Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, February 10, 2021 | **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. 21-122 Minutes of the January 13, 2021 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of January 13, 2021 be adopted as circulated.

Attachments: Minutes - January 13, 2021

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

In keeping with directives from the Province of BC, this meeting will be held by Live Webcast without the public present.

To participate electronically, complete the online application for "Addressing the Board" on our website. Alternatively, you may email the CRD Board at crdboard@crd.bc.ca.

5.1. Presentations

5.2. Delegations

5.2.1. 21-145 Delegation - Corey Burger; Representing Greater Victoria Cycling Coalition: Re: Agenda Item 8.11.: Regional Trails Widening Study

6. CONSENT AGENDA

6.1. 21-102 Electoral Area Volunteer Fire Service Regulatory Review

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
a) That staff be directed to report back with operational, administrative, and governance strategies to meet and sustain regulatory compliance; and
b) That $65,000 be reallocated from operational reserves for 2021 to be available for a temporary increase in staff resources to support fire services to attain compliance.
(WP - JDF, SSI, SGI)

Attachments: Staff Report: EA Volunteer Fire Service Regulatory Review

Appendix A: Fire Service Review Report

6.2. 21-110 Community Funding and Support Program Grant: Evacuation Route Planning

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for evacuation route planning and direct staff to provide overall grant management.
(NWA)

Attachments: Staff Report: EA Emerg Prgm Grant-Evacