed residential development plan of the Uplands, as there was not one to evaluate.

Pacheedaht emphasizes the historical, spiritual and ecological importance of the cave network. In addition to this historical importance, Pacheedaht views the cave network as having an ongoing cultural importance, and we hope to be able to once again use the Registered Cave for ceremonial purposes. The mitigation measures proposed to date, such as a fence preventing access to the Registered Cave, are insufficient protection measures and would also block Pacheedaht ready access to this important site. Development of the area will irreparably harm the sea caves and accordingly we reiterate our view that building near the cave network should not be permitted, as it is likely to harm the cave network.

We continue to have serious concerns about the proposed development blocking off our access and permanently damaging this incredibly significant site, which will have serious adverse effects on our cultural connection to the sacred burial cave and our ability to conduct ceremonies there.

b) Geotechnical Report

The AIA references the blasting guidelines set out in the Ryzuk Report as among the management recommendations that PGM should follow around the Registered Site. However, Pacheedaht has concerns that neither the AIA nor the Ryzuk Report give sufficient weight to the uncertainty and irreparable harm that are likely to arise in connection with residential development.

The Ryzuk Report notes that the impact of vibrations on caves is not as well understood as on other structures.[4] In making their recommendations, the consultants reference one study from England about blasting from quarrying near limestone caves.[5] We are unsure if this study is applicable to the sea caves, which are not limestone, and if it should be relied on. For example, these caves are shale. Fallen fragments that have impeded cave access have been observed and reported on to the authorities. The consultants set out an important proviso to their conclusion that blasting may be safely carried out: "it is certainly possible that additional rockfall may be experienced from time to time, and such may have no discernible trigger mechanism."[6]

[3] AIA, page 16, 3rd additional recommendation.
[4] Page 4.
[5] Page 4.
[6] Page 5.

The Ryzuk Report also references the blasting that previously occurred in connection with the development of the Wild Coast Cottages, behind Lot 1. The Report notes that the blasting was carried out with no monitoring. Although there were no reported impacts, the consultants noted "the possibility that blasting at the Wild Coast Cottages development may have contributed to the apparent relatively recent rockfall event that partially blocked the cave entrance cannot be discounted." It also notes that "anecdotal evidence suggests that the fractured phyllite or slate rock at the cave entrance has been unstable for some time, although it is possible that such has been exacerbated by recent construction activity in the area."

The AIA notes that "some of the West Coast Cottages may be built on relatively unstable sea cave roofs. Erosion in and around these features appears to be more rapid than away from them as indicated by the V-shaped indents in which the caves are situated." These observations demonstrate that past development behind Lot 1 may have occurred on ground less stable than it was understood to be, and may have impacted the ground and the sea caves below. In our view, this demonstrates that the further construction associated with the proposed development, of Lot 1 in particular, poses serious risk.

c) Environmental Report

The Environmental Impact Assessment conducted by Cascadia Biological Services dated March 10, 2019 ("Environmental Report") places emphasis on the fact that that the Uplands are not in a natural state. However, developing the Uplands would make permanent the disturbed condition. Once the Uplands are subdivided into small residential lots, there will be no going back.

The Environmental Report does not take into account Pacheedaht ecological knowledge in its consideration of the Application. Pacheedaht was unaware that this report was being done. Pacheedaht needs to be a part of the environmental work undertaken to fully evaluate the uplands portion of the Application.

Uplands Development Should Not Proceed at This Time

On the basis of these unaddressed concerns, and as there has yet to be a meaningful assessment of PGM's proposed development of the Uplands, Pacheedaht requests that the CRD not approve the development of the Uplands, in order to identify a no-build zone on the Uplands that will protect not only the Registered Cave, but the cave network, including the burial cave that has yet to be located.

Should the CRD be unwilling to designate a no-go zone, as set out in our comments above on the various reports, much more work is needed in terms of identifying and assessing potential impacts from any development of the Uplands, as well as any required mitigation. This work must be completed with Pacheedaht's involvement before any future applications are considered for the Uplands.

Working Together

It is critical to improve on these processes to allow for the CRD and Pacheedaht to work together on the review, consideration and approval stages of development processes. The task of evaluating a proposed rezoning application is made all the more difficult in the absence of an updated CCDP.

Thank you for letting us know that the CRD is committed to reviewing the Official Community Plan component of the CCDP in 2021. Pacheedaht is ready, willing and able to meaningfully participate in this important process. An updated CCDP to which the communities have had the opportunity to contribute, will:

- allow all community members to understand how rezoning applications fit in to the overall vision for the area;

- enable more effective application processes; and
- address the perception that there is a different set of rules applicable to certain proponents.

In the meantime, Pacheedaht and CRD should be engaging in a joint decision-making process for the Application given the size of the development and the importance of the area, especially the spiritually and culturally important sea caves, and would like to discuss with you how that might be done. In considering the Application, sufficient time must be allowed for working with Pacheedaht and for our concerns to be considered and addressed. With this in mind, in our view September 15th is not a realistic date for the Committee to consider the rezoning application. More time is needed to consider the full range of issues involved.

Closing

We ask that the CRD:

I. Proceed with the Application on two tracks, one for the marina and the other for the development for the Uplands;
II. Work with Pacheedaht to determine a no build zone for the Uplands, to reflect the unacceptable risk of developing in a way that is likely to irreparably harm the network of sea caves; and
III. Alternatively, work with Pacheedaht to determine the further work required to proceed with the proposed development of the Uplands.

We do not believe that consideration of the Application can proceed with the scheduled Committee meeting on September 15th, but suggest that we arrange a meeting the week of September 8th.

Yours truly,

PACHEEDAHT FIRST NATION

Chief Jeff Jones

cc: Capital Regional District, Attn. Mike Hicks, Regional Director, Juan de Fuca Electoral Area (**directorjdf@crd.bc.ca**)
Mandell Pinder LLP, Attn. Rosanne Kyle (**rosanne@mandellpinder.com**)

Appendix B: Bylaw No. 4096

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4096

****

A BYLAW TO AMEND BYLAW NO. 3109,
THE "COMPREHENSIVE COMMUNITY PLAN FOR PORT RENFREW, BYLAW NO. 1, 2003"

****

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

1. Bylaw No. 3109 being the "Comprehensive Community Plan for Port Renfrew, Bylaw No. 1, 2003" is hereby amended:

A. SCHEDULE A, SECTION 4.0 DEVELOPMENT POLICIES

(a) By inserting a new Section 4.5 "Pacific Gateway Marina (PGM) Policies" after Section 4.4, to be read as follows:

4.5. Pacific Gateway Marina (PGM) Policies

Objective

The objective of the PGM designation is to provide a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public. Development within the PGM designation should support the economic, social and cultural well-being of the Port Renfrew community.

4.5.1. Development (PGM) Policies

1) In order to facilitate the increased level of use supported by the PGM designation the following services should be constructed and bylaws adopted prior to development:

a) Installation of a second water reservoir to expand the capacity of the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.

b) Adoption of an amendment to the Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Bylaw No. 1747, to include all those lands and the surface of the water within the PGM land use designation.

c) Adoption of an amendment to the Port Renfrew Fire Protection Local Service Establishment Bylaw, 1989, Bylaw No. 1743, to include all those lands and the surface of the water within the PGM land use designation.

2) The following amenity is of interest to the community and should be completed in accordance with the requirements specified by the Pacific Gateway Marina Comprehensive Development (PGM-CD) zone:

a) Construction of a public trail and staircase providing connectivity between the Juan de Fuca Electoral Area Community Parks and Recreation trail on Lot 64, Plan VIP24755, and Baird Road. The route provided by this trail and staircase should be protected by a statutory right-of-way in favour of the CRD.

3) Areas of known archaeological significance that are located within the area under the PGM designation are to be protected in accordance with Provincial legislation.

and renumbering Section 4 accordingly.

B. SCHEDULE B, PART IV ZONES

(a) By inserting a new "Pacific Gateway Marina Comprehensive Development (PGM-CD)" zone after Section 27, to be read as follows:

28.0 Pacific Gateway Marina Comprehensive Development (PGM-CD) Zone

Purpose

The purpose of this zone is to implement the Pacific Gateway Marina (PGM) land use designation in order to provide a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public.

The PGM-CD zone is divided into Development Areas A – D, which are shown in Section 28.05. Development within each Development Area is to occur in accordance with the regulations indicated below.

Except where otherwise provided for in this Bylaw, only the specified list of permitted uses may be carried out on the parcels within the PGM-CD zone.

28.01 PGM-CD Zone – General Regulations

(a) Permitted uses:
  (i) Single-family residential
  (ii) Accessory buildings and structures

(b) Maximum density:
  (i) One single-family dwelling

(c) Where the following services and amenities are provided, the permitted uses, densities and regulations of Development Areas A-D, as specified in Sections 28.02 to 28.05, shall apply:
  (i) Connection to the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.
  (ii) Connection to a community sewer system to the satisfaction of Island Health where total daily flows are less than 22,700 L/day, and to the satisfaction of the Ministry of Environment where total daily flows exceed 22,700 L/day.
  (iii) Provision of a public trail constructed in a location and to a standard approved by Juan de Fuca Electoral Area Community Parks and Recreation, connecting Development Area A with Development Areas B and C. The trail is to be protected for public use via statutory right-of-way and maintenance agreement in favour of the Capital Regional District.

(d) The Development Area boundaries, as shown in Section 28.05 shall be deemed to be lot boundaries for the purposes of determining applicable uses, densities and regulations.

(e) Where a survey plan approved by the Surveyor General indicates the adjustment of a parcel boundary due to accretion, the zoning and development area designation applicable to the parcel is deemed to extend to the new parcel boundary despite the zoning designation of the accreted area indicated in Section 28.05.

(f) As a requirement of subdivision, each proposed parcel within the PGM-CD zone must be connected to a community sewer system to the satisfaction of Island Health or the Ministry of Environment, and to a community water system to the satisfaction of the Capital Regional District.

28.02 Development Area A – Specific Regulations

(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	0.75 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum floor area ratio of residential units shall be:	0.30
(8) Maximum lot coverage	40% of the parcel area
(9) Maximum principal building height	11.75 m
(10) Maximum accessory building height	6.0 m

28.03 Development Areas B and D – Specific Regulations

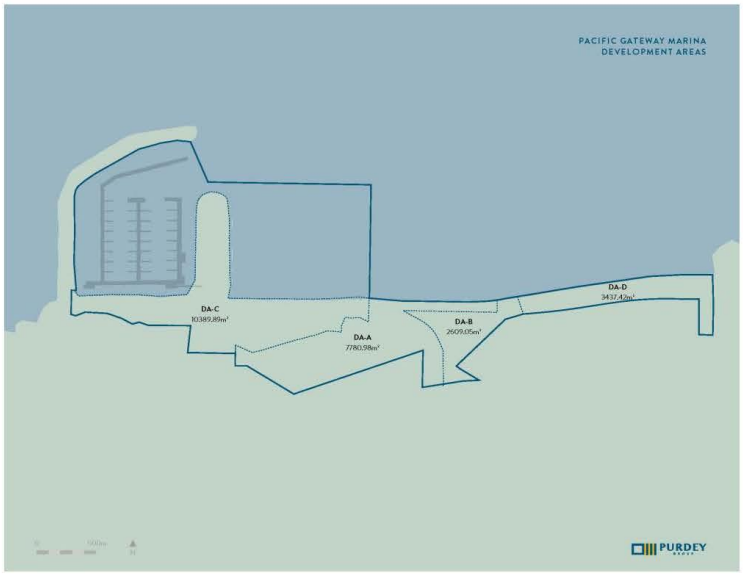
(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Home based business (d) Staff accommodation (e) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes:	
(a) Development Area B	0.26 ha
(b) Development Area D	0.34 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum combined floor area ratio of residential, tourist accommodation and staff accommodation units	
(a) Development Area B	0.35
(b) Development Area D	0.25
(8) Maximum lot coverage	40% of the parcel area

(9) Maximum principal building height	11.75 m
(10) Maximum accessory building height	6.0 m

28.04 Development Area C – Specific Regulations

(1) Permitted uses	(a) Commercial marina (b) Community uses (c) Conference centre (d) Fish processing (e) Food service establishments (f) Hotels and motels (g) Office uses (h) Retail establishments (i) Staff accommodation (j) Tourist facilities and related amenities (k) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	1.0 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum combined floor area ratio of tourist accommodation and staff accommodation units	0.60
(8) Maximum lot coverage	50% of the parcel area
(9) Maximum principal building height	12.0 m
(10) Maximum accessory building height	6.0 m

28.05 PGM-CD Zone Development Areas Map



C. SCHEDULE B, MAP NO. 2 – LAND USE DESIGNATIONS

(a) By deleting That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342) and Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) from the Residential (R) designation and adding said lots to the Pacific Gateway Marina (PGM) designation, as shown on Plan No. 1; and

(b) By deleting Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less from the Marine Protection (M) designation and adding said licence area to the Pacfic Gateway Marina (PGM) designation, as shown on Plan No. 1.

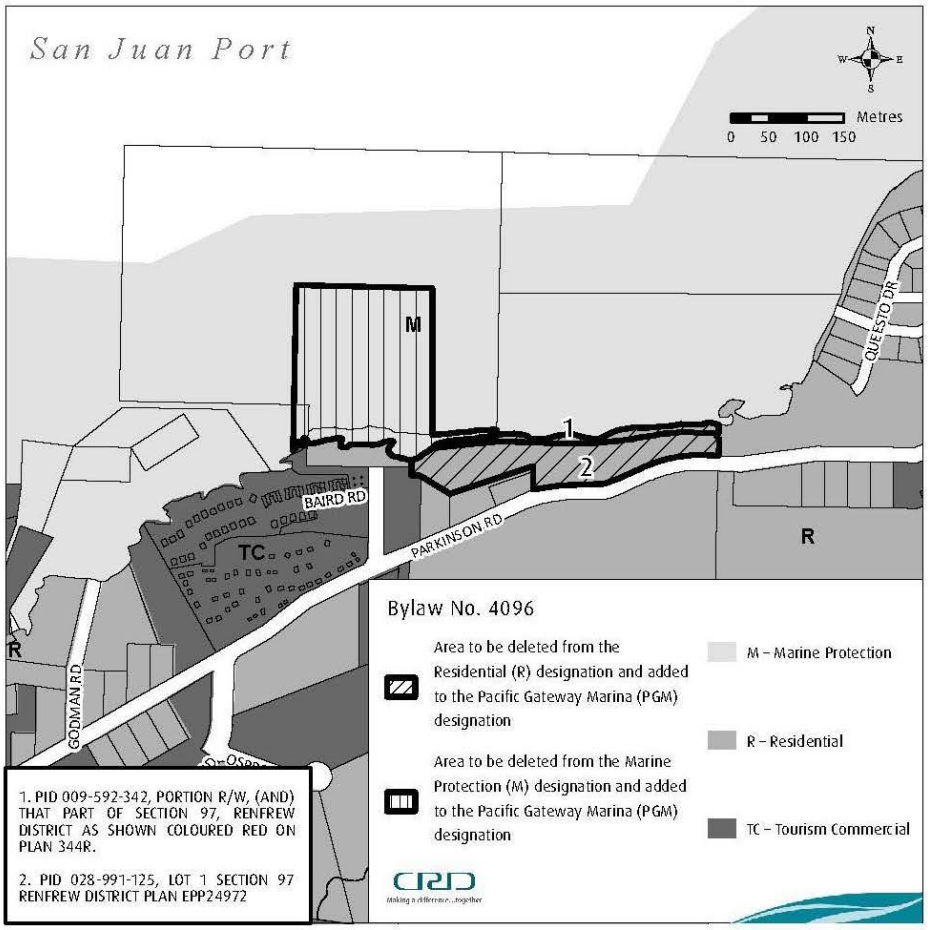
D. SCHEDULE B, MAP NO. 3 – ZONING

(a) By deleting That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342) and Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) from the Community Residential – One (CR-1) zone and adding said lots to the Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, as shown on Plan No. 2; and

(b) By deleting Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less from the Marine (M) zone and adding said licence area to the Pacfic Gateway Marina Comprehensive Development (PGM-CD) zone, as shown on Plan No. 2.

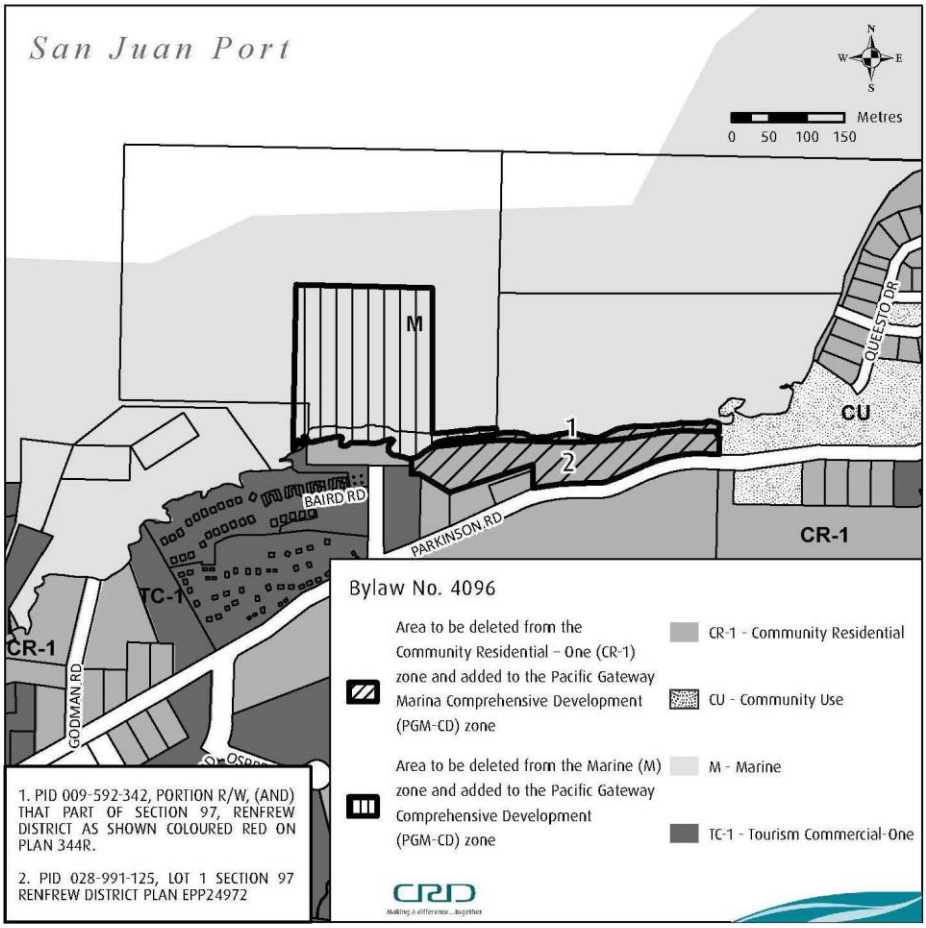
Plan No. 1 of Bylaw 4096, an amendment to Bylaw No. 3109

That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less shown on this plan attached to and forming part of this bylaw.



Plan No. 2 of Bylaw 4096, an amendment to Bylaw No. 3109

That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less shown on this plan attached to and forming part of this bylaw.



2. This bylaw may be cited as "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 10, 2020".

READ A FIRST TIME THIS	day of	, 2020.
READ A SECOND TIME THIS	day of	, 2020.
READ A THIRD TIME THIS	day of	, 2020.
ADOPTED THIS	day of	, 2020.

CHAIR CORPORATE OFFICER

Making a difference...together

AMENDED SUPPLEMENTARY REPORT TO
JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, SEPTEMBER 15, 2020

SUBJECT **Comprehensive Community Development Plan Amendment Application for: That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125); That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less**

ISSUE SUMMARY

This report provides further supplementary information and a revised bylaw for the Report tabled by the Juan de Fuca Land Use Committee (LUC) on June 16, 2020, and the supplementary report provided as part of the September 15, 2020, Land Use Committee meeting agenda package in response to correspondence received from Pacheedaht First Nation on September 8, 2020.

BACKGROUND

Subsequent to concerns raised by Pacheedaht First Nation in their correspondence of June 16, 2020, receipt by JdF Planning of additional information from the applicant, and the writing of a supplementary report to the September 15, 2020, JdF Land Use Committee meeting, further correspondence dated September 8, 2020, (Appendix A) was received from Pacheedaht expressing remaining concerns related to areas of cultural and archaeological significance within the subject properties and providing three potential solutions.

In response to those remaining concerns, the applicant has agreed to remove the property, known colloquially as “Little Renfrew” (legally described as That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R; PID: 009-575-006) from the application. JdF Planning staff have amended Bylaw No. 4096 accordingly by removing said property from the amendments to the Land Use Designation and Zoning maps of the Port Renfrew Comprehensive Community Development Plan, Bylaw No. 3109, and by removing Development Areas E and F from proposed Bylaw No. 4096 (Appendix B).

CONCLUSION

In response to the September 8, 2020, correspondence from Pacheedaht First Nation, and at the applicant’s request, JdF Planning staff have amended proposed Bylaw No. 4096. Staff recommend that original recommendation from the September 15, 2020, Land Use Committee report remain unchanged, but that the amended version of the bylaw be considered for first and second reading.

RECOMMENDATION

That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, “Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020” to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate

Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;

b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;

c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096; and

d) That prior to adoption of the bylaws, the applicant:
   i. Register a covenant on the title of the lands pursuant to Section 219 of the *Land Title Act* in favour of the CRD securing the Archaeological Impact Assessment prepared by Duncan McLaren, PhD, dated July 31, 2018, and the geotechnical report prepared by Bruce Dagg, P.Eng., dated November 19, 2015.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager, Juan de Fuca Community Planning

ATTACHMENT:

Appendix A: Correspondence from Pacheedaht First Nation, September 8, 2020

Appendix B: Bylaw No. 4096

Appendix A: Correspondence from Pacheedaht First Nation

Pacheedaht First Nation
350 Kalaid Street
Port Renfrew, BC
V0S 1K0
Phone: (250) 647-5521
Fax: (250) 647-5561

September 8, 2020

VIA EMAIL

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

Attention: **Iain Lawrence**
Manager, Juan de Fuca Community Planning
(ilawrence@crd.bc.ca)

Dear Sirs/Mesdames:

Re: **Proposed New Pacific Gateway Marine Comprehensive Development Zone**
Comprehensive Community Development Plan Amendment Application ("Application") for:
That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006) (with reference to the Draft By-law, "Lot 1");
That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342) ("Lot 2");
Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) ("Lot 3", and together with Lots 1 and 2, the "Uplands"); and
Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less ("Water Lot")

Thank you for your letter dated July 31, 2020, in which you reference the concerns we set out in our letter dated June 16, 2020 in relation to the above-noted Application.

As you referenced in your letter, the CRD's existing development application process does not allow for our meaningful participation for the consideration of proposed developments within our traditional territory. The process employed to date for this Application has not resulted in any meaningful opportunity for our input on the proposed rezoning, or for dialogue between the CRD and Pacheedaht about our concerns. As you noted, Pacheedaht was merely advised of the Application, and our earlier comments were attached to the staff report. This approach has not resulted in any real engagement on the Application.

In order to support a meaningful discussion about our concerns with the Application, we have set out some of our main concerns with the Application as currently proposed below.

Concerns with PGM's Application as Proposed

1. **Separation of Marina and Uplands Development Portions of Application**

As you noted in your letter, Pacific Gateway Marina Sport Fishing and Marina Inc. ("PGM") engaged in some consultation with Pacheedaht in connection with the application for the licence of occupation ("LOO") from the Province and the temporary use permit ("TUP") from the CRD. PGM's marina site was changed in late 2015. The marina layout has been fairly well established since that time. This stands in contrast to the Uplands development, a serious plan for which has only been disclosed in 2020.

It is our understanding that PGM was seeking to secure an LOO over the Water Lot, where the marina is located, from FLNRORD at the same time that it was seeking to obtain a TUP from the CRD. We recall that Juan de Fuca Electoral Area Director Mike Hicks was unable to participate in discussions with the Province in connection with the LOO application due to concerns that he may have been in a position of personal conflict as the owner of a fishing charter and lodge business, which would be a potential patron of the marina. However, the CRD was not excluded from the Province's process for the LOO.

The Province granted a two-year LOO to PGM on February 16, 2016. Also in 2016, we understand that the CRD granted PGM a three-year TUP (our copy is undated and unsigned). Both the TUP and the LOO set out similar permitted activities and cover only the Water Lot, not the Uplands. The marina is now built, and, no matter the status of the LOO or the TUP, will not be removed.

Although we had conversations with the Province with respect to the granting of the LOO and the development of the marina, in our view, not all matters were resolved. It is also important to note that this consultation did not touch on the Uplands development.

Now that the marina has been in operation for four years, we, together with the Port Renfrew community and the CRD, have had the opportunity to observe and experience the impacts from its operations. Our concerns echo those concerns we expressed back in 2015. We also have additional concerns, such as about the disposal of grey water and sewage. Our community is extremely close to the marina; any marine impacts have a direct impact on our community, land management, and important resource harvesting.

We believe that the zoning for the marina requires multi-agency input to ensure that the marina's operations are conducted in a way that minimizes their environmental effects and impacts to our Aboriginal rights. Although the foreshore is under Provincial jurisdiction, the Comprehensive Community Development Plan ("CCDP") sets land use policies around a marine-protection zone. This demonstrates that the CRD perceives a role in respect to zoning and land use in connection with the marine area, by, as noted in the CCDP, "non-government persons for non-government purposes."[1] The CRD should bring its own experience to ensure that the types of operations it permits fit in harmoniously with the region, keeping in mind sustainability, community development, and priorities for investment in the Port Renfrew community, such as water and sewer infrastructure, and housing for the community.

Given the different considerations at play and the different stages of engagement that have occurred with respect to planning and operations as between the marina and the Uplands development, we suggest that the PGM marina zoning be separated from the residential development application and proceed on a separate track. We also suggest that the CRD think carefully about the options at its disposal with respect to the zoning of the marina, and not take the position that FLNRORD completed this job back in 2016.

[1] CCDP, section 4.2.

It is important to remember that at the time the LOO was issued, it was just the marina being considered and none of the residential development of the Uplands. The level of Uplands development currently being proposed was not a focus at the time, let alone subject to assessment or consultation with Pacheedaht. From our perspective, the Uplands development poses a completely different and serious set of impacts, including to the network of sea caves adjacent to the PGM site. These impacts were not considered when the marina was approved. The proposed Uplands development is a distinct and complex project that needs to be subject to its own thorough assessment before being allowed to proceed. It cannot be allowed to piggy-back on the existing approvals for the marina.

Finally, with regards to the marina portion of the Application, we ask that you apprise us of the current status of the TUP, given that the three year term would have expired last year.

2. **CRD's Consideration of Proposed Uplands Development**

As noted above, the PGM marina plan, reflected in the LOO and the TUP, has been known since late 2015 / early 2016. The development plan for the Uplands seeks to piggyback on that work without engagement specific to the area, which contains important archaeological sites. In Pacheedaht's view, the area around the sea caves should include a no-build zone. The work that has been done to date has demonstrated the risk to carrying on residential development; we should learn from the developments that have been previously approved (in different zoning) rather than use those developments as a basis for approving a development that is even closer to the sea caves.

You mention the following reports relevant to the CRD's consideration of the Uplands. These reports need to be discussed with Pacheedaht.

a) Archaeological Report

The Archaeological Inventory and Impact Assessment of Sea Caves in the Vicinity of the Pacific Gateway Marina Project in Port Renfrew BC by Duncan McLaren, Cordillera Archaeology dated July 31, 2018 (the "AIA") that you reference in your letter was prepared with Pacheedaht input. We have concerns with your suggested approach of preparing summaries of the AIA and November 19, 2015 Ryzuk geotechnical report ("Ryzuk Report") that is attached for the September 15, 2020 Land Use Committee (the "Committee"), and also with the proposed measure of registering a covenant that would set vibration thresholds. This approach seems likely to distill a complex report touching on archaeology, history and environment down to a set of construction guidelines.

As noted in our June 16, 2020 letter, it is not sufficient or appropriate to limit the Committee's considerations of impacts to a report written about us. Further, your comments relating to the report suggest to us that you are taking points from the AIA selectively. We offer some comments on work that went into the AIA, the AIA itself and some limitations.

The AIA is the product of the latest effort to learn more about the network of sea caves adjacent to the PGM site. As noted in the AIA, the work resulted in the registration of a heritage site (DdSc-24, the "Registered Cave"), being the one burial cave that has been located and identified. This burial cave is the subject of much of the AIA. However, we draw your attention to the map at Figure 7 of the AIA, which labels nine known sea caves on or near PGM's lands and development plans.

Pacheedaht oral history indicates that there is an additional burial cave, which has not yet been found. The AIA notes that possible candidates are caves 1, 2, 5, or possibly 7 (marked on Figure 7 of the AIA).[2] The AIA notes that Cave 5 may be a significant and large cave feature with a high archaeological potential; Cave 7 includes an area

[2] AIA, page 17, 7.A5.

above the high tide line with a moderate archaeological potential.[3] Technology is advancing at a rapid pace, even since the work conducted in connection with the AIA. Pacheedaht has not yet lost hope of finding the second burial cave. We do not accept that the caves that have not yet been found or accessed are inaccessible.

Our oral history indicates that the network of sea caves was not limited to the area indicated on Figure 7, but was extensive, and led to Botanical Beach. More contemporary accounts from Port Renfrew residents describe the network of sea caves being used to walk to the general store. In our view, there is more to learn, protect and restore about the network of sea caves. In the highlighting of the registration of the Registered Cave, and in subsequent summaries and reference, there is a tendency to place emphasis on the Registered Cave to the exclusion of the cave network and the caves that have not yet been accessed.

The AIA focuses on the damage that has been done to the Registered Cave and also on mitigation measures that were recommended to preserve the Registered Cave from further damage during construction or due to more people accessing the Registered Cave site in connection with the marina construction and property development by Three Point Properties. We note that the AIA was not evaluating any PGM proposed residential development plan of the Uplands, as there was not one to evaluate.

Pacheedaht emphasizes the historical, spiritual and ecological importance of the cave network. In addition to this historical importance, Pacheedaht views the cave network as having an ongoing cultural importance, and we hope to be able to once again use the Registered Cave for ceremonial purposes. The mitigation measures proposed to date, such as a fence preventing access to the Registered Cave, are insufficient protection measures and would also block Pacheedaht ready access to this important site. Development of the area will irreparably harm the sea caves and accordingly we reiterate our view that building near the cave network should not be permitted, as it is likely to harm the cave network.

We continue to have serious concerns about the proposed development blocking off our access and permanently damaging this incredibly significant site, which will have serious adverse effects on our cultural connection to the sacred burial cave and our ability to conduct ceremonies there.

b) Geotechnical Report

The AIA references the blasting guidelines set out in the Ryzuk Report as among the management recommendations that PGM should follow around the Registered Site. However, Pacheedaht has concerns that neither the AIA nor the Ryzuk Report give sufficient weight to the uncertainty and irreparable harm that are likely to arise in connection with residential development.

The Ryzuk Report notes that the impact of vibrations on caves is not as well understood as on other structures.[4] In making their recommendations, the consultants reference one study from England about blasting from quarrying near limestone caves.[5] We are unsure if this study is applicable to the sea caves, which are not limestone, and if it should be relied on. For example, these caves are shale. Fallen fragments that have impeded cave access have been observed and reported on to the authorities. The consultants set out an important proviso to their conclusion that blasting may be safely carried out: "it is certainly possible that additional rockfall may be experienced from time to time, and such may have no discernible trigger mechanism."[6]

[3] AIA, page 16, 3rd additional recommendation.
[4] Page 4.
[5] Page 4.
[6] Page 5.

The Ryzuk Report also references the blasting that previously occurred in connection with the development of the Wild Coast Cottages, behind Lot 1. The Report notes that the blasting was carried out with no monitoring. Although there were no reported impacts, the consultants noted "the possibility that blasting at the Wild Coast Cottages development may have contributed to the apparent relatively recent rockfall event that partially blocked the cave entrance cannot be discounted." It also notes that "anecdotal evidence suggests that the fractured phyllite or slate rock at the cave entrance has been unstable for some time, although it is possible that such has been exacerbated by recent construction activity in the area."

The AIA notes that "some of the West Coast Cottages may be built on relatively unstable sea cave roofs. Erosion in and around these features appears to be more rapid than away from them as indicated by the V-shaped indents in which the caves are situated." These observations demonstrate that past development behind Lot 1 may have occurred on ground less stable than it was understood to be, and may have impacted the ground and the sea caves below. In our view, this demonstrates that the further construction associated with the proposed development, of Lot 1 in particular, poses serious risk.

c) Environmental Report

The Environmental Impact Assessment conducted by Cascadia Biological Services dated March 10, 2019 ("Environmental Report") places emphasis on the fact that that the Uplands are not in a natural state. However, developing the Uplands would make permanent the disturbed condition. Once the Uplands are subdivided into small residential lots, there will be no going back.

The Environmental Report does not take into account Pacheedaht ecological knowledge in its consideration of the Application. Pacheedaht was unaware that this report was being done. Pacheedaht needs to be a part of the environmental work undertaken to fully evaluate the uplands portion of the Application.

Uplands Development Should Not Proceed at This Time

On the basis of these unaddressed concerns, and as there has yet to be a meaningful assessment of PGM's proposed development of the Uplands, Pacheedaht requests that the CRD not approve the development of the Uplands, in order to identify a no-build zone on the Uplands that will protect not only the Registered Cave, but the cave network, including the burial cave that has yet to be located.

Should the CRD be unwilling to designate a no-go zone, as set out in our comments above on the various reports, much more work is needed in terms of identifying and assessing potential impacts from any development of the Uplands, as well as any required mitigation. This work must be completed with Pacheedaht's involvement before any future applications are considered for the Uplands.

Working Together

It is critical to improve on these processes to allow for the CRD and Pacheedaht to work together on the review, consideration and approval stages of development processes. The task of evaluating a proposed rezoning application is made all the more difficult in the absence of an updated CCDP.

Thank you for letting us know that the CRD is committed to reviewing the Official Community Plan component of the CCDP in 2021. Pacheedaht is ready, willing and able to meaningfully participate in this important process. An updated CCDP to which the communities have had the opportunity to contribute, will:

- allow all community members to understand how rezoning applications fit in to the overall vision for the area;

- enable more effective application processes; and
- address the perception that there is a different set of rules applicable to certain proponents.

In the meantime, Pacheedaht and CRD should be engaging in a joint decision-making process for the Application given the size of the development and the importance of the area, especially the spiritually and culturally important sea caves, and would like to discuss with you how that might be done. In considering the Application, sufficient time must be allowed for working with Pacheedaht and for our concerns to be considered and addressed. With this in mind, in our view September 15th is not a realistic date for the Committee to consider the rezoning application. More time is needed to consider the full range of issues involved.

Closing

We ask that the CRD:

I. Proceed with the Application on two tracks, one for the marina and the other for the development for the Uplands;
II. Work with Pacheedaht to determine a no build zone for the Uplands, to reflect the unacceptable risk of developing in a way that is likely to irreparably harm the network of sea caves; and
III. Alternatively, work with Pacheedaht to determine the further work required to proceed with the proposed development of the Uplands.

We do not believe that consideration of the Application can proceed with the scheduled Committee meeting on September 15th, but suggest that we arrange a meeting the week of September 8th.

Yours truly,

PACHEEDAHT FIRST NATION

Chief Jeff Jones

cc: Capital Regional District, Attn. Mike Hicks, Regional Director, Juan de Fuca Electoral Area (**directorjdf@crd.bc.ca**)
Mandell Pinder LLP, Attn. Rosanne Kyle (**rosanne@mandellpinder.com**)

Appendix B: Bylaw No. 4096

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4096

****

A BYLAW TO AMEND BYLAW NO. 3109,
THE "COMPREHENSIVE COMMUNITY PLAN FOR PORT RENFREW, BYLAW NO. 1, 2003"

****

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

1. Bylaw No. 3109 being the "Comprehensive Community Plan for Port Renfrew, Bylaw No. 1, 2003" is hereby amended:

A. SCHEDULE A, SECTION 4.0 DEVELOPMENT POLICIES

(a) By inserting a new Section 4.5 "Pacific Gateway Marina (PGM) Policies" after Section 4.4, to be read as follows:

4.5. Pacific Gateway Marina (PGM) Policies

Objective

The objective of the PGM designation is to provide a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public. Development within the PGM designation should support the economic, social and cultural well-being of the Port Renfrew community.

4.5.1. Development (PGM) Policies

1) In order to facilitate the increased level of use supported by the PGM designation the following services should be constructed and bylaws adopted prior to development:

a) Installation of a second water reservoir to expand the capacity of the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.

b) Adoption of an amendment to the Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Bylaw No. 1747, to include all those lands and the surface of the water within the PGM land use designation.

c) Adoption of an amendment to the Port Renfrew Fire Protection Local Service Establishment Bylaw, 1989, Bylaw No. 1743, to include all those lands and the surface of the water within the PGM land use designation.

2) The following amenity is of interest to the community and should be completed in accordance with the requirements specified by the Pacific Gateway Marina Comprehensive Development (PGM-CD) zone:

a) Construction of a public trail and staircase providing connectivity between the Juan de Fuca Electoral Area Community Parks and Recreation trail on Lot 64, Plan VIP24755, and Baird Road. The route provided by this trail and staircase should be protected by a statutory right-of-way in favour of the CRD.

3) Areas of known archaeological significance that are located within the area under the PGM designation are to be protected in accordance with Provincial legislation.

and renumbering Section 4 accordingly.

B. SCHEDULE B, PART IV ZONES

(a) By inserting a new "Pacific Gateway Marina Comprehensive Development (PGM-CD)" zone after Section 27, to be read as follows:

28.0 Pacific Gateway Marina Comprehensive Development (PGM-CD) Zone

Purpose

The purpose of this zone is to implement the Pacific Gateway Marina (PGM) land use designation in order to provide a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public.

The PGM-CD zone is divided into Development Areas A – D, which are shown in Section 28.05. Development within each Development Area is to occur in accordance with the regulations indicated below.

Except where otherwise provided for in this Bylaw, only the specified list of permitted uses may be carried out on the parcels within the PGM-CD zone.

28.01 PGM-CD Zone – General Regulations

(a) Permitted uses:
  (i) Single-family residential
  (ii) Accessory buildings and structures

(b) Maximum density:
  (i) One single-family dwelling

(c) Where the following services and amenities are provided, the permitted uses, densities and regulations of Development Areas A-D, as specified in Sections 28.02 to 28.05, shall apply:
  (i) Connection to the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.
  (ii) Connection to a community sewer system to the satisfaction of Island Health where total daily flows are less than 22,700 L/day, and to the satisfaction of the Ministry of Environment where total daily flows exceed 22,700 L/day.
  (iii) Provision of a public trail constructed in a location and to a standard approved by Juan de Fuca Electoral Area Community Parks and Recreation, connecting Development Area A with Development Areas B and C. The trail is to be protected for public use via statutory right-of-way and maintenance agreement in favour of the Capital Regional District.

(d) The Development Area boundaries, as shown in Section 28.05 shall be deemed to be lot boundaries for the purposes of determining applicable uses, densities and regulations.

(e) Where a survey plan approved by the Surveyor General indicates the adjustment of a parcel boundary due to accretion, the zoning and development area designation applicable to the parcel is deemed to extend to the new parcel boundary despite the zoning designation of the accreted area indicated in Section 28.05.

(f) As a requirement of subdivision, each proposed parcel within the PGM-CD zone must be connected to a community sewer system to the satisfaction of Island Health or the Ministry of Environment, and to a community water system to the satisfaction of the Capital Regional District.

28.02 Development Area A – Specific Regulations

(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	0.75 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum floor area ratio of residential units shall be:	0.30
(8) Maximum lot coverage	40% of the parcel area
(9) Maximum principal building height	11.75 m
(10) Maximum accessory building height	6.0 m

28.03 Development Areas B and D – Specific Regulations

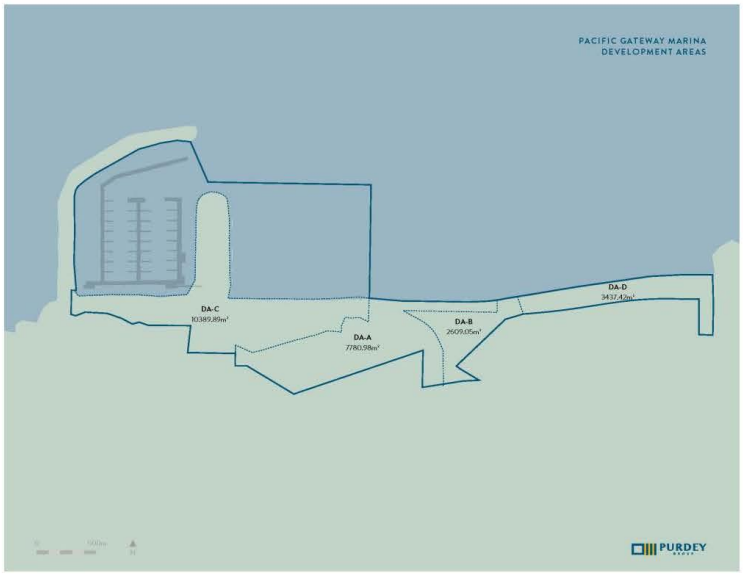
(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Home based business (d) Staff accommodation (e) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes:	
(a) Development Area B	0.26 ha
(b) Development Area D	0.34 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum combined floor area ratio of residential, tourist accommodation and staff accommodation units	
(a) Development Area B	0.35
(b) Development Area D	0.25
(8) Maximum lot coverage	40% of the parcel area

(9) Maximum principal building height	11.75 m
(10) Maximum accessory building height	6.0 m

28.04 Development Area C – Specific Regulations

(1) Permitted uses	(a) Commercial marina (b) Community uses (c) Conference centre (d) Fish processing (e) Food service establishments (f) Hotels and motels (g) Office uses (h) Retail establishments (i) Staff accommodation (j) Tourist facilities and related amenities (k) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	1.0 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum combined floor area ratio of tourist accommodation and staff accommodation units	0.60
(8) Maximum lot coverage	50% of the parcel area
(9) Maximum principal building height	12.0 m
(10) Maximum accessory building height	6.0 m

28.05 PGM-CD Zone Development Areas Map



C. SCHEDULE B, MAP NO. 2 – LAND USE DESIGNATIONS

(a) By deleting That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342) and Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) from the Residential (R) designation and adding said lots to the Pacific Gateway Marina (PGM) designation, as shown on Plan No. 1; and

(b) By deleting Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less from the Marine Protection (M) designation and adding said licence area to the Pacfic Gateway Marina (PGM) designation, as shown on Plan No. 1.

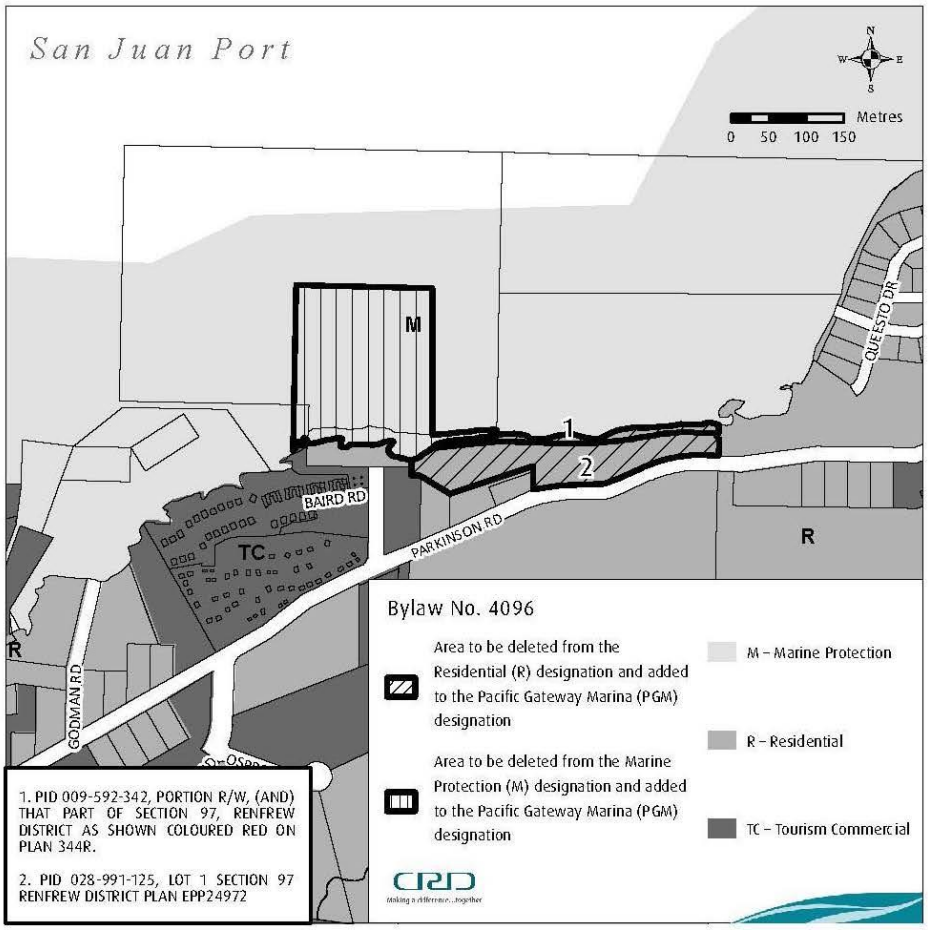
D. SCHEDULE B, MAP NO. 3 – ZONING

(a) By deleting That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342) and Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) from the Community Residential – One (CR-1) zone and adding said lots to the Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, as shown on Plan No. 2; and

(b) By deleting Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less from the Marine (M) zone and adding said licence area to the Pacfic Gateway Marina Comprehensive Development (PGM-CD) zone, as shown on Plan No. 2.

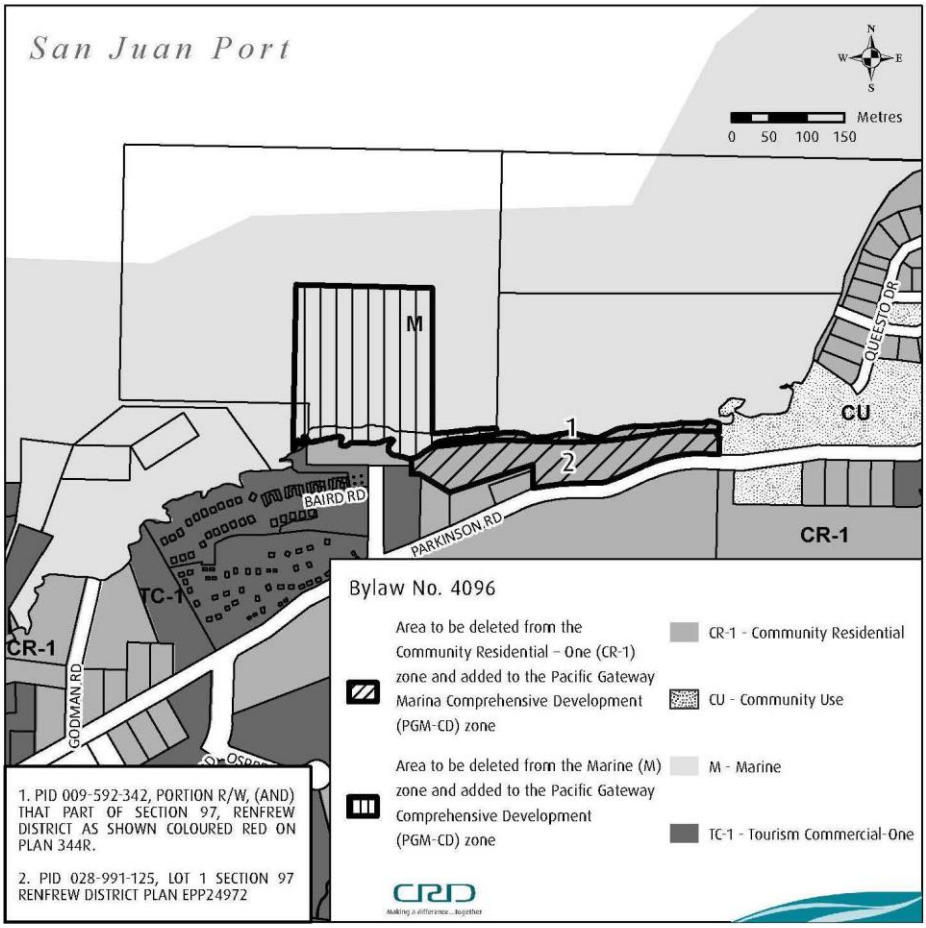
Plan No. 1 of Bylaw 4096, an amendment to Bylaw No. 3109

That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less shown on this plan attached to and forming part of this bylaw.



Plan No. 2 of Bylaw 4096, an amendment to Bylaw No. 3109

That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less shown on this plan attached to and forming part of this bylaw.



2. This bylaw may be cited as "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 10, 2020".

READ A FIRST TIME THIS	day of	, 2020.
READ A SECOND TIME THIS	day of	, 2020.
READ A THIRD TIME THIS	day of	, 2020.
ADOPTED THIS	day of	, 2020.

CHAIR CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4096

****

A BYLAW TO AMEND BYLAW NO. 3109,
THE "COMPREHENSIVE COMMUNITY PLAN FOR PORT RENFREW, BYLAW NO. 1, 2003"

****

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

1. Bylaw No. 3109 being the "Comprehensive Community Plan for Port Renfrew, Bylaw No. 1, 2003" is hereby amended:

A. SCHEDULE A, SECTION 4.0 DEVELOPMENT POLICIES

(a) By inserting a new Section 4.5 "Pacific Gateway Marina (PGM) Policies" after Section 4.4, to be read as follows:

4.5. Pacific Gateway Marina (PGM) Policies

Objective

The objective of the PGM designation is to provide a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public. Development within the PGM designation should support the economic, social and cultural well-being of the Port Renfrew community.

4.5.1. Development (PGM) Policies

1) In order to facilitate the increased level of use supported by the PGM designation the following services should be constructed and bylaws adopted prior to development:

a) Installation of a second water reservoir to expand the capacity of the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.

b) Adoption of an amendment to the Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Bylaw No. 1747, to include all those lands and the surface of the water within the PGM land use designation.

c) Adoption of an amendment to the Port Renfrew Fire Protection Local Service Establishment Bylaw, 1989, Bylaw No. 1743, to include all those lands and the surface of the water within the PGM land use designation.

2) The following amenity is of interest to the community and should be completed in accordance with the requirements specified by the Pacific Gateway Marina Comprehensive Development (PGM-CD) zone:

a) Construction of a public trail and staircase providing connectivity between the Juan de Fuca Electoral Area Community Parks and Recreation trail on Lot 64, Plan VIP24755, and Baird Road. The route provided by this trail and staircase should be protected by a statutory right-of-way in favour of the CRD.

3) Areas of known archaeological significance that are located within the area under the PGM designation are to be protected in accordance with Provincial legislation.

and renumbering Section 4 accordingly.

B. SCHEDULE B, PART IV ZONES

(a) By inserting a new "Pacific Gateway Marina Comprehensive Development (PGM-CD)" zone after Section 27, to be read as follows:

28.0 Pacific Gateway Marina Comprehensive Development (PGM-CD) Zone

Purpose

The purpose of this zone is to implement the Pacific Gateway Marina (PGM) land use designation in order to provide a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public.

The PGM-CD zone is divided into Development Areas A – D, which are shown in Section 28.05. Development within each Development Area is to occur in accordance with the regulations indicated below.

Except where otherwise provided for in this Bylaw, only the specified list of permitted uses may be carried out on the parcels within the PGM-CD zone.

28.01 PGM-CD Zone – General Regulations

(a) Permitted uses:
  (i) Single-family residential
  (ii) Accessory buildings and structures

(b) Maximum density:
  (i) One single-family dwelling

(c) Where the following services and amenities are provided, the permitted uses, densities and regulations of Development Areas A-D, as specified in Sections 28.02 to 28.05, shall apply:
  (i) Connection to the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.
  (ii) Connection to a community sewer system to the satisfaction of Island Health where total daily flows are less than 22,700 L/day, and to the satisfaction of the Ministry of Environment where total daily flows exceed 22,700 L/day.
  (iii) Provision of a public trail constructed in a location and to a standard approved by Juan de Fuca Electoral Area Community Parks and Recreation, connecting Development Area A with Development Areas B and C. The trail is to be protected for public use via statutory right-of-way and maintenance agreement in favour of the Capital Regional District.

(d) The Development Area boundaries, as shown in Section 28.05 shall be deemed to be lot boundaries for the purposes of determining applicable uses, densities and regulations.

(e) Where a survey plan approved by the Surveyor General indicates the adjustment of a parcel boundary due to accretion, the zoning and development area designation applicable to the parcel is deemed to extend to the new parcel boundary despite the zoning designation of the accreted area indicated in Section 28.05.

(f) As a requirement of subdivision, each proposed parcel within the PGM-CD zone must be connected to a community sewer system to the satisfaction of Island Health or the Ministry of Environment, and to a community water system to the satisfaction of the Capital Regional District.

28.02 Development Area A – Specific Regulations

(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	0.75 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum floor area ratio of residential units shall be:	0.30
(8) Maximum lot coverage	40% of the parcel area
(9) Maximum principal building height	11.75 m
(10) Maximum accessory building height	6.0 m

28.03 Development Areas B and D – Specific Regulations

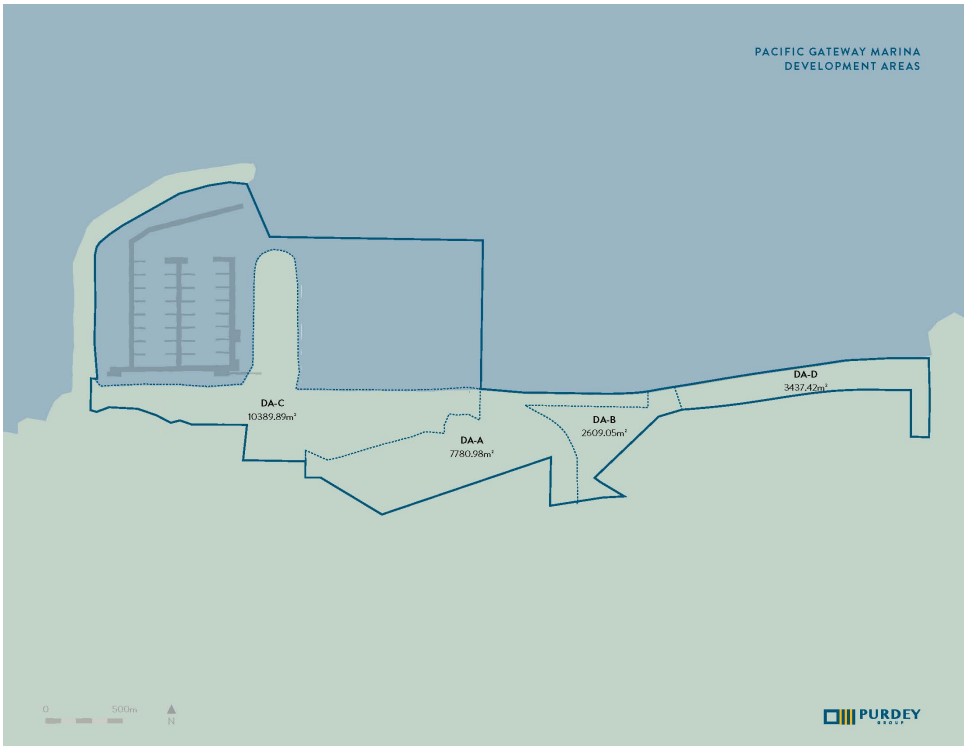
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(b) Development Area D	0.34 ha
(3) Minimum front yard setback	6.0 m
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(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum combined floor area ratio of residential, tourist accommodation and staff accommodation units	
(a) Development Area B	0.35
(b) Development Area D	0.25
(8) Maximum lot coverage	40% of the parcel area

(9) Maximum principal building height	11.75 m
(10) Maximum accessory building height	6.0 m

28.04 Development Area C – Specific Regulations

(1) Permitted uses	(a) Commercial marina (b) Community uses (c) Conference centre (d) Fish processing (e) Food service establishments (f) Hotels and motels (g) Office uses (h) Retail establishments (i) Staff accommodation (j) Tourist facilities and related amenities (k) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	1.0 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum combined floor area ratio of tourist accommodation and staff accommodation units	0.60
(8) Maximum lot coverage	50% of the parcel area
(9) Maximum principal building height	12.0 m
(10) Maximum accessory building height	6.0 m

28.05 PGM-CD Zone Development Areas Map



C. SCHEDULE B, MAP NO. 2 – LAND USE DESIGNATIONS

(a) By deleting That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342) and Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) from the Residential (R) designation and adding said lots to the Pacific Gateway Marina (PGM) designation, as shown on Plan No. 1; and

(b) By deleting Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less from the Marine Protection (M) designation and adding said licence area to the Pacfic Gateway Marina (PGM) designation, as shown on Plan No. 1.

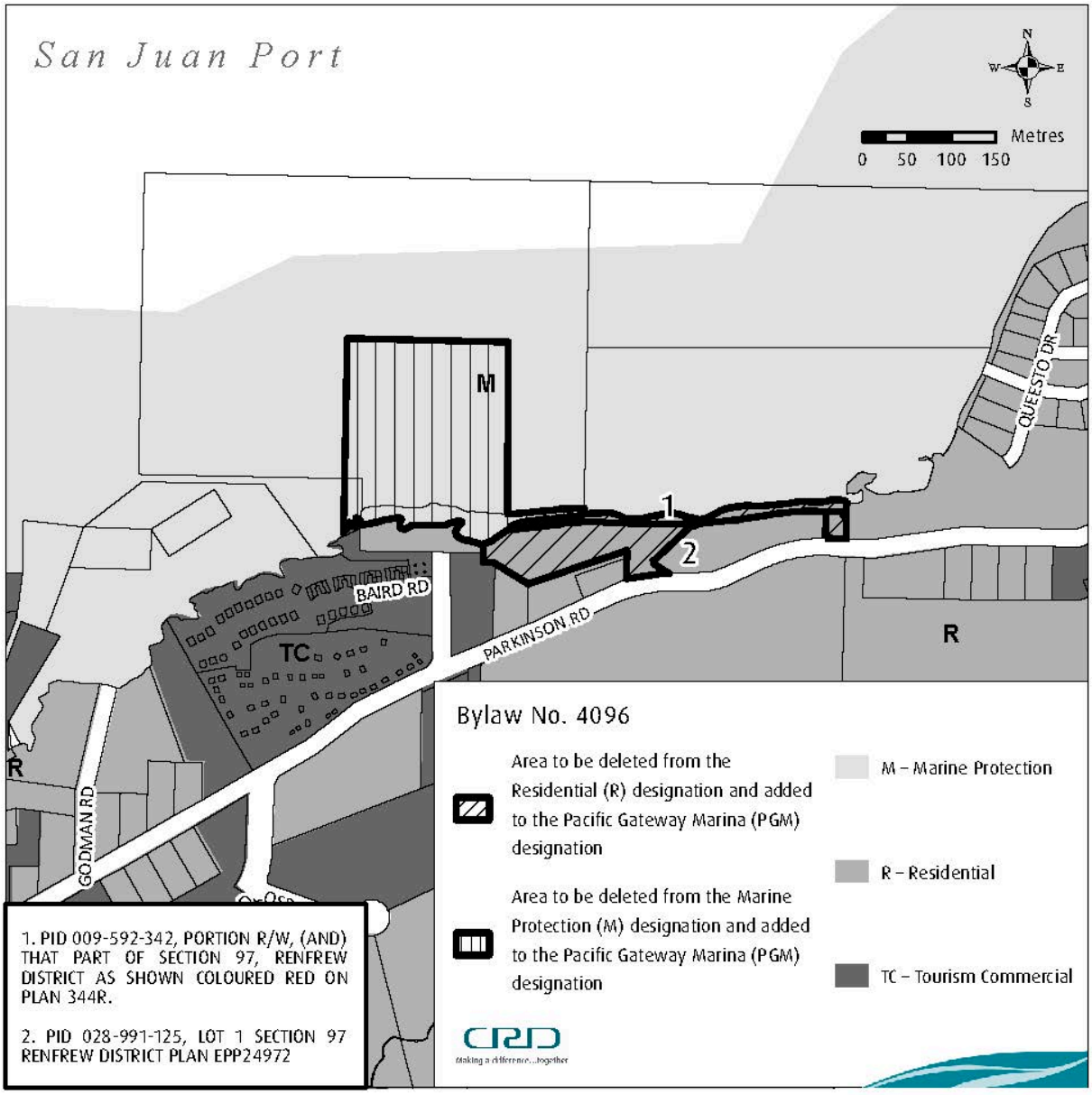
D. SCHEDULE B, MAP NO. 3 – ZONING

(a) By deleting That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342) and Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) from the Community Residential – One (CR-1) zone and adding said lots to the Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, as shown on Plan No. 2; and

(b) By deleting Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less from the Marine (M) zone and adding said licence area to the Pacfic Gateway Marina Comprehensive Development (PGM-CD) zone, as shown on Plan No. 2.

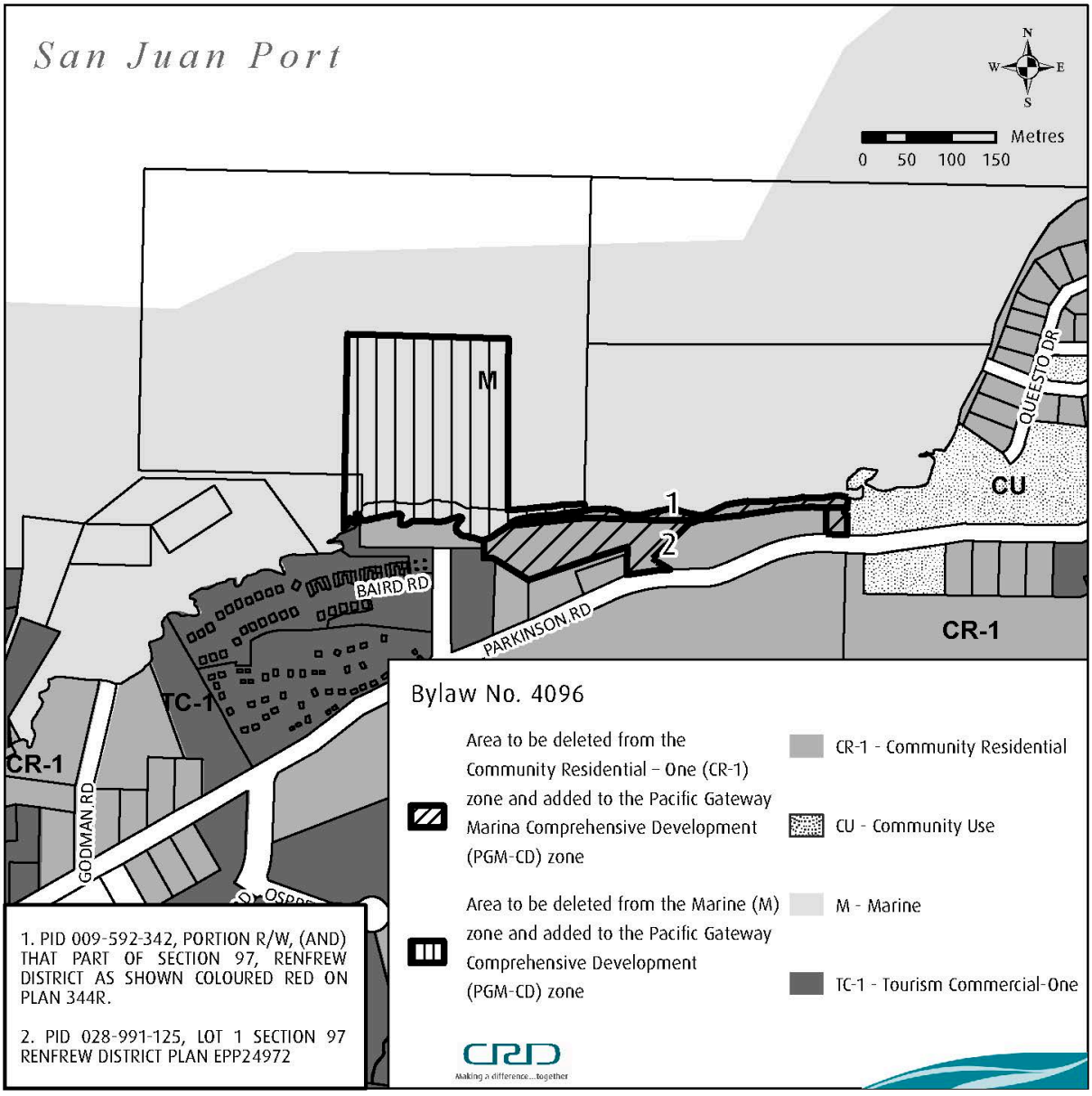
Plan No. 1 of Bylaw 4096, an amendment to Bylaw No. 3109

That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less shown on this plan attached to and forming part of this bylaw.



Plan No. 2 of Bylaw 4096, an amendment to Bylaw No. 3109

That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less shown on this plan attached to and forming part of this bylaw.



2. This bylaw may be cited as “Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 10, 2020”.

READ A FIRST TIME THIS	day of	, 2020.
READ A SECOND TIME THIS	day of	, 2020.
READ A THIRD TIME THIS	day of	, 2020.
ADOPTED THIS	day of	, 2020.

CHAIR CORPORATE OFFICER

Making a difference...together

SUPPLEMENTARY REPORT TO
JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, SEPTEMBER 15, 2020

SUBJECT **Comprehensive Community Development Plan Amendment Application for: That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125); That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less**

ISSUE SUMMARY

This report provides supplementary information and a revised recommendation for the Report tabled by the Juan de Fuca Land Use Committee (LUC) on June 16, 2020, as a result of correspondence received from Pacheedaht First Nation on June 16, 2020.

BACKGROUND

Prior to consideration of this application by the LUC on June 16, 2020, JdF Community Planning received correspondence from Pacheedaht First Nation (Appendix A) highlighting a number of concerns and questions related to the consultation process and governance, and regarding various aspects of the development of the subject lands within Pacheedaht's traditional territory. The LUC determined that the concerns warranted tabling the item to its September 15, 2020, meeting, in order to give staff time to work with the applicant and Pacheedaht to address the noted concerns and questions.

Subsequent to the June 16, 2020, meeting, JdF Community Planning received an Archaeological Impact Assessment (AIA), dated July 31, 2018, and accompanying geotechnical report, dated November 19, 2015. Having received and reviewed this new information, staff recommend a revised recommendation.

ALTERNATIVES

Alternative 1
That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;
b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;
c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096; and

d) That prior to adoption of the bylaws, the applicant:
   i. Register a covenant on the title of the lands pursuant to Section 219 of the *Land Title Act* in favour of the CRD securing the Archaeological Impact Assessment prepared by Duncan McLaren, PhD, dated July 31, 2018, and the geotechnical report prepared by Bruce Dagg, P.Eng., dated November 19, 2015.

Alternative 2
That the CRD Board not proceed with proposed Bylaw No. 4096.

Alternative 3
That more information be provided.

IMPLICATIONS

In their correspondence dated June 16, 2020, Pacheedaht First Nation raised a number of concerns regarding the application review and consultation processes, and potential impacts on the environment and damage to sites of cultural importance. They also asked several questions regarding site servicing, including community water and sewage disposal.

Consultation Implications
The CRD's development application processes are established through Bylaw No. 3885 and the *Local Government Act*. The process allows for referral by the Juan de Fuca Land Use Committee and the CRD Board to agencies and departments they determine may have interests that are affected by proposed development. Comments received from external agencies, including Pacheedaht, were included in the staff report for the June 16, 2020, LUC meeting and part of the staff recommendation was intended to address their original concerns. However, as a result of ongoing dialogue between CRD and Pacheedaht, CRD has acknowledged the desire for greater participation on the part of the Nation, and has committed to providing an avenue for more meaningful dialogue with those First Nations in whose traditional territory a development application is being considered.

Land Use Implications
As part of the Licence of Occupation application process for the marina, a consultation process involving the proponent and Pacheedaht was required by the Province. That process was to have addressed concerns related to the impact on the marine environment, including shellfish harvesting and underwater noise, and resulted in moving the marina infrastructure and breakwater to their present location. As part of the current development application, we are in receipt of an environmental report for the upland portion of the development. The report was attached to the June 16, 2020, LUC report.

Subsequent to the June 16, 2020, LUC meeting, JdF Community Planning received a copy of an archaeological inventory and impact assessment report, dated July 31, 2018, prepared by Duncan McLaren, PhD, (Cordillera Archaeology). The report provided details on the results of assessment of the land in the vicinity of the Pacific Gateway Marina, and focused on a number of sea cave features along the foreshore. The report affirmed Pacheedaht's concerns regarding vibrations from blasting and machinery activities in the vicinity of the sea caves, including those that would originate from the "Little Renfrew" site directly above the caves. The Report also included a 2015 Ryzuk geotechnical report (the "Geotechnical Report") that commented on the stability of the caves and provided vibration threshold recommendations. In light of this information, staff recommend registration of a covenant on the title of the lands to require that all future development be conducted in accordance with the recommendations of the Archaeological and Geotechnical Reports. This would address future land alteration and construction activity on District Lot 17, and ensure that it follows the recommendations for a vibration threshold, monitoring and impact mitigation.

With regards to water supply, the proponent has partnered with Port Renfrew Management Ltd. to install a 100,000 gallon water tank to increase the overall storage capacity of the Port Renfrew water system. In exchange for that work and based on the value of the contract, under an agreement with the Port Renfrew Utility Services Commission and CRD Integrated Water Services, 32 single-family equivalents (SFEs) are to be allocated to Pacific Gateway Marina, 32 SFEs to Port Renfrew Management Ltd, and 8 SFEs to Port Renfrew Business Park Ltd. As a result of this increase in capacity, approximately 75 SFEs presently remain unallocated and available for other development proposals within the local service area upon payment of the amenity fee.

At the present time, sewage treatment is proposed to be via a community system constructed in partnership with Port Renfrew Management Ltd., on the south side of Parkinson Road. The system would require approval from Island Health under the *Sewerage System Regulation* of the *Public Health Act*. Such a system is limited to a flow rate of 22,700 L/day. At such time as the development proposes to exceed this threshold, a larger system, involving approvals from the Ministry of Environment under the *Environmental Management Act* and *Municipal Wastewater Regulation*, will be required.

As a result of the concerns raised by Pacheedaht and the additional information received from the applicant regarding the culturally sensitive areas within the development area, staff recommend a revised Land Use Committee recommendation to include a covenant securing the 2018 Duncan McLaren archaeological assessment and associated 2015 Ryzuk geotechnical report.

RECOMMENDATION

That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;

b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;

c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096; and

d) That prior to adoption of the bylaws, the applicant:
   i. Register a covenant on the title of the lands pursuant to Section 219 of the *Land Title Act* in favour of the CRD securing the Archaeological Impact Assessment prepared by Duncan McLaren, PhD, dated July 31, 2018, and the geotechnical report prepared by Bruce Dagg, P.Eng., dated November 19, 2015.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager, Juan de Fuca Community Planning
Concurrence:	Michael Barnes, MPP, Acting General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

ATTACHMENT:

Appendix A: Correspondence from Pacheedaht First Nation, June 16, 2020

Appendix A: Correspondence from Pacheedaht First Nation

Pacheedaht First Nation
350 Kalaid Street
Port Renfrew, BC
V0S 1K0
Phone: (250) 647-5521
Fax: (250) 647-5561

June 16, 2020

VIA EMAIL

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

Attention: **Mike Hicks, Director**
Chair, Juan de Fuca Land Use Committee
(mhicks@crd.bc.ca)

Dear Sirs/Mesdames:

Re: Proposed New Pacific Gateway Marine Comprehensive Development Zone
Comprehensive Community Development Plan Amendment Application for:
That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125);
That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

On behalf of the Pacheedaht First Nation, I am writing in relation to this evening's meeting of the Juan de Fuca Land Use Committee (the Committee).

I understand that tonight's agenda includes an application by Pacific Gateway Marina (PGM) for a rezoning of the properties listed above (the Rezoning Application). The rezoning would seriously change the way the properties are used, allowing year-round residential accommodation, vacation properties, commercial tourism, and increased recreation and marina services.

Before the Committee meets, I wanted to take this opportunity to explain some of Pacheedaht's concerns with the Rezoning Application. I am writing to you directly in advance of the Committee convening as in the background materials for tonight, I do not see a plan for direct engagement with Pacheedaht other than some proposed input on an archaeological report. I wanted to let you know at this early juncture that, due to the nature of the potential impacts it contemplates, a process of direct engagement is needed between the Capital Regional District (CRD) and Pacheedaht in relation to the Rezoning Application before any further steps are taken.

Pacheedaht Concerns with Rezoning Application

As you will be aware, Pacheedaht asserts Aboriginal rights and title to the properties included in the Rezoning Application, as well as the surrounding lands and waters. Our members are worried about what the Rezoning Application could mean for our territory. Some of our concerns are as follows.

Heritage and cultural sites

There are a number of known archaeological sites as well as undocumented sites within the area subject to the Rezoning Application. These sites are of immeasurable value to Pacheedaht and include sacred sea caves and other cultural features. Our oral history tells us these sites were used for burials and were also sites for cleansing, collecting red ochre (a substance sacred to Pacheedaht), and other important cultural rituals. Protecting these sites and the cultural remains they contain is of the highest concern to our Nation.

These sites have already been subject to damage, including by construction of the railway in the 1930s, when burials boxes were removed. As Pacheedaht, we know these sites to be incredibly fragile. Damage to them in the past has resulted in some caves collapsing such that they are no longer accessible.

Were it permitted, the Rezoning Application would allow PGM to build a very dense residential development above these sites. Pacheedaht is deeply concerned that blasting and other heavy machinery work associated with construction near these fragile sites could lead to irreparable damage, including their permanent collapse and the loss or damage to their sacred contents. We simply cannot take the risk that this part of our history and culture could be lost.

I see from the background materials for this evening's meeting that one of the Committee's options in considering the Rezoning Application would be for PGM to submit an archaeological report, created with Pacheedaht's input, to be considered at a public hearing. I stress that it is absolutely crucial that the Committee, and the CRD, hear directly from Pacheedaht in relation to our concerns about preventing and managing impacts to these sites. It is not sufficient or appropriate for consideration of impacts to Pacheedaht to be limited to a report written about us.

Other impacts

Pacheedaht's concerns with the Rezoning Application are not limited to our heritage and cultural sites. I feel compelled to set out some of our additional concerns here because the background materials for this evening's meeting appear to limit our concerns to archaeological impacts.

Our other concerns with the Rezoning Application include impacts to shoreline and marine species from construction activities, ongoing underwater noise, environmental impacts caused by fuel and other vessel discharges, and potential interference with our members' harvesting activities due to increased marine traffic and reduced shoreline access.

Water supply is also a serious concern in our remote community. Pacheedaht understands that PGM is applying for community piped water to be supplied to the properties, but that the usual amenity contributions for water use are being waived due to a cost share of a proposed storage tank. Pacheedaht is requesting more information about this proposal as well as the general water needs for what PGM is proposing. Along these same lines, Pacheedaht also has concerns relating to drainage,

grey water, and sewage disposal. Given the proximity of the properties to our community, and important fishing areas, our members will be deeply impacted by any changes in service levels from PGM's proposed development of the area.

Pacheedaht is also concerned that PGM's plans for the properties may not comply with Port Renfrew's 2003 Official Community Plan (OCP). For example it is not clear to us whether PGM's proposed residential accommodation meets the needs of the area in terms of affordability, and whether the proposed tourist accommodation of cabins, RV and camper rental spaces comply with the OCP. As set out in the May 2019 letter from Pacheedaht's Referrals Coordinator, Kristine Pearson, in our view the OCP needs to be updated in collaboration with Pacheedaht to reflect current land use and needs from both Pacheedaht and the Port Renfrew community. The Rezoning Application is an important opportunity to consider how the CRD, Port Renfrew and Pacheedaht can work together on land and marine use planning in Pacheedaht territory.

Next Steps

As set out above, we have a number of serious concerns with the Rezoning Application, and also the process by which it will be reviewed. A public hearing with consideration of an archaeological report is not sufficient. Rather than being the subject of a report, Pacheedaht needs a seat at the table. There needs to be a meaningful opportunity for our governments to sit down and discuss what is being proposed, and more generally to work collaboratively on applications in Pacheedaht territory.

Given the serious issues it raises, Pacheedaht is requesting the opportunity to work with the CRD to develop a process for ensuring our views and concerns are meaningfully considered in the Rezoning Application. Such a process would be in line with the CRD's Statement of Reconciliation, which includes supporting the participation of First Nations in the CRD's decision-making processes.

As a first step, please contact Kristine Pearson at referrals@pacheedaht.ca to set up a meeting as soon as possible, to be held by way of video conference or teleconference.

We look forward to hearing from you.

Yours truly,

PACHEEDAHT FIRST NATION

Chief Jeff Jones
jeffj@pacheedaht.ca

cc: Capital Regional District, Attn. Colin Plant, Board Chair (**cplant@crd.bc.ca**)
Pacheedaht First Nation, Attn. Kristine Pearson (**referrals@pacheedaht.ca**)
Mandell Pinder LLP, Attn. Rosanne Kyle (**rosanne@mandellpinder.com**)

Making a difference...together

REPORT TO JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, JUNE 16, 2020

SUBJECT **Comprehensive Community Development Plan Amendment Application for:**
That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342);
Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125);
That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and
Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

ISSUE SUMMARY

The applicant has applied to re-designate the subject properties from Marine Protection (M) and Residential (R) to a new Pacific Gateway Marina (PGM) designation, and to rezone the subject properties from Marine (M) and Community Residential – One (CR-1) to a new Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, in order to permit a mix of community uses, year-round residential accommodation, vacation properties and commercial tourism, recreation and marina services to the general public.

BACKGROUND

The subject properties are located in Port Renfrew at 17110 Parkinson Road and 6598 Baird Road (Appendices A and B). The upland properties are designated as Residential (R) and the Licence of Occupation area is designated as Marine Protection (M) under the Comprehensive Community Development Plan (CCDP) for Port Renfrew, 2003, Bylaw No. 3109. The upland properties are zoned Community Residential – One (CR-1) and the Licence area is zoned Marine (M) under Bylaw No. 3109. The subject areas are adjacent to Tourist Commercial – One (TC-1) and CR-1 zoned land to the south and west, Community Use (CU) zoned land to the east, and Port San Juan to the north.

The parcels located at 17110 Parkinson Road and the Licence area are currently located outside the Port Renfrew Water Service Area, while the property located at 6598 Baird Road is located inside the service area. The land based parcels are all located within the Port Renfrew Fire Protection Local Service Area, while the Licence area on which the marina is situated is located outside the service area.

The CR-1 zone allows development in the form of one residential unit per parcel, home based businesses, bed and breakfasts, religious centres, and retail establishments. The Marine zone allows private boat docks.

The Licence of Occupation area, on which the current marina infrastructure is located, was issued by the Province on February 25, 2016. Temporary Use Permit TP000008 was issued by the Regional Board on June 28, 2016, renewed on July 24, 2019, and will expire on June 28, 2022. The Permit authorizes the operation of a 60-slip commercial marina, offices, food services, fuel sales, recreation, boat trailer parking and boat storage within the Licence area and part of the adjoining upland property.

The proposed rezoning to a new Pacific Gateway Marina Comprehensive Development (PGM-CD) zone would establish six development areas, each with a variety of uses including residential, tourist commercial, recreation, community and marina services to the general public (Appendices C and D).

In order to rezone the property, a new Pacific Gateway Marina (PGM) land use designation has been developed. The PGM designation includes policies that support the uses of the proposed zone, that outline the required level of servicing for the proposed development, and that formalize the community's interest in a publicly accessible walking trail through the marina development.

Staff have prepared Bylaw No. 4096 (Appendix E), to re-designate the subject properties and Licence of Occupation area from Residential and Marine Protection to a new Pacific Gateway Marina designation, and to rezone the subject areas from CR-1 and M to a new PGM-CD zone.

At their meeting of September 18, 2018, the Juan de Fuca Land Use Committee recommended referral of the proposed bylaws to agencies and to a Public Information Meeting in Port Renfrew. Comments are included as received in Appendix F.

ALTERNATIVES

Alternative 1
That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;
b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;
c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096 upon receipt by the CRD from the applicant of a report prepared by a professional archaeologist, with input from the Pacheedaht First Nation, to the satisfaction of the CRD and the Archaeology Branch that addresses the known archaeological site and any additional sites identified in the area, and that determines the steps in managing impacts to the site.

Alternative 2
That the CRD Board not proceed with proposed Bylaw No. 4096.

Alternative 3
That more information be provided.

IMPLICATIONS

Legislative Implications
Pursuant to Section 477 of the *Local Government Act (LGA)*, an amendment to a zoning bylaw requires that the local government provide one or more opportunities for consultation it considers appropriate to the persons, organizations and authorities the local government considers may be affected by the adoption, repeal or amendment of a zoning bylaw.

Consultation under the above noted sections of the *LGA* must occur prior to the requirement under Section 477 to hold a public hearing as part of the amendment process. On December 11, 2018, the Electoral Director and staff met with the members of the Port Renfrew community and the applicant at a Public Information Meeting to discuss the proposal.

Regional Growth Strategy Implications
Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a Regional Growth Strategy (RGS) be consistent with the RGS. Since the proposal includes an amendment to the Official Community Plan (OCP) schedule of Bylaw No. 3109, the bylaw

will be considered by the Planning, Transportation and Protective Services Committee and/or the CRD Board for a determination of consistency with the RGS prior to first reading. An amendment to the water servicing bylaw will also require a determination of consistency prior to adoption.

Referral Process Implications
Referrals were sent to external agencies, CRD departments, the Juan de Fuca Electoral Area (JdF EA) Parks and Recreation Advisory Commission, and to a Public Information Meeting in Port Renfrew. Comments received are noted below and included in Appendix F.

CRD Bylaw Enforcement does not anticipate any significant bylaw enforcement implications as a result of this proposal.

CRD Integrated Water Services commented that water could be supplied to the proposed lots subject to all lots being included in the water service area, and a second reservoir tank being installed and commissioned. Among other things, the owners would be required to provide an amenity contribution of $8,000 per single family equivalent (SFE) for future water system upgrades; however, a total of 32 SFEs are reserved for the development in-lieu of payment due to a cost share of the proposed storage tank.

The Cowichan Valley Regional District commented that the proposal was too remote to impact their interests.

The Department of Fisheries and Oceans commented that the agency does not have a regulatory role related to this application because the proposal does not directly propose works, undertakings or activities that may result in serious harm to fish.

District of Sooke stated no objection as the subject properties are well outside the District's boundaries.

Ministry of Forests, Lands and Natural Resource Operations (FLNRO) – Archaeology Branch commented that there is a documented archaeological site on one of the subject properties. The site is protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch. The waterfront location and proximity to other nearby archaeological sites increases the potential for unknown/unrecorded archaeological deposits to be present. Prior to any land-altering activities, an eligible consulting archaeologist should be engaged to determine the steps in managing impacts to the site.

FLNRO – Ecosystems commented that they had few concerns with the proposal provided that vegetation clearing was minimized and occurred outside the bird nesting period, and that the development follow other best management practices in the Develop with Care manual.

Island Health commented that they would have regulatory requirements with regards to drinking water supply systems, liquid waste discharges less than 22,700 L/day, food premises, and facilities that include the recreational use of water such as pools and spas. Island Health acknowledged that there were a number of aspects of the development that address their objective of encouraging a healthy built environment.

Ministry of Transportation and Infrastructure stated no objection to the proposed amendment. The Ministry would provide additional comment should the property be subdivided in the future. Commercial access permits for any new access onto Parkinson Road would be required.

Pacheedaht First Nation (PFN) commented that the Nation has concerns regarding the high strength of claim and cultural values in the area of the application. The area has known archaeological sites and undocumented sites, both of which are of vital importance to PFN. The Nation also retains the water lot lease to the southeast of the marina and want to ensure that the impacts of this application are better understood.

Sooke School District #62 commented that the school district does not have any concerns with the development.

A Public Information Meeting was held in Port Renfrew on December 11, 2018. There were 38 members of the public in attendance. One submission was received and read at the meeting and four

supplementary submissions were received after the meeting. Concern was raised regarding enforcement of conditions of the applicant's current temporary use permit, the perceived broad scope of the rezoning application and a lack of related development permits. Concern was also raised regarding the impact on sewage and water capacity, drainage, roads and access, and the volunteer fire department. Support was expressed for continued access to the waterfront trails historically used by the community.

A meeting of the JdF EA Parks and Recreation Advisory Commission was held on January 29, 2019. There was one member of the public in attendance and no written submissions were received regarding the application. The Commission discussed the proposal and passed the following motion:

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the Commission accept the amenity in the form of a continuous statutory right-of-way, trail and stairway from Lot 64 to Baird Road which is open to the public with the trail and staircase maintained by the development. **CARRIED**

Land Use Implications
The official community plan schedule of the Port Renfrew CCDP, designates the subject properties as Residential (R) and the Licence of Occupation area as Marine Protection (M). The objectives of the Residential designation is to ensure the housing stock in the plan area meets the needs and requirements of the market place for at least five years. This designation identifies mixed residential/commercial uses as viable activities for economic development within the residential designation. The Marine Protection designation prohibits the operation of log booms. Neither the Residential nor the Marine Protection designations are entirely appropriate for use of the property as a comprehensive marina development; therefore a change from the Residential and Marine Protection designations to a new Pacific Gateway Marina (PGM) designation is required.

The proposed PGM land use designation includes policies regarding improvements to the Port Renfrew Water Supply System, as well as the provision of community water and sewer service to the subject properties. The PGM policies also outline the community interest in a publicly accessible trail through the property as part of larger network connecting various areas of Port Renfrew.

The proposed Pacific Gateway Marina Comprehensive Development (PGM-CD) zone establishes six development areas. Each development area includes a specific set of permitted uses and regulations. These uses are conditional upon connection to the Port Renfrew Community Water Supply System, connection to a community sewer system to the satisfaction of Island Health or the Ministry of Environment, and provision of a public walking trail connecting Development Areas A, B and C.

Development Area A is proposed to include a series of courtyard cabins and stacked duplexes that range in size from 70 m^2 to 90 m^2 to a maximum floor area ratio of 0.30, in one- and two-bedroom configurations. Based on the proposed area of DA-A, this would allow a total floor area of 2,334 m^2.

Development Area B is proposed to include six courtyard cabins of approximately 90 m^2, to a maximum floor area ratio of 0.35. Based on the proposed area of DA-B, this would allow a total floor area of 913 m^2.

Development Area C comprises the marina operation itself, and includes boat docks, food services and retail establishments, community uses, office uses, and tourist facilities. This area could include a future fishing lodge and/or small conference centre. A portion of this area may also be dedicated to Canadian Coast Guard operations.

Development Area D is proposed to include tourist accommodation facilities in the form of cabins, and RV and camper rental spaces. Density is limited to a floor area ratio of 0.25, which would allow a total floor area of 859 m^2.

Development Area E includes an existing dwelling unit and may be subdivided from the parent property in the future. The use of this development area would remain as residential to a maximum of one dwelling unit.

Development Area F is proposed to include larger, single-family dwellings with the option of year-

round residency. Units are proposed to be in the 110 m^2 to 150 m^2 range to a maximum floor area ratio of 0.35. Based on the proposed size of DA-F, this would allow a total floor area of 1,454 m^2. DA-F could potentially be used as the site of a small conference centre or spa associated with the fishing lodge proposed for Development Area C.

The proposed PGM-CD zone includes minimum servicing requirements for community water and community sewer, as well as a community amenity requirement in the form of a public trail through Development Areas A, B, C and D, connecting Baird Road and Lot 64. In order to achieve the full development potential permitted in each development area, the property must first be connected to a community water system and a community sewer system. The Port Renfrew community water system requires expansion in order to support the level of development proposed. Construction and commissioning of the expansion must be completed prior to the property being included in the local service area. With regards to community sewer, daily flows to a small community/strata system that fall below 22,700 L/day may be approved by Island Health under the *Sewerage System Regulation*. Flows in excess of this amount will require a larger system approved by the Ministry of Environment under the *Municipal Wastewater Regulation*. The public trail must be constructed and secured via statutory right-of-way in favour of the CRD. Until such time as these services and the amenity are provided, the use and density of the property is limited to one single-family dwelling.

Section 4.2 of the Port Renfrew CCDP outlines the preferred form and methods for acquiring park land. At their meeting of January 29, 2019, the JdF EA Parks and Recreation Advisory Commission reviewed the proposed bylaw amendment and recommended that a trail and staircase connecting Lot 64 to the east and Baird Road to the southwest, be constructed and that the trail be secured by a maintenance agreement and statutory right-of-way. This is in keeping with the policies of the CCDP.

Pacheedaht First Nation noted their strength of claim and cultural values in the area, and the Archaeology Branch advised that there is a known archaeological site within the application area. They also commented that given the waterfront location, there may be additional, unidentified deposits in the area and recommended that prior to any land-altering activities, an eligible consulting archaeologist should be engaged to determine the steps in managing impacts to the site. While the Archaeology Branch could not require a study for development activity beyond the known site, JdF Planning staff recommend that the applicant provide a professional archaeologist's report of the entire subject property, with input from Pacheedaht First Nation and to the satisfaction of the CRD and the Archaeology Branch, prior public hearing. The study would address the known site and any additional sites identified in the area, and determine the steps in managing impacts to the site.

Subsequent to the Public Information Meeting, the applicant has submitted an environmental assessment report prepared by a professional biologist (Appendix G). In addition, three new development permit areas (DPAs) were added to the Port Renfrew CCDP: a Shoreline Protection DPA, a Riparian DPA, and a Sensitive Ecosystem DPA. The property is now partially designated as a Shoreline Protection development permit area (DPA) and a development permit will be required as a condition of subdivision or prior to upland construction activity within 15 m of the natural boundary of the sea. The recommendations of the environmental report could be included as conditions of a future development permit.

Juan de Fuca Community Planning staff recommend receipt of referral comments, proceeding with proposed Bylaw No. 4096 for first and second readings, and that a public hearing be held in the community.

CONCLUSION

The purpose of this Comprehensive Community Development Plan (OCP and zoning) amendment application is to allow a mix of community uses, year-round residential accommodation, vacation properties and commercial tourism, recreation, and marina services to the general public. Referral comments have been received and staff recommend that proposed Bylaw No. 4096 proceed for first and second readings, and that a public hearing be held. Upon closure of the public hearing, a report of the hearing will be forwarded to the Board along with a recommendation regarding further readings of the Bylaw.

RECOMMENDATION

That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;

b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;

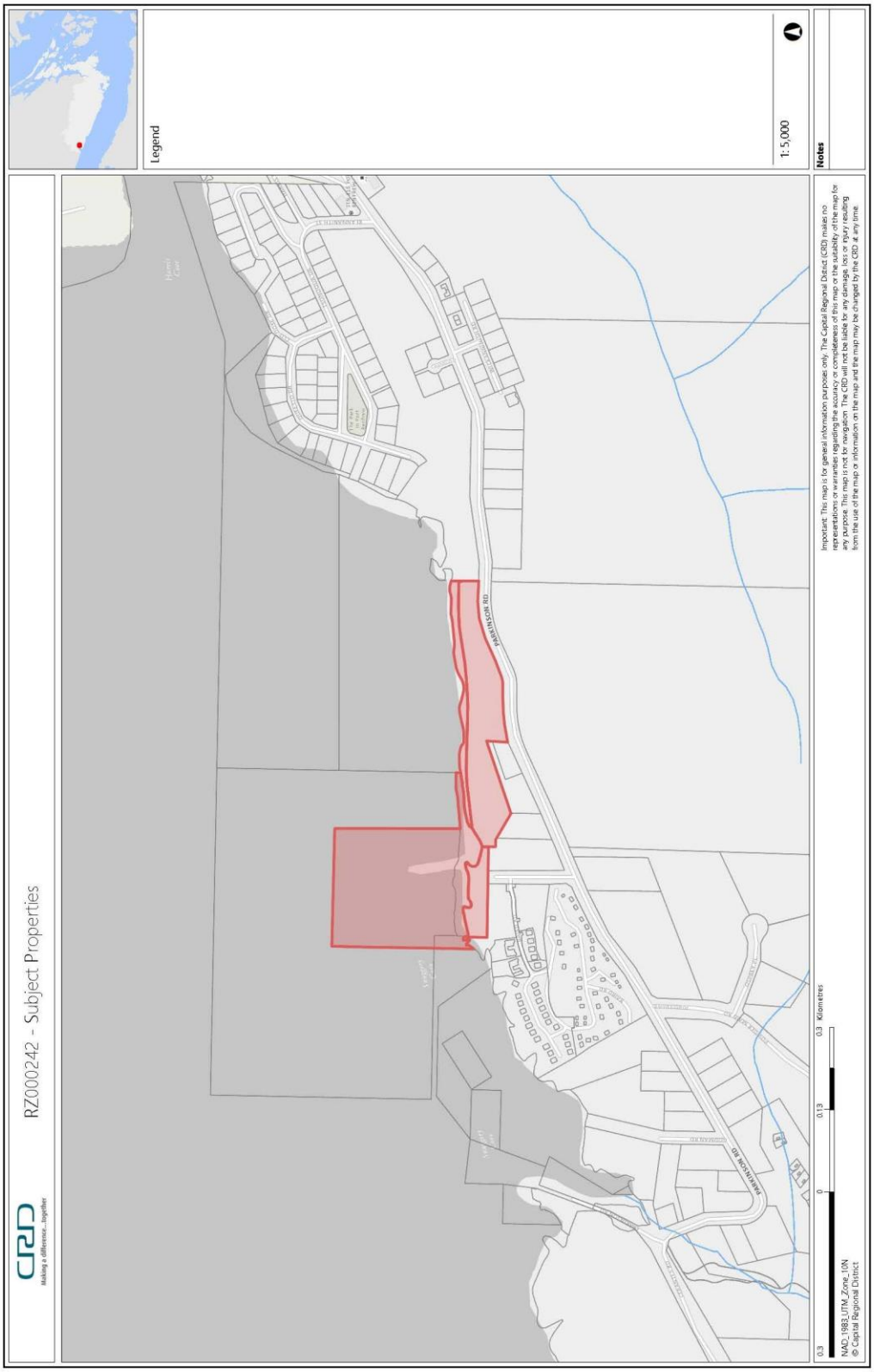
c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096 upon receipt by the CRD from the applicant of a report prepared by a professional archaeologist, with input from the Pacheedaht First Nation, to the satisfaction of the CRD and the Archaeology Branch that addresses the known archaeological site and any additional sites identified in the area, and that determines the steps in managing impacts to the site.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager, Juan de Fuca Community Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Subject Property Map
Appendix B: Orthophoto Plan
Appendix C: Site Plans
Appendix D: Concept Sketch
Appendix E: Proposed Bylaw No. 4096
Appendix F: Referral Comments
Appendix G: Environmental Report

Appendix A: Subject Property Map



Appendix B: Orthophoto Plan



Appendix C: Site Plans

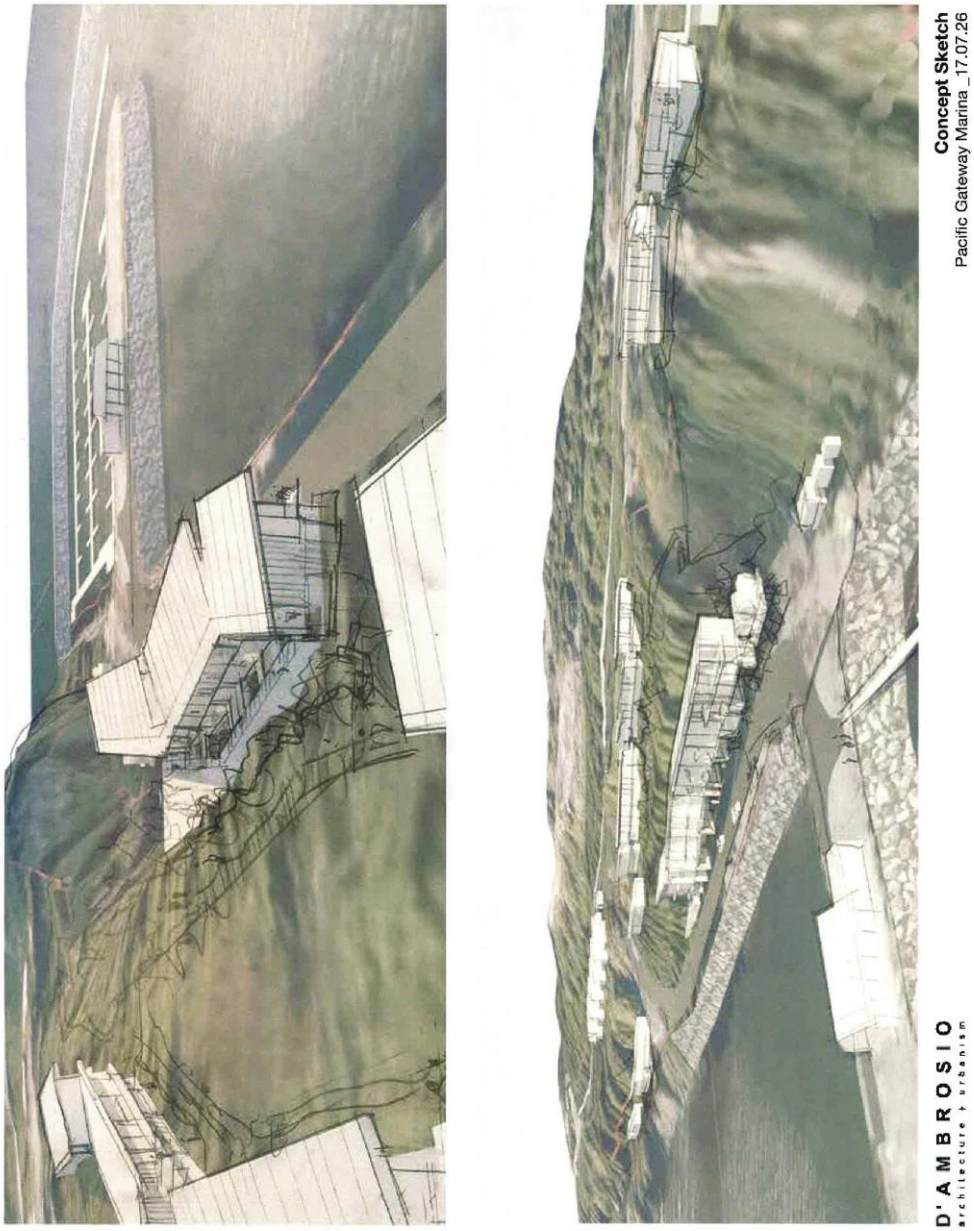



RECEIVED
MAY 03 2018
JdF Electoral Area Planning
Draft
Lot 1 18 spaces
(Under Hotel)
Trailer Parking/
Turnaround Area
(confirm)
Lot 4 -12 spaces
Lot 2 -19 spaces
Additional


Existing Structures:
① Marina Docks
② Shelter
③ Single Family Residence
④ Fuel Tanks
⑤ Marina Office
DA-D
DA-B
DA-A
DA-C
DA-E
DA-F
Easement
Easement
Parkinson Road
Baird Road
RECEIVED
MAY 03 2018
JdF Electoral Area Planning
Pacific Gateway Marina
Topography and Sensitive Areas
Scale 1:2000
50m
May 02, 2018
D'AMBROSIO
architecture + urbanism
For illustration only. Delineation subject to legal survey confirmation

Appendix D: Concept Sketch

RECEIVED
MAY 03 2018
JdF Electoral Area Planning



Appendix E: Proposed Bylaw No. 4096

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4096

****

A BYLAW TO AMEND BYLAW NO. 3109,
THE "COMPREHENSIVE COMMUNITY PLAN FOR PORT RENFREW, BYLAW NO. 1, 2003"

****

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

1. Bylaw No. 3109 being the "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003" is hereby amended:

A. SCHEDULE A, SECTION 4.0 DEVELOPMENT POLICIES

(a) By inserting a new Section 4.5 "Pacific Gateway Marina (PGM) Policies" after Section 4.4, to be read as follows:

4.5. Pacific Gateway Marina (PGM) Policies

Objective

The objective of the PGM designation is to provide a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public. Development within the PGM designation should support the economic, social and cultural well-being of the Port Renfrew community.

4.5.1. Development (PGM) Policies

1) In order to facilitate the increased level of use supported by the PGM designation the following services should be constructed and bylaws adopted prior to development:

a) Installation of a second water reservoir to expand the capacity of the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.

b) Adoption of an amendment to the Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Bylaw No. 1747, to include all those lands and the surface of the water within the PGM land use designation.

c) Adoption of an amendment to the Port Renfrew Fire Protection Local Service Establishment Bylaw, 1989, Bylaw No. 1743, to include all those lands and the surface of the water within the PGM land use designation.

2) The following amenity is of interest to the community and should be completed in accordance with the requirements specified by the Pacific Gateway Marina Comprehensive Development (PGM-CD) zone:

a) Construction of a public trail and staircase providing connectivity between the Juan de Fuca Electoral Area Community Parks and Recreation trail on Lot 64, Plan VIP24755, and Baird Road. The route provided by this trail and staircase should be protected by a statutory right-of-way in favour of the CRD.

3) Areas of known archaeological significance that are located within the area under the PGM designation are to be protected in accordance with Provincial legislation.

and renumbering Section 4 accordingly.

B. SCHEDULE B, PART I, SECTION 1 DEFINITIONS

(a) By inserting a new definition for "COMMERCIAL MARINA" before the words "COMMUNITY SEWAGE SYSTEM", as follows:

"COMMERCIAL MARINA means a facility providing moorage for commercial vessels and private pleasure craft, as well as offices, food service establishments, fuel sales, recreation, boat trailer parking and boat storage."

(b) By inserting a new definition for "CONFERENCE CENTRE" before the words "BED AND BREAKFAST", as follows:

"CONFERENCE CENTRE means an establishment used for the holding of conventions, seminars, workshops or similar activities, and may include dining and lodging facilities for the use of participants, as well as compatible accessory facilities."

C. SCHEDULE B, PART IV ZONES

(a) By inserting a new "Pacific Gateway Marina Comprehensive Development (PGM-CD)" zone after Section 27, to be read as follows:

28.0 Pacific Gateway Marina Comprehensive Development (PGM-CD) Zone

Purpose

The purpose of this zone is to implement the Pacific Gateway Marina (PGM) land use designation in order to provide a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public.

The PGM-CD zone is divided into Development Areas A – F, which are shown in Section 28.06. Development within each Development Area is to occur in accordance with the regulations indicated below.

Except where otherwise provided for in this Bylaw, only the specified list of permitted uses may be carried out on the parcels within the PGM-CD zone.

28.01 PGM-CD Zone – General Regulations

(a) Permitted uses:
  (i) Single-family residential
  (ii) Accessory buildings and structures
(b) Maximum density:
  (i) One single-family dwelling
(c) Where the following services and amenities are provided, the permitted uses, densities and regulations of Development Areas A-F, as specified in Sections 28.02 to 28.06, shall apply:
  (i) Connection to the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.
  (ii) Connection to a community sewer system to the satisfaction of Island Health where total daily flows are less than 22,700 L/day, and to the satisfaction of the Ministry of Environment where total daily flows exceed 22,700 L/day.
  (iii) Provision of a public trail constructed in a location and to a standard approved by Juan de Fuca Electoral Area Community Parks and Recreation, connecting Development Area A with Development Areas B and C. The trail is to be protected for public use via statutory right-of-way and maintenance agreement in favour of the Capital Regional District.

(d) The Development Area boundaries, as shown in Section 28.06 shall be deemed to be lot boundaries for the purposes of determining applicable uses, densities and regulations.

(e) Where a survey plan approved by the Surveyor General indicates the adjustment of a parcel boundary due to accretion, the zoning and development area designation applicable to the parcel is deemed to extend to the new parcel boundary despite the zoning designation of the accreted area indicated in Section 28.06.

(f) As a requirement of subdivision, each proposed parcel within the PGM-CD zone must be connected to a community sewer system to the satisfaction of Island Health or the Ministry of Environment, and to a community water system to the satisfaction of the Capital Regional District.

28.02 Development Area A – Specific Regulations

(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	0.75 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum floor area ratio of residential units shall be:	0.30
(8) Maximum lot coverage	40% of the parcel area
(9) Maximum principal building height	11.75 m
(10) Maximum accessory building height	6.0 m

28.03 Development Areas B, D and E – Specific Regulations

(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Home based business (d) Staff accommodation (e) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes:	
(a) Development Area B	0.26 ha
(b) Development Area D	0.34 ha
(c) Development Area E	300 m^2
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m

(7) Maximum combined floor area ratio of residential, tourist accommodation and staff accommodation units (a) Development Area B (b) Development Area D (c) Development Area E	 0.35 0.25 0.35
(8) Maximum lot coverage	40% of the parcel area
(9) Maximum principal building height	11.75 m
(10) Maximum accessory building height	6.0 m

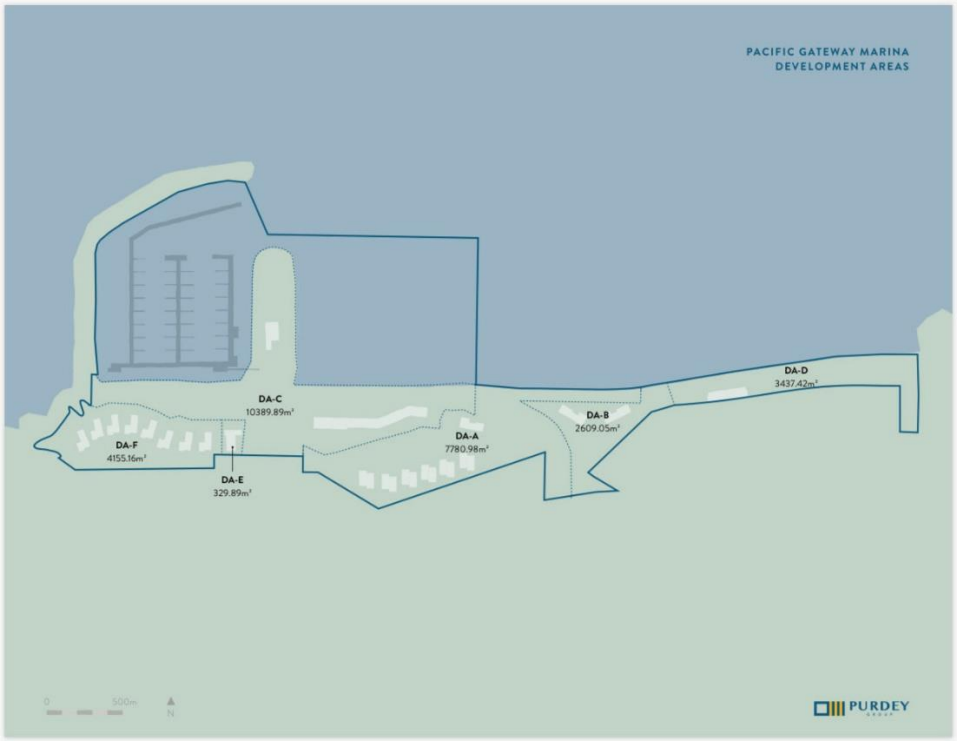
28.04 Development Area C – Specific Regulations

(1) Permitted uses	(a) Commercial marina (b) Community uses (c) Conference centre (d) Fish processing (e) Food service establishments (f) Hotels and motels (g) Office uses (h) Retail establishments (i) Staff accommodation (j) Tourist facilities and related amenities (k) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	1.0 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum combined floor area ratio of tourist accommodation and staff accommodation units	0.60
(8) Maximum lot coverage	50% of the parcel area
(9) Maximum principal building height	12.0 m
(10) Maximum accessory building height	6.0 m

28.05 Development Area F – Specific Regulations

(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Townhouse residential (d) Community uses (e) Conference centre (f) Food service establishments (g) Home based business (h) Hotels and motels (i) Office uses (j) Retail establishments (k) Staff accommodation (l) Tourist facilities and related amenities (m) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes	0.4 ha
(3) Minimum front yard setback	6.0 m
(4) Minimum interior side yard setback	3.0 m
(5) Minimum exterior side yard setback	4.5 m
(6) Minimum rear yard setback	4.5 m
(7) Maximum combined floor area ratio of residential, tourist accommodation and staff accommodation units	0.35
(8) Maximum lot coverage	40% of the parcel area
(9) Maximum principal building height	12.0 m
(10) Maximum accessory building height	6.0 m

28.06 PGM-CD Zone Development Areas Map



D. SCHEDULE A, MAP NO. 2 – LAND USE DESIGNATIONS

(a) By deleting That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125); and That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006) from the Residential (R) designation and adding said lots to the Pacific Gateway Marina (PGM) designation, as shown on Plan No. 1, attached to and forming part of this bylaw; and

(b) By deleting Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less from the Marine Protection (M) designation and adding said licence area to the Pacfic Gateway Marina (PGM) designation, as shown on Plan No. 1, attached to and forming part of this bylaw.

E. SCHEDULE B, MAP NO. 3 – ZONING

(a) By deleting That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125); That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006) from the Community Residential – One (CR-1) zone and adding said lots to the Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, as shown on Plan No. 2, attached to and forming part of this bylaw; and

(b) By deleting Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less from the Marine (M) zone and adding said licence area to the Pacfic Gateway Marina Comprehensive Development (PGM-CD) zone, as shown on Plan No. 2, attached to and forming part of this bylaw.

2. This bylaw may be cited as “Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020”.

READ A FIRST TIME THIS	day of	, 2020.
READ A SECOND TIME THIS	day of	, 2020.
READ A THIRD TIME THIS	day of	, 2020.
ADOPTED THIS	day of	, 2020.

CHAIR

CORPORATE OFFICER

Appendix F: Referral Comments

Wendy Miller

From: Wilf Marquis
Sent: Wednesday, October 17, 2018 10:10 AM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew)

CRD Bylaw Enforcement Services has reviewed the staff report for Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) and does not anticipate any significant bylaw enforcement implications as a result of this proposal.

Wilf MARQUIS
Senior Bylaw Officer

Bylaw and Animal Care Services
212-2780 Veterans Memorial Parkway, Victoria, BC, Canada V9B 3S6
Ph. 250.474.3351 ext. 22 \ Fax: 250.391.9727 \ TF: 800.665.7899
email: wmarquis@crd.bc.ca

Memo

TO: Iain Lawrence, Manager, Juan de Fuca Local Area Planning

FROM: Joseph Marr, Manager, Water Distribution Engineering and Planning

CRD FILE: 3360-20-PRENW-18-003

DATE: December 13, 2018

SUBJECT: ZONING AMENDMENT APPLICATION – PACIFIC GATEWAY MARINA

Thank you for the zoning amendment application referral received September 21, 2018, which requests that we examine the above referenced proposal with regard to the water supply regulations and policies of the Capital Regional District (CRD) Integrated Water Services as established for the Port Renfrew Utility Service Committee (PRUSC).

If the CRD receives an appropriate application to supply water, and if the Owner(s) is prepared to meet the conditions of CRD Bylaw No. 1792, and pay the necessary costs and fees as authorized under CRD Bylaw No. 3847, community piped water can be supplied to this proposed development subject to the following:

1) Confirmation that all proposed lots to be serviced by CRD water are within the Port Renfrew water service area.

2) The proposed additional storage tank for the Port Renfrew Water Service area has been installed and commissioned.

3) The water service(s) must comply with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc).

4) The Owner(s) provides an amenity contribution of $8,000 per Single Family Equivalent Unit for future water system upgrades. There are currently 32 Single Family Equivalent Units proposed to be reserved in lieu of payment due to a cost share of the proposed storage tank.

5) The Owner(s) pays for all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

6) The Owner(s) provides engineering design drawings for the development showing the proposed water servicing and an associated design brief.

7) The Owner(s) provides metering and appropriate back flow prevention device(s) at the property line(s) to service the proposed lots.

8) The Owner(s) needs to provide confirmation that all approvals have been met for the proposed sewer system.

IWSS-1714139953-3960

9) If a service connection is required for a 'Common Property' disposal field(s), then the Owner(s) pays all applicable connection fees and must install an approved backflow prevention device at his/her own expense. The device is to be tested annually by a certified technician of cross connection control devices and the test results, including repairs performed, are to be submitted to the CRD.

The subject property 6598 Baird Road is located within the Port Renfrew water service area, property 17110 Parkinson Road is not located in the water service area.

This memo is for the purpose of providing you with information regarding the services available from the CRD, and should not be construed as either approval or rejection of the proposed rezoning by the CRD.

These conditions are valid for 180 days from date of writing. However, if at any time there is a change in legislation, regulations or CRD Bylaws, which would cause any of the above conditions to be non-conforming, then the CRD reserves the right to revise any or all of the conditions accordingly, at any time during the 180 day period.

Yours truly,

Joseph Marr, P.Eng.
Manager, Water Distribution Engineering and Planning
Infrastructure Engineering
Integrated Water Services

Jm:eu
Attachments: Report to the Juan De Fuca Land Use Committee – September 18, 2018

cc: Ian Jesney, Senior Manager, Infrastructure Engineering
Wendy Miller, Administrative Clerk, Juan de Fuca Local Area Planning
Malcolm Cowley, Manager Regional Wastewater, Infrastructure Engineering

IWSS-1714139953-3960

RESPONSE SUMMARY
COMPREHENSIVE COMMUNITY PLAN AMENDEMENT APPLICATION RZ000242

/ Interest Affected by Proposal for Reasons Outlined Below

___ Interest Unaffected by Proposal

Comments:

too remote from CVRD for an impact.
Best wishes,

Signed

MANAGER COMM. PLANNING
Title

2018/10/16
Date

CVRD
Agency

Wendy Miller

From: Gravelle, Kristin <Kristin.Gravelle@dfo-mpo.gc.ca>
Sent: Tuesday, September 25, 2018 10:36 AM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) - CRD Referral

Hello Wendy,

The role of the DFO's Fisheries Protection Program (FPP) is to protect and conserve fish and fish habitat in support of Canada's coastal and inland fisheries resources, and to make regulatory decisions under the fisheries protection provisions of the Fisheries Act. The FPP is specifically responsible for reviewing projects for which a s.35(2) Fisheries Act Authorization is required.

DFO does not have a regulatory role related to RZ000242 (Pacific Gateway Marina - Port Renfrew) Proposed Bylaw No. 4096 because it does not directly propose works, undertakings or activities that may result in serious harm to fish.

DFO's Projects Near Water website (http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html) includes information for proponents on how to comply with the *Fisheries Act*, request a DFO review of a project, and request a *Fisheries Act* authorization.

If you have any further questions about DFO's regulatory process or need general information, contact DFO's Fisheries Protection Program toll free: 1-866-845-6776 or email: EnquiriesPacific@dfo-mpo.gc.ca.

Thank you,

Kristin Gravelle

Fisheries Protection Biologist, Fisheries Protection Program
Fisheries and Oceans Canada/Government of Canada
Kristin.Gravelle@dfo-mpo.gc.ca/Tel: 250-756-7292

Biologiste de la protection des pêches, La protection des pêches Programme
Pêches et Océans Canada | Gouvernement du Canada
Kristin.Gravelle@dfo-mpo.gc.ca/Tél 250-756-7292

Wendy Miller

From: Nicholas Deibler <ndeibler@sooke.ca>
Sent: Friday, October 12, 2018 9:27 AM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) - CRD Referral

Good Morning Wendy,

Thank you for your development referral regarding the Comprehensive Community Plan Amendment Application for 17110 Parkinson Road and 6598 Baird Road, received by the District of Sooke on September 21.

The District of Sooke has no objections to the proposed Comprehensive Community Plan Amendment, as the subject properties are located well outside of our boundaries.

Regards,

Nicholas Deibler
Planner 1
District of Sooke
2205 Otter Point Rd
Sooke BC, V9Z 1J2
250-642-1634 ext. 627

Wendy Miller

From: Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>
Sent: Friday, September 21, 2018 12:37 PM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina Port Renfrew) - CRD Referral

Hello Wendy,

Thank you for your referral regarding a proposed Comprehensive Community Plan Amendment (Application RZ000242) for lands describes as:

- [redacted]

Provincial records indicate previously recorded archaeological site DdSc-24 is recorded on [redacted] (see screenshot below). DdSc-24 is recorded as a cave burial. The site is protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch.

Additionally, the waterfront location and proximity to other nearby archaeological sites increases the potential for unknown/unrecorded archaeological deposits to be present.

Prior to any land-altering activities (e.g. addition to home, property redevelopment, extensive landscaping, service installation), an Eligible Consulting Archaeologist should be engaged to determine the steps in managing impacts to the archaeological site.

An Eligible Consulting Archaeologist is one who is able to hold a Provincial heritage permit that allows them to conduct archaeological studies. Ask an archaeologist if he or she can hold a permit, and contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists can be contacted through the BC Association of Professional Archaeologists (www.bcapa.ca) or through local directories.

Occupying an existing dwelling or building without any land alterations does not require archaeological study or permitting.

If a permit is required, proponents should be advised that the permit application and issuance process takes approximately 8-10 weeks and should plan their development schedule accordingly.

If work is planned that is **outside of the red area** as shown in the screenshot below, the Archaeology Branch cannot require the proponent conduct an archaeological study or obtain a permit prior to development. In this instance it is a risk management decision for the proponent. However, the Archaeology Branch strongly encourages engaging an archaeologist prior to development as the site may extend beyond the limits indicated on the attached screenshot.

If any land-altering development is planned and proponents choose not to contact an archaeologist prior to development, owners and operators should be notified that if an archaeological site is encountered during development, activities **must** be halted and the Archaeology Branch contacted at 250-953-3334 for direction. If an archaeological site is encountered during development and the appropriate permits are not in place, proponents will be

in contravention of the *Heritage Conservation Act* and likely experience development delays while the appropriate permits are obtained.

If you or your clients have questions, please visit the FAQ page at http://www.for.gov.bc.ca/archaeology/faq.htm and the Property Owners and Developers web page at http://www.for.gov.bc.ca/archaeology/property_owners_and_developers/index.htm.

If you or your clients have further questions regarding the permitting process, please contact Nathan Friesen (Supervisor, Archaeology Branch) at 250-953-3306 or Nathan.P.Friesen@gov.bc.ca.

Please review the screenshot of the property below (outlined in yellow) in relation to the archaeological site (red area). If this is not the property as described in the data request, please contact me.

Please feel free to contact me should you have any questions regarding this referral response.

Kind regards,

Diana

RESPONSE SUMMARY
COMPREHENSIVE COMMUNITY PLAN AMENDEMENT APPLICATION RZ000242

___ Interest Affected by Proposal for Reasons Outlined Below

X Interest Unaffected by Proposal

Comments:

We have few concerns with the proposed rezoning, providing the following recommendations are followed during subsequent development:

- We recommend that vegetation clearing be minimized and occur outside the nesting period from March 1 to August 31 to reduce impacts on all bird species. A search for the nests of birds (eagles, peregrine falcons, gyrfalcon, ospreys and herons) protected under Section 34(b) of the *Wildlife Act* should be conducted before the start of vegetation clearing. Should the nest of a bird requiring protection under Section 34(b) of the *Wildlife Act* be located, please refer to the recommended buffer distances in Table 4.1 (Section 4) of ***Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia (MOE 2014)*** available at https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/laws-policies-standards-guidance/best-management-practices/develop-with-care .

- Follow other relevant best management practices in ***Develop with Care.***

- The San Juan River and its estuary provide high value fish habitat and support important salmon spawning activity. It is essential that any future development in the Port Renfrew area does not adversely impact this resource. We recommend that a referral be sent to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and Fisheries and Oceans Canada, for any proposed development that may impact fish habitat. This will provide an opportunity for government biologists to assess potential adverse impacts to fish and suggest mitigation measures.

Dr. Grant Brach PAg, RPBio

DR. GRANT BRACHER — Signed

ECOSYSTEM BIOLOGIST — Title

SEPTEMBER 27, 2018 — Date

ECOSYSTEMS SECTION — Agency

FLNRORD - WEST COAST

Wendy Miller

From: Takeuchi, Kazuhiro <Kazuhiro.Takeuchi@VIHA.CA>
Sent: Friday, October 19, 2018 3:09 PM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) - CRD Referral

Hi Wendy,

Thank you for the opportunity to comment on this Community Plan Amendment. The past few years have seen significant advances in linking urban planning with a variety of health outcomes. These include outcomes such as: the encouragement of physical activity, healthier eating, greater safety, cleaner air and healthier living environments, access to health services, food security, age friendly communities, and improved social interaction amongst other potential health criteria. There are a number of aspects from a *Healthy Built Environment* (HBE) perspective that is inclusive of these health outcomes, however we have some notable regulatory concerns we must bring forward prior to any HBE related comments:

- Drinking water - Under the Drinking Water Protection Act and Regulation, any construction, installation, alteration, or extension of (a) a water supply system, or (b) works, facilities, or equipment that are intended to be a water supply system or part of a water supply system, must be issued a construction permit from our Public Health Engineer. Consultation with our Drinking Water Officer will also be needed (https://www.islandhealth.ca/index.php/learn-about-health/drinking-water/drinking-water-legislation-approval) in light of the developments water needs and the second reservoir to expand capacity.

- Liquid waste – For wastewater systems servicing, under 22,700 L flow/day, this office has jurisdiction under the Sewerage System Regulation. For any new system or alteration to an existing septic system property owners must consult with an Authorized Person (as defined in the Regulation) and submit paperwork to this office. For wastewater systems servicing greater than 22,700 L flow/day, please refer to the Ministry of Environment.

- Food premises - The Health Protection and Environmental Services (HPES) department in Island Health has a regulatory role in food premises from construction to operation (under the Food Premises Regulation). Any changes to the existing food premises and the possible construction of new food premises must be undertaken with the appropriate construction and operating permits.

- Proposed spa may include recreational water, e.g. swimming pool and hot tub, and personal service establishment (PSE) amenities - These types of facilities, depending on public use and the nature of services offered, may be privy to the Pool Regulation and Regulated Activities Regulation respectively under the Public Health Act and overseen by Island Health HPES. Again, we would review these activities from construction to operation.

- HBE commentary - could zero in on public trails, diversity of housing access, greenspace/blue space, commercial space-mixed use, and climate change adaptability. Although, due to the above mentioned concerns (#'s 1-4) we have not provided a HBE lens to this rezoning. If however, after the above infrastructure/issues are addressed and your office would like to hear our comments in this regard, we'd be happy to provide them.

If you have any questions regarding the above information, please do not hesitate to contact me.

Sincerely,

Kazuhiro Takeuchi, B.Sc., B.Tech., CPHI(C)
Environmental Health Officer
Gateway Village Health Unit
Suite 201 – 771 Vernon Avenue, Victoria, BC. V8X 5A7
Phone: (250) 519-3401 Ext 33655
Email: Kazuhiro.Takeuchi@viha.ca

Wendy Miller

From: Schneider, Nikki TRAN:EX <Nikki.Schneider@gov.bc.ca>
Sent: Monday, October 22, 2018 10:48 AM
To: Wendy Miller
Subject: RE: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) - CRD Referral

Good Morning,

Please accept this as official response from the Ministry of Transportation and Infrastructure in regards to the Comprehensive Community Plan Amendment for Pacific Gateway in Port Renfrew; Ministry File 2018-05576.

The Ministry has no objections to the proposed Community Plan Amendment at this time. The Ministry will provide comments should the parcel be further subdivided.
Commercial Developments wishing to construct new access onto West Coast Road are required to apply for a commercial access permit through this office.

If you have any questions please do not hesitate to ask.

Thank you,

Nikki Schneider
District Development Technician
Ministry of Transportation and Infrastructure – Vancouver Island District
Ph: 778-974-2633
Fx: 250-952-4508

EMPLOYEE ADVISORY FORUM

Proud Member of the EAF
For employees, by employees

Pacheedaht First Nation
350 Kalaid Street
Port Renfrew, BC
V0S 1K0
Phone: (250) 647-5521
Fax: (250) 647-5561

May 14, 2019

Capital Regional District
Juan De Fuca Community Planning
3-7450 Butler Road
Sooke, BC V9Z 1N1

Attention: Iain Lawrence

Dear Sirs/Mesdames:

Re: Proposed Bylaw No. 4266 and Referral #RZ000242

Thank you for your efforts to inform Pacheedaht First Nation on the two files above as they relate to Pacheedaht territory and processes.

The proposed Bylaw # 4266 will help to update the parameters in Port Renfrew to bring development into compliance, as required in CRD's jurisdictions. PFN recommends it as an interim step to bring more oversight to hazardous conditions currently being challenged, including slope stability, geotechnical review, and compatible land uses with marine stewardship. The long term solution will still require an updating of the OCP, and therefore it is critical for CRD to implement a plan for the OCP to be updated, to reflect current land use and needs from both Pacheedaht and Port Renfrew Community.

Until such time, PFN would like to discuss the possibility of also integrating developmental considerations around heritage and archeological sites, to recognize Pacheedaht's strong rights and title central to Port Renfrew.

PFN is completing the Land Use Plan for the territory and would like to be involved in CRD land use planning conversations to facilitate communication now; with Treaty negotiations progressing, it is important to facilitate this communication to enable both governments to work collaboratively in the region. In particular, any advances in the understanding of flood risks, tsunami risks, liquefaction, or sea level rise would be very helpful to learn from the CRD's perspective. We would be happy to discuss the initial Pacheedaht Land Use Plan when appropriate.

With respect to Referral #RZ000242, PFN has concerns regarding the high strength of claim and cultural values in the area of the application. The development area has

known archeological sites and undocumented sites, both of which are vitally importance to PFN.

The Nation also retains the water lot lease to the Southeast of the marina infrastructure and want to ensure the impacts from this application are better understood. Any infrastructure improvements relating to drainage, grey water, and sewage contemplated by the new zonation will need further conversation.

We look forward to being informed of the next steps for both files

Respectfully,



Kristine Pearson
Pacheedaht Referrals Coordinator

Wendy Miller

From:	Pete Godau <pgodau@sd62.bc.ca>
Sent:	Friday, September 21, 2018 9:44 AM
To:	Wendy Miller
Cc:	Scott Stinson; Harold Cull; Joanne Kimm
Subject:	FW: Comprehensive Community Plan Amendment Application RZ000242 (Pacific Gateway Marina - Port Renfrew) - CRD Referral
Attachments:	REFFERAL-FORM-AGENCIES-RZ000242.pdf; STAFFRPT-LUC-REFERRAL-RZ000242.pdf

Morning Wendy,

At this time the school district does not have any concerns with this development.

Thank you,

Pete

Peter Godau
Director of Facilities| School District # 62
P (250)474-9840 Ext 203 | C (250)361-7330 | pgodau@sd62.bc.ca
Shaping Tomorrow Today

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Notes from a Public Information Meeting
Held December 11, 2018 at the Port Renfrew Community Centre, 6638 Deering Road, Port Renfrew, BC

SUBJECT: **Comprehensive Community Plan Amendment Application for:**
That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342);
Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125);
That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and
Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

PRESENT: Director Mike Hicks
Staff: Iain Lawrence, Manager, Local Area Planning; Wendy Miller, Recorder

PUBLIC: Approximately 38

The meeting was called to order at 6:05 p.m.

The Director welcomed everyone to the meeting and introduced staff and the application representatives. It was advised that since the Advisory Planning Commission for Port Renfrew is inactive, the proposal has been referred to a public information meeting to receive comments from the community. The information collected from the meeting and from referral agencies and First Nations will be presented to the Juan de Fuca Land Use Committee (LUC) for recommendation to the CRD Board. It was noted that the LUC representative for Port Renfrew, Roy McIntyre, was in attendance.

Iain Lawrence spoke to the staff report and the request to redesignate the subject properties from Marine Protection (M) and Residential (R) to a new Pacific Gateway Marina (PGM) designation, and to rezone the subject properties from Marine (M) and Community Residential – One (CR-1) to a new Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, in order to permit a mix of community uses, year-round residential accommodation, vacation properties, commercial tourism, recreation and marina services to the general public. It was reported that the proposed PGM-CD zone includes six development areas and that each development area has specific regulations.

The planner for the application spoke to a visual presentation, outlining the six development areas proposed by the PGM-CD zone and the design elements intended to compliment the topography and natural environment and protect identified heritage areas.

The architect for the application spoke to the building layout plan advising that buildings will be sited to meet flood plain elevations and that buffering used to stabilize steep slope areas will be used as a walkway to a proposed waterfront trail. Buildings will generally be long, narrow and terraced to allow for viewscapes and solar capture. A natural colour palette will be used to highlight the natural environment. Roofing will be metal.

The planner for the application advised that as the development area does not have the capacity to accommodate onsite sewer infrastructure, an easement has been secured to permit a land-based system on a property located to the south. The system, which will be able to accommodate 3-5 years of development, will need to be authorized by Island Health. Should the project exceed that capacity, the system will be converted into system authorized by the Ministry of Environment. The proposal includes funding a $500,000 water tower, which will double the current water servicing capacity and

increase fire flow capacity. The development proposal will create jobs, provide a tourism boost, and expand the community trail networks.

Janice Hiles, Port Renfrew, referenced the 2003 Official Community Plan (OCP) for Port Renfrew and stated that the number one goal of the OCP is to protect and preserve the natural ecosystem and that the number one objective of the OCP is to preserve natural amenities including major watercourses and tributaries, wetland areas, steep hill sides and the marine foreshore.

Janice Hiles stated concern regarding enforcement of the conditions of the applicant's current temporary use permit, concern regarding the broad scope of the rezoning application, concern regarding the lack of related development permits and an independent environmental study, and concern for the development's overall impact on:
- sewerage
- water capacity
- drainage
- roads and road accesses and the community's one-way bridges
- the volunteer fire department

Janice Hiles noted the community's current level of internet and telephone service and lack of cell phone coverage, safe pedestrian routes, affordable housing and rental housing.

Peter Hovey, Port Renfrew, stated:
- support for development
- concern regarding the lack of parking proposed by the development scheme
- support for increased water system capacity

Iain Lawrence stated that a condition of the zoning application is the installation of a second water reservoir to expand the capacity of the Port Renfrew Water Supply System to the satisfaction of the Capital Regional District.

The Director stated that the second water reservoir will provide water capacity to allow development of properties outside of the subject application area.

Mike Conlin, Port Renfrew, stated that:
- the community has received assurances in the past from other developers that water system infrastructure will be improved
- there are properties currently located in the Port Renfrew Water Service Area that want to hook up to the system
- the proposed water tower will only be able to service low lying properties due to the proposed location of the tower
- the Beach Camp sewerage system will need to be replaced eventually
- developers should be approached regarding improving the Beach Camp sewerage system to pump effluent upland
- should the rezoning proposal proceed, the applicant's land value will increase substantially
- it is understood that written comment regarding the proposal will be submitted by the Pacheedaht First Nation

A member of the public stated support for having developers pay for infrastructure improvements as opposed to residential taxpayers.

The Director stated that there may be opportunity to utilize gas tax funding to provide a pump station to increase water pressure to upland properties and that sewerage grant opportunities are being monitored.

Iain Lawrence responded to a question from a member of the public confirming the location of the area to be deleted from the Marine Protection designation and added to the new Pacific Gateway Marina (PGM) designation.

A member of the public stated support for continued access to the waterfront trails historically used by the community.

The planner for the application outlined the proposed statutory right-of-way in favour of the CRD which would run from the stairway at Baird Road and along the waterfront to the stairway located at Lot 64.

A member of the public stated concern for the rocks placed in the ocean by the applicant (below proposed Development Area D). It was noted that rock replacement has increased the land base significantly and that campers have been using the land and deposing of greywater inappropriately.

Iain Lawrence reported that the licence of occupation issued by the Province permitted the placement of rock and that the licence required the submission of environmental reports.

A member of the public stated that Port Renfrew has seen a lot of environmental pressure over the years, that developments have started and stopped and that some developments have not been done well. The member of the public stated concern regarding sewerage running down to the foreshore, impacting the local ecosystem. Additional concern was stated regarding waste management for the fish processing proposed by the applicant. Support was forwarded for regular fecal coliform testing. Further support was forwarded for the continued enjoyment of the foreshore by residents and visitors.

Jack Julseth, Port Renfrew, stated that tonight's comments have focused on larger community concerns regarding servicing and the environment and that a separate informal community forum may be required to discuss opportunity to work together as a community to address these concerns. Jack Julseth stated support for providing options for accommodation and activities to draw tourists to the community.

A member of the public stated support for prioritizing tourism promotion after servicing infrastructure is in place to support increased tourism activity. The member of the public stated support for developers providing greater amenities and noted that the community cannot get excited over the prospect of another restaurant when the community does not have a grocery store.

Janice Hiles stated support for an OCP review.

Peter Hovey stated support for opportunities to allow residents to invest and work in the community that they live in.

The meeting adjourned at 7:20 p.m.

Hi I am Janice Hiles. My husband Ken and I have a residence in beach camp. We have always loved Port Renfrew.

If anyone would like a copy of my more technical speech that refers each of my points to the OCP please see me later.

We are here tonight to discuss bylaw 4096, the Pacific Gateway Marina policies. I do believe however that the additional 17 cabins that are listed on the PGM website are notable and apparently currently under a separate subdivision application as they do not require a rezone. I will refer to the upper 17 cabins or townhouses as the upland development.

I appreciate seeing folks out to this meeting 2 weeks before Christmas. I can see locals, business owners and cabin owners and summer residents all in attendance as well as members from the CRD There are many people who care about this community.

In 2003 a group of Port Renfrew citizens along with planners from the Juan de Fuca Capital regional District created an official community plan for Port Renfrew which I will refer to as the OCP. The OCP is an official and legal document which lays out the land use management and planning.

That plan helps to guide services and their costs to residents, and to inform those in the plan area about the type of land use activities that are likely to occur in their neighbourhood.

This information allows residents of the planning area to play a role in determining how and when their community will develop or not.

Bylaw 4096 being the amendment before us states that the PGM policies should support the economic, social and cultural well-being of the Port Renfrew community.

The desires and concerns of the resident's makeup much of the official community plan.

The number one goal listed in the OCP is protection and preservation of the natural eco-system, which impacts upon the special character of Port Renfrew

The number one objective listed in this plan is to preserve the natural amenities of the major watercourse and their tributaries, wetland areas steep hill sides and the marine foreshore.

Clearly in 2003 long before climate change concerns, the people of Port Renfrew valued their environment. The residents that I know still value their beaches, the forests and streams and the beauty all around us here.

Infrastructure is a significant concern.

The development policies in the OCP state we should encourage growth and development based upon the capacity of the community's infrastructure capabilities. These are some of my concerns

1) Sewage, and lack of any referral to it on this amendment.

2) Water, do we really have enough, what study proves this.

3) Drainage, and the lack of any referral to it in this amendment.

4) Roads, the accesses are on curves and sketchy.

5) Sidewalks, if you have ever walked with a child and your dog on Parkinson Road you know what I mean.

6) Fire Protection, how can our fire Department continue to have the volunteers to staff and service the area when the only housing we create is for tourists?

7) One way bridges

8) Internet, telephone and lack of cell phone coverage.

9) Affordable housing and rental housing.

This development further stresses our entire infrastructure!

Currently this Property is Zoned Community Residential One which would allow each property to have a duplex and a cabin. There appears to be only two buildable properties but because maps provided in this document are different from each other it is difficult to even know how many properties there are.

The amendment before us is not clear about what is intended. It states there will be year round accommodation, vacation properties, commercial tourism recreation and Marina services. This includes hotels, motels food services, fish plants, retail establishments, tourist facilities.

How can we really know what or how much construction is going to happen because it seems like they have covered their bases to do just about anything.

This amendment seems to provide two amenities. The first being increased water capacity. Clearly the development of this property needs that extra capacity to support its own growth.

The second is a path. Please note however that there is no mention of that path being along the waterfront.

Now I would like to speak to you about what has been done.

Pacific Gateway Marina was issued a temporary permit by the CRD in May of 2013.

These were the conditions of that permit.

a. The impacts to any of the existing land uses are kept to a minimum.
b. It does not involve the construction or erection of a new building.
c. It does not involve numerous delivery trucks travelling to the site on a daily basis.
d. The activity serves the needs of the community or is a part of the tourism sector.
e. The activity will be carried out wholly within the principal building.

Clearly most of us know what this resulted in.

They have built an enclosed building with a year round restaurant, have had regular deliveries, the mountains were blown up and the vegetation decimated and they have erected numbered RV sites along the waterfront for camping.

In 2013 the people of Port Renfrew were invited to comment or attend a meeting in Sooke regarding this Temporary permit. 16 people wrote letters. That is nearly a tenth of the population who had concerns.

I must question why these contraventions of the temporary permit have not been addressed.

I would also like to bring attention to the fact that no development permit has been asked for in this amendment.

Our own OCP states the CRD will assist the applicable Provincial and Federal ministries in protecting the ecosystem along the foreshore area and estuaries in regards to:

1) Buildings in the foreshore area

2) Removal or addition of fill in the marine foreshore area

3) Retention of foreshore vegetation

A development permit would require an independent study by a qualified environmental professional. This study would look at the foreshore and the streams as well as the remaining vegetation and trees.

I would like to know why a development permit is not being required for both the Pacific Gateway lands and the upland lot.

To summarize I believe that the people of Port Renfrew and many businesses recognize the importance of our natural environment and want to preserve it as best we can. We have concerns about infrastructure, our roads, sewer, water, drainage.

The proposal before us seems to present an unknown amount of development, but most certainly a huge increase in density. The CRD has not held the Pacific Gateway accountable in regards to the terms of the temporary permit, and lastly they have not asked for an independent environmental study.

I have spent many hours studying these bylaws, amendments and zoning documents I cannot identify how amendment 4096 supports the economic, social and cultural wellbeing of this community.

People tell me you cannot fight big business. I am not asking for a fight. I am asking that the rules that were laid out in Port Renfrew's Official Community Plan be adhered to and that the CRD enforces them.

Thank you for listening.

jdf info

From: John Wells
Sent: Saturday, December 15, 2018 10:52 AM
To: jdf info
Subject: Pacific Gateway Project

I'm in full support of this development moving forward. This is great news for our community.

It's not just the employment opportunity's , but the social well being of this community I see the benefits of keeping our young people in town.
The way to do this is supply employment & affordable property where those who wish to stay full time can.
Ownership of your own property is a great motivator.

Pacific Gateway has shown to pay good wages, so those local young members can live here.

I understand we are short on local affordable housing.

I would like to work with CRD on helping to elevate this issue. I believe it's a team (town) effort to help.

For the future growth of our community and social well being this project is what's needed.

Thank you for your time

John Wells

jdf info

From: Ken and Janice Hiles
Sent: Monday, December 17, 2018 8:03 AM
To: jdf info
Subject: Fw: Port renfrew meeting.

Sent: Monday, December 17, 2018 8:00 AM

Thank you for the information meeting On December 11th.
I would like to voice some concerns I have.

1) there should be unit restrictions on each of the zones that the Purdy group has asked for.
2) they stated at the meeting that there would be no camping on part D but show it on their maps on their display boards as having camping.
3) they stated at the meeting that there would be a water front trail but this is not written or shown in any documentation.
4) they show no boat trailer parking so are the locals going to continue to be able to launch boats.
5) in Mill Bay the Purdy group promised to replace our boat launch when they destroyed the existing one when they developed but years later we still don't have one.
6) it is difficult to trust what this group says, we need everything we are willing to agree to extremely clearly written and examined by a number of professionals.

I believe this project should not move forward until we have a new OCP. This project along with the Purdy uplands seems to house about 90 living units. The residents and home owners in Port Renfrew deserve more of a say in the development of their community.

Wendy Miller

From: Wendy Miller
Sent: Tuesday, December 18, 2018 10:11 AM
To: Wendy Miller
Subject: FW: Purdy Group zoning amendment 2018

From: Ken Hiles [mailto
Sent: Monday, December 17, 2018 5:53 PM
To: Ken and Janice Hiles
Cc: jdf info <jdfinfo@crd.bc.ca>
Subject: Re: Purdy Group zoning amendment 2018

On Mon, Dec 17, 2018, 2:20 PM Ken Hiles wrote:

Hello I am writing this email in regard to the 2018 Pacific Gateway Marina rezone amendment. I feel that the PGM (Purdy Group) are not giving near enough ammenities for the upgrade in zoning they are asking for. I own property in Beach Camp and I therefore would like to see the boat launch at the PGM property be covenanted to remain for public use and at no charge. I also have a home in Cobble Hill near in Mill Bay. When the Purdy Group (Mill Bay Marine Group) purchased the Mill Bay Marina in 2010 Andrew Purdy after removing the boat launch on the property promised that he would build a new boat launch and parking for pubic use if the CVRD gave him the go ahead on the marina and condo development. To this day Dec. 17 th 2018 ,no boat launch has been built and the area residents have no means to launch in this area. The nearest boat launch is 12 kilometers north of Mill Bay. Please don't let this happen in Port Renfrew. I would also like to see a covenanted trail along waters edge from the CRD property at the edge of Beach Camp and along the foreshore of the PGM property to the marina. This is where the residents of Port Renfrew have always been able to walk unrestricted.
Thank you for this consideration.
Ken Hiles

Wendy Miller

From: Wendy Miller
Sent: Friday, January 18, 2019 10:20 AM
To: Wendy Miller
Subject: Port Renfrew Pacific gateway proposal

From: Cam Hamilton
Sent: Thursday, January 17, 2019 12:36 PM
To: 'jdinfo@crd.bc.ca'
Cc:
Subject: Port Renfrew Pacific gateway proposal

To whom it may concern,

I am writing this letter for my concerns on the Pacific gateway proposal. I am a concerned home owner with a house in this area, and a volunteer firefighter with another small town ,my concern is with the expansion comes more people and not enough people that live in the town year round for fire fighters , they are hard to get volunteers when there is not enough people living there to pull from. My other concern is not enough water supply for fighting any fire which may arise from this expansion, there is fuel on site and wooden structures that would need protection and not enough water supply. I know they are stating they are going to donate$ 500,000 dollars to help expand the water system but that is probably only half enough for these upgrades .

Yours Truly
Cam Hamilton
Deputy Chief Youbou Fire Dept.

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6. Delegation – Juan de Fuca Community Planning

a) Comprehensive Community Plan Amendment Application - RZ000242

That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342);

Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) (17110 Parkinson Road);

That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006) (6598 Baird Road); and

Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

Iain Lawrence spoke to staff report to the Juan de Fuca Land Use Committee and the request to redesignate the subject properties from Marine Protection (M) and Residential (R) to a new Pacific Gateway Marina (PGM) designation, and to rezone the subject properties from Marine (M) and Community Residential – One (CR-1) to a new Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, in order to permit a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public. Iain Lawrence provided an overview of the six development areas proposed by the PGM-CD zone.

Iain Lawrence responded to questions from the Commission confirming that:
- the current marina is operated under a temporary use permit issued by the CRD
- Bylaw No. 4017, "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016" (RGS) designates the marina properties as an Urban Containment Policy Area
- Section 445 of the *Local Government Act* requires that all bylaws adopted by a regional district board after the Board has adopted a RGS, be consistent with the RGS
- as the application proposes an amendment to the Port Renfrew Official Community Plan (Schedule A, Bylaw No. 3109, "Comprehensive Community Plan for Port Renfrew Bylaw No. 1, 2003"), the bylaw will be referred to the CRD Board for a determination of consistency prior to first reading
- the CRD is reviewing the sewer and water services proposed by Bylaw No. 4096

Iain Lawrence directed attention to Section 4.5.1 of Bylaw No. 4096 which proposes construction of a public trail and staircase providing connection between the Juan de Fuca Community Parks trail on Lot 64 and Baird Road.

Commission comments included:
- stairs at Baird Road are in poor condition
- concern for maintenance costs related to the staircase
- the development will want to keep the staircase in good condition as the focus of the proposal is to draw tourists to the community
- there is a roughed-in trail that has been used by residents that connects to Godman Road
- support for considering locating a trail with guard rails on higher land to avoid pedestrian and boat trailer conflicts
- a trail on the higher land would continue to provide water views

- the buildings proposed by the application have not been built
- the proposed higher land trail may not have the same water views once these structures are built
- the dominant user of the waterfront trail may be limited to the users of the marina
- the public generally desires continued access to and along the waterfront

Iain Lawrence responded to a question from the Commission, confirming that the Commission previously considered park dedication requirements for the 6-lot bareland strata subdivision (SU000687) on Lot 1, Plan EPP24972. It was advised that the CRD Board supported the Commission's recommendation that parkland dedication be received in the form of cash-in-lieu for application SU000687 and that the trail and staircase proposed by Bylaw No. 4096 are amenity provisions.

In response to Commission concerns related to trail standards, Don Closson noted that staff will be working with the developer as proposed Bylaw No. 4096 outlines the requirement that provision of a public walking trail and staircase are to be constructed in a location and to a standard approved by Juan de Fuca Electoral Area Community Parks and Recreation.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the Commission accept the amenity in the form of a continuous statutory right-of-way, trail and stairway from Lot 64 to Baird Road which is open to the public with the trail and staircase maintained by the development.

CARRIED

b) Subdivision Application SU000697 - Subdivision of Lot 93, Renfrew District, Except Part in Plan 23812 – West Coast Road

Regina Robinson spoke to staff memo to the Commission and the referral received from the Ministry of Transportation and Infrastructure (MoTI) for a proposed 3-lot subdivision of Lot 93 on West Coast Road. It was confirmed that no park dedication is required for the application; however, Section 75(c) of the *Land Title Act* requires that if land to be subdivided borders on a body of water, the bed of which is owned by the Crown, access must be given by highways 20 m wide to the body of water at distances not greater than 200 m between centre lines, or, in a rural area where the parcels into which the land is subdivided all exceed 0.5 ha, at distances not greater than 400 m between centre lines. A Memorandum of Understanding (MoU) between the CRD and the MoTI allows that subdivision applications that require access to water in accordance with Section 75 will be referred to the Commission prior to issuance of preliminary layout approval. It was further confirmed that the applicant submitted a request to the CRD and the MoTI to waive the statutory requirement to provide access to water.

Don Closson stated that:

- there is a provincial access to water to the east of Fossil Bay Resort, which is located between proposed Lot 1 and proposed Lot 2
- the subject property is steep and benched
- there is little sign of public historic use of the subject property
- should the waiver not be supported, the applicant has proposed that the water access be located at the west end of proposed Lot 2

Appendix G: Environmental Report

Cascadia Biological Services

Cascadia Biological Services
772 Goldstream Ave
PO Box 27034
Victoria, BC
V9B 5S4

March 10th 2019

CRD Planning – Port Renfrew
Attn: Senior Planner

Environmental Impact Assessment
6598 Baird Road/17086 Parkinson Road
Capitol Regional District (CRD) – Juan de Fuca Electoral Area
Port Renfrew BC

Purpose

This report is in response to a request by the CRD (Juan de Fuca Electoral Area) for an Environmental Assessment of potential impacts resulting from proposed disturbances associated with a municipal residential land development located in the community of Port Renfrew. The civic addresses for the proposed development are located at 6598 Baird Road and 17086 Parkinson Road (refer to Attachment I). Specifically, the disturbances are associated with a proposed residential development including a stormwater outfall and walking path required to satisfy requirements of the Preliminary Lot Approval (PLA) issued by the CRD. This letter report will therefore accompany and form an addendum to the development permit application (DPA) or equivalent. The DPA is required as the development and associated infrastructure trigger the DPA at the time of development. Located approximately 700m west of the Port Renfrew town centre, the two parent property(s) being developed measures approximately 4.0 hectares and has approximately 575m of marine shoreline.

Typical site photographs are presented following this letter report in Attachment II.

Background

At the request of the owner, Cascadia Biological Services was retained to conduct an overview environmental impact assessment of proposed works associated with a residential development on parent lot(s) located at 6598 Baird Road and 17086 Parkinson Road located in the Community of Port Renfrew. The proposed disturbances include land alterations and disturbances to 1 hectare of land as shown in Attachment III. These areas are currently in a somewhat natural state and have been left undisturbed from previous development stages within the subject property(s). As a result, Cascadia

Cascadia Biological Services

Biological Services was charged with conducting an overview environmental assessment of the proposed disturbed area. The assessment was completed over a four-day period in January and February of 2019. Prior to the field visit, an overview search of existing environmentally significant areas was conducted including a search of the British Columbia Conservation Data Centre (BC CDC) rare element occurrences of which none were documented.

Environmental Assessment Findings

1) **Land Use –** The proposed disturbed area including the marine riparian zone along the foreshore of the subject properties have been utilized for residential and industrial purposes for many years. Most of the native vegetation in and around the subject property has been replaced by lawns and ornamental gardens comprised primarily of introduced species or by larger areas of crushed rock used for levelling of future building pads. Larger industrial uses are historic and sporadic along the foreshore environment. Some smaller older second-generation polygons do exists in and around the surrounding area however, have been severely fragmented due to urban encroachment. Other environmentally significant features within 500m of the subject property include the steep coastal bluffs/cliffs. Land Use within the marine environment along the subject and adjoining properties is primarily limited to docks, gangways and erosion control platforms extending into and along the water. Most of these structures extend no more than 30m into the harbour waters.
2) **Subject Property** - The potential development permit area within the subject property measures approximately 560m (length along foreshore) X 15m (development permit area width) for a total area of 8400 m^2 and has been previously disturbed (>80%) except for two small polygons located along both the eastern and western sections of the property (refer to Attachment III). Existing vegetation within the proposed disturbed area associated with the new residential development will include disturbances to most of the remaining natural state polygons. Approximately 10 larger trees (older second generation) will be cut within the within the proposed disturbed areas
3) **Rare Plants/Wildlife/Ecosystems** – From our assessment, there are no environmentally significant polygons/attribute along the proposed disturbed area associated with the proposed residential areas. From our assessment, several larger older second-generation Douglas fir and spruce trees will be removed from the natural state area. These trees have been surveyed with drones and spotting scopes as well as assessed on the ground to determine if any raptor nests, nesting cavities or blue heron rookeries were present. None were observed during our assessment of the property (s). No rocky outcrops, wildlife trees/dens, stick nest or other environmentally significant attributes including sensitive ecosystems were noted along the proposed disturbed area of the property. The Provincial rare element occurrences program which documents the potential for existing rare elements including rare vegetation, ecosystems and wildlife is presented in Attachment IV. Existing mapping shows the potential occurrences of both a

Cascadia Biological Services

vascular plant named nodding semaphonegrass as well as the potential in the area for the northern red-legged frog. Both of the rare elements listed above were not observed on the subject property(s) nor are expected to occur on site given the previous disturbances as well as existing conditions.

Conclusions

From my assessment of the site in January and February of 2019, I have come up with the following conclusions;

1) The subject property(s) along the marine environment and immediate upland areas of the property has been previously disturbed to over 90% of the total property area;
2) No environmentally significant attributes were noted along the proposed natural state areas;
3) No raptor nest, nesting cavities or heron rookeries were observed during our assessment

Options and Recommendations

It is in my opinion that the proposed disturbed area as shown (refer to Attachments III) for the subject property located at 6598 Baird Road and 17806 Parkinson Road in the Community of Port Renfrew will not negatively impact the area at a community scale if the following recommendations are adhered to:

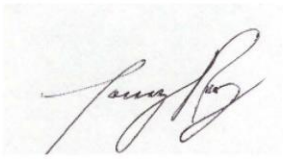
1) All works will be monitored by the designated Qualified Environmental Professional (QEP). The QEP will periodically visit the site during the construction period to ensure the impacts to the environment are negligible. It is anticipated that one site visit each week or even bi-monthly will be sufficient depending on what time of year the disturbances take place. Any contraventions will be forwarded by the on-site biologist to the appropriate agencies;
2) Sediment fencing should be installed immediately outside of the proposed disturbed areas. The designated QEP will advise the appropriate agencies that the sediment fencing is in place and that the proposed works may proceed;
3) All equipment required for the proposed works including backhoes and excavators etc. need to be fuelled outside of the 15m marine foreshore area unless the fuel stations are confined to an absorbent bath containment system. QEP to designate safe fuelling area and/or best management practices directly to the builder;
4) As a result of the proposed disturbed areas near the marine foreshore, Cascadia Biological Services recommends that 2 nesting boxes be erected at select locations within the subject property to improve upon existing passerine nesting cavities. QEP to erect the nesting boxes and notify the appropriate agencies once activities are deemed complete and the nesting boxes are in place;

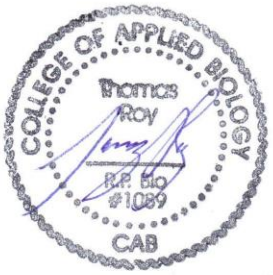
Cascadia Biological Services

5) All trees (approximately 10 in total) to be removed within 30m of the marine foreshore area, must be replaced at a 2:1 ratio on-site within those same areas. QEP to determine where they are to be re-planted;
6) All tree removal should take place outside of the bird nesting season which begins mid-April and ends mid-July.

If you have any questions regarding this assessment, please do not hesitate to contact me by means below.

Thanks for your time.

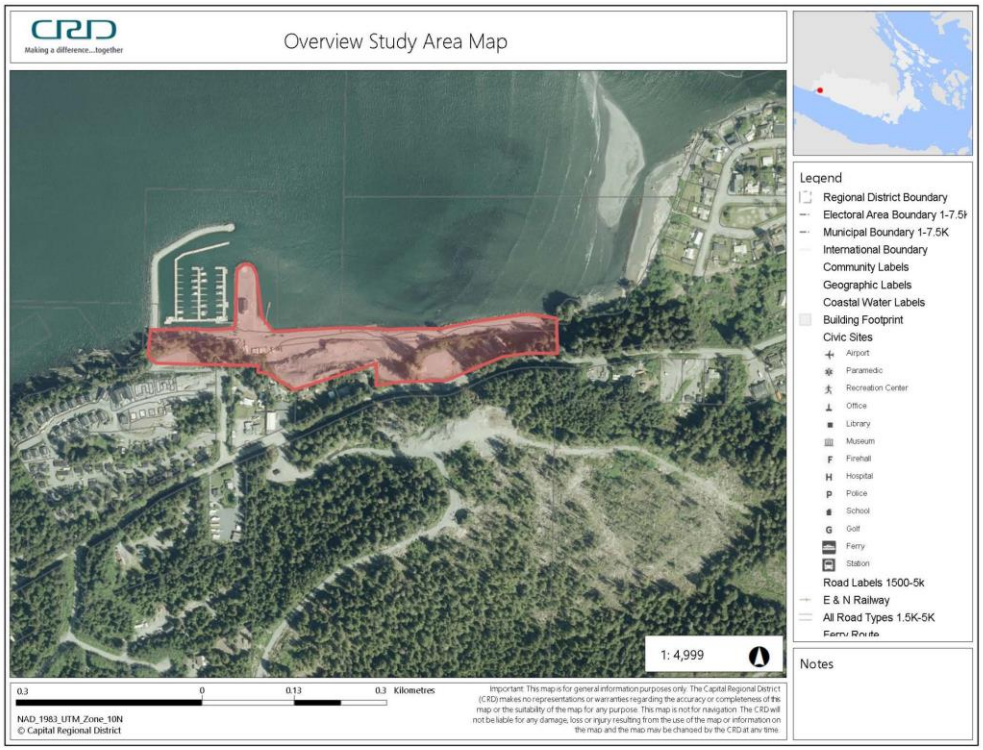




Thomas Roy, R.P. Bio., QEP
Cascadia Biological Services

Cascadia Biological Services

Attachment I – Overview Map of Site



Cascadia Biological Services

Attachment II – Typical Site Photographs



Plate #1. Typical view of the subject property(s)

Cascadia Biological Services



Plate #2. Typical view of the subject property(s)

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Plate #3. Typical view of the subject property(s)

Cascadia Biological Services



Plate #4. Typical view of the subject property(s)

Cascadia Biological Services

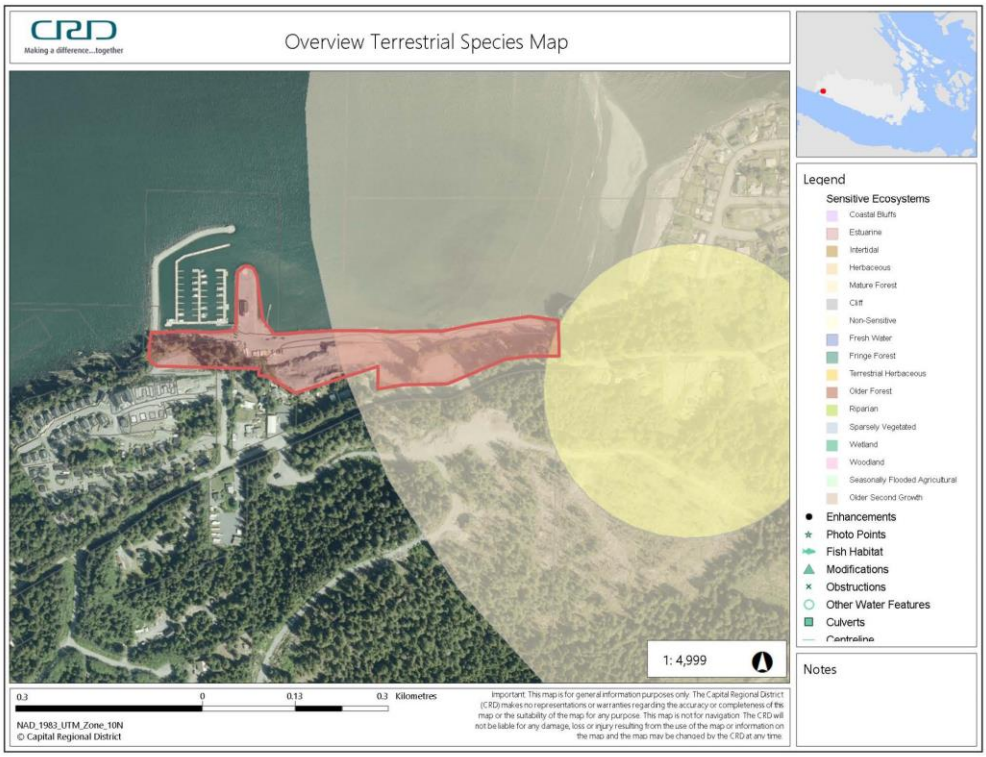
Attachment III – Proposed Disturbed Area(s)



Note: Maps are reduced scale

Cascadia Biological Services

Attachment IV – Rare Elements Occurrence Map



Note: Maps are reduced scale

b) Public hearings are scheduled for rezoning and OCP amendment application RZ000267:

Date: Monday, September 21, 2020
Time: 7pm
Place: Juan de Fuca Local Area Services Building
3–7450 Butler Road, Otter Point, BC

6. Comprehensive Community Development Plan Amendment Application

a) RZ000242 - That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342);

Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125) (17110 Parkinson Road);

That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006) (6598 Baird Road);

and Those Parts of Block A and B, District Lot 751, Together with Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

Iain Lawrence reported that the application is to redesignate the subject properties from Marine Protection (M) and Residential (R) to a new Pacific Gateway Marina (PGM) designation, and to rezone the subject properties from Marine (M) and Community Residential – One (CR-1) to a new Pacific Gateway Marina Comprehensive Development (PGM-CD) zone, in order to permit a mix of community uses, year-round residential accommodation, vacation properties, and commercial tourism, recreation and marina services to the general public.

The application was scheduled to be considered by the LUC at its June 16, 2020, meeting. At that meeting, the LUC considered a letter included on the supplementary agenda from Pacheedaht First Nation received the day of the meeting. At that meeting, the LUC resolved to table consideration of the proposal to its September 15, 2020, in order to provide time to respond to Pacheedaht's concerns, including a review of the Port Renfrew OCP, and consultation and decision making processes generally, and site servicing, and areas of cultural and archaeological significance within the area subject to the application.

Iain Lawrence directed attention to the June 16, 2020, staff report. The staff report includes the referral comments received from agencies in response to the LUC's referral of the application on September 18, 2018, to agencies and to a Public Information Meeting in Port Renfrew. Iain Lawrence summarized the referral comments as included in the staff report and advised that the proposal was considered at a Public Information Meeting in Port Renfrew on December 11, 2018, as well as by the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission on January 29, 2019.

Iain Lawrence directed attention to the September 15, 2020, supplementary staff report, which provided additional information and a revised recommendation as result of the correspondence received from Pacheedaht on June 16, 2020. The recommendation has been revised to require the applicant to register a covenant on the title of the lands prior to bylaw adoption in favour of the CRD securing the Archaeological Impact Assessment (AIA) and geotechnical reports as submitted by the applicant. The proposed bylaw continued to reflect the requirement for provision of water and sewer amenities.

Iain Lawrence directed attention to the September 15, 2020, amended supplementary staff report, which provides further additional information and a revised bylaw as result of the correspondence received from the Pacheedaht on September 8, 2020.

Iain Lawrence advised that the proposed revised bylaw reflects removal of the property known as "Little Renfrew" and removal of Development Areas E and F. Iain Lawrence outlined the bylaw as included in the amended supplementary staff report.

Iain Lawrence reported that staff also recommends that the proposed bylaw be further amended to remove the residential portion of Lot 1, Section 97, Renfrew District, Plan EPP24972. It was advised that "Little Renfrew" and the residential portion of Lot 1 are known areas of cultural and archaeological significance.

Iain Lawrence reported that, since the time that the supplementary agenda was circulated, additional correspondence from the Pacheedaht was received stating that the proposed revised bylaw does not address the concerns set out in the September 8, 2020, letter.

The Chair confirmed that the applicant was present.

Iain Lawrence responded to questions from the LUC advising that:
- the property identified as Community Use (Lot 64) on Plan No. 2 of proposed Bylaw No. 4096 is not included in the area subject to the application
- the area subject to the application includes the areas identified on Plan Nos. 1 and 2 of proposed Bylaw No. 4096 minus the residential portion of Lot 1, Section 97, Renfrew District, Plan EPP24972
- with the removal of "Little Renfrew" and the residential portion of Lot 1, no caves are in the area subject to the application

At the request of the Chair, Iain Lawrence highlighted the revised area subject to the application.

The applicant confirmed that the revised area is correct.

The Chair requested comment from Kristine Gatzke, Referrals Coordinator, Pacheedaht First Nation; and Kelsey McDermott, Associate, Mandell Pinder, legal representative for Pacheedaht First Nation.

Kristine Gatzke thanked membership for the invite to the meeting and thanked Director Hicks for reaching out directly this afternoon.

Kristine Gatzke's comments included:
- in Pacheedaht's opinion, consultation/meaningful dialogue has not started
- it had been hoped that the CRD would have scheduled a meeting with the Pacheedaht prior to tonight's meeting as requested in the letter dated June 16, 2020 to address concerns and development recommendations regarding the proposal
- the recommendations presented in the most recent report were developed without direct input from the Pacheedaht
- Pacheedaht does not agree with the covenant recommendation
- Pacheedaht does not agree with the removal of Lot 1 from the subject area as removal does not encompass all archaeological sites including the foreshore leading to the cave entrance and the cave entrance

Kelsey McDermott advised that she will be speaking to Pacheedaht's letter dated September 8, 2020, and the letter received in response from Iain Lawrence dated July 31, 2020.

Kelsey McDermott's comments included:
- Pacheedaht and the CRD were both involved in the provincial licence of occupation process for the water lot for the marina
- the marina and the uplands are located in two different areas
- the two areas are different and should be considered separately
- there are operational concerns regarding the established marina that require multi-agency input
- the upland residential areas have yet to be established
- the clarification received this evening regarding the area subject to the application is appreciated
- the issues related to the application remain complicated and difficult to discuss when dialogue is limited to making representation as a member of the public
- consultation/meaningful dialogue can start with this application
- the AIA has limitations
- it is understood that there is a network of caves and that not all caves have been found
- Pacheedaht and Port Renfrew community members have knowledge regarding the caves
- Pacheedaht considers the caves to have ongoing cultural importance with the hope to use them for ceremonial purposes
- the geotechnical report included in the AIA references one study addressing limestone caves in England
- Pacheedaht questions whether the geotechnical report is relevant to the caves in Port Renfrew
- environmental information is limited to the Environmental Impact Assessment (EIA) prepared by Cascadia Biological Services
- Pacheedaht was not given opportunity to make comment on the environment or the EIA
- Pacheedaht requests that the application not proceed this evening
- Pacheedaht requests that consideration of the application continue on two tracks, one for the marina and the other for the uplands
- Pacheedaht wishes to develop processes for working with the CRD
- Pacheedaht looks forward to opportunity to participate in the process for updating the Port Renfrew Official Community Plan

The Chair's comments included:
- the membership is being asked this evening to decide if the proposal should proceed
- he would never want jeopardize the caves
- the proposal has been revised to remove cave areas
- no caves are in the area subject to the application
- the covenant will guide development regardless of ownership
- the public trail amenity is supported by the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission and the community of Port Renfrew
- the water tank amenity has been provided
- a land based community sewer system to the satisfaction of the Ministry of Environment is required
- application has been in progress for four years
- application has merit to move forward to the CRD Board for consideration

The Chair asked Iain Lawrence to read allowed the revised recommendation which reflects removal of the caves from the area subject to the application.

Iain Lawrence read aloud an amendment to recommendation d), i) and new recommendation e).

MOVED by Director Hicks, **SECONDED** by Roy McIntyre that the Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;
b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;
c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096; and
d) That prior to adoption of the bylaws, the applicant:
    i. Register a covenant on the title of the lands pursuant to Section 219 of the *Land Title Act* in favour of the CRD securing the Archaeological Impact Assessment prepared by Duncan McLaren, PhD, dated July 31, 2018, and the geotechnical report prepared by Bruce Dagg, P.Eng., dated November 19, 2015, and require that any land alteration requiring blasting or excavation within 100 m of a sea cave be reviewed and monitored by a geotechnical engineer and monitored by a representative from the Pacheedaht;
e) That Plan Nos. 1 and 2 of Bylaw No. 4096 be amended to remove a part of Lot 1, Section 97, Renfrew District, Plan EPP24972 prior to public hearing.

Opposed: Ron Ramsay
CARRIED

7. Adjournment

The meeting adjourned at 7:54 pm.

_____
Chair

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4386

****

A BYLAW TO AMEND BYLAW 2570, WATER SUPPLY LOCAL SERVICE AREA FEE AND CHARGE BYLAW No. 1, 1997 (REGIONAL WATER SUPPLY)

****

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

1. Bylaw No. 2570, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997" is amended as follows:

   a) By deleting Schedule "A" in its entirety and substituting the attached Schedule "A", effective January 1, 2021.

2. This Bylaw may be cited for all purposes as the "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 22, 2020".

READ A FIRST TIME THIS	th	day of	2020
READ A SECOND TIME THIS	th	day of	2020
READ A THIRD TIME THIS	th	day of	2020
ADOPTED THIS	th	day of	2020

CHAIR

CORPORATE OFFICER

SCHEDULE "A"

For each cubic metre of water supplied to the District of Oak Bay, the District of Saanich, the City of Victoria/Town of Esquimalt, the Juan de Fuca Water Distribution service, and the Saanich Peninsula Water Service:

1.	Bulk Water	$ 0.7148
2.	Agriculture Water	$ 0.2105

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4387

****

A BYLAW TO AMEND BYLAW 3889 TO UPDATE WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW NO. 1, 2013 (JUAN DE FUCA WATER DISTRIBUTION)

****

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

1. Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013" is amended as follows:

   a) By deleting Schedule "C" in its entirety and substituting the attached Schedule "C", effective January 1, 2021.

2. This Bylaw may be cited for all purposes as the "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No.10, 2020".

READ A FIRST TIME THIS	th	day of	2020
READ A SECOND TIME THIS	th	day of	2020
READ A THIRD TIME THIS	th	day of	2020
ADOPTED THIS	th	day of	2020

CHAIR

CORPORATE OFFICER

Schedule C - Water Rates

1. **Effective:** The rates set out in section 3 of this Schedule are the Water Charges for invoices received from the CRD for water consumption in the applicable areas described in section 2 of this Schedule, effective 1 January 2021.

2. **Applicable:** The rates are applicable to water supplied within the Town of View Royal, the City of Langford, the City of Colwood, the District of Metchosin, the District of Highlands, the District of Sooke, the Juan de Fuca Electoral Area, the Esquimalt First Nation, the Songhees First Nation, the Tsouke First Nation, and the Beecher Bay First Nation.

3. **Water Rates:** The applicable Water Charges are set out below:

   (a) Subject to sections 3(b) and (c) of this Schedule, the Water Charge for all water supplied by the CRD shall be $2.3081 per cubic metre or part thereof.

   (b) The Water Charge for which water has been supplied by the CRD to a Community Allotment Garden shall be $0.2105 per cubic metre or part thereof.

   (c) The Water Charge for which water has been supplied by the CRD to a Wild Animal Rehabilitation Facility shall be $0.7148 per cubic metre or part thereof.

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4388

****

A BYLAW TO AMEND BYLAW NO. 376, BULK WATER RATES BYLAW, 1977 (SAANICH PENINSULA WATER)

****

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

1. Bylaw No. 376, being "Bulk Water Rates Bylaw, 1977" is further amended as follows:

   a) By deleting Schedule "A" in its entirety and substituting the attached Schedule “A”.

2. This bylaw shall take effect January 1, 2021.

3. This bylaw may be cited as "Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 40, 2020".

READ A FIRST TIME THIS	th	day of	2020
READ A SECOND TIME THIS	th	day of	2020
READ A THIRD TIME THIS	th	day of	2020
ADOPTED THIS	th	day of	2020

CHAIR

CORPORATE OFFICER

SCHEDULE "A"

For each cubic metre of water supplied to the District of Central Saanich, the District of North Saanich and the Town of Sidney, the rate of $1.0536 is effective January 1, 2021.

For each cubic metre of water supplied to the Department of Agriculture Research Station, located at 8801 East Saanich Road, Sidney, BC, the rate of $1.0888 is effective January 1, 2021.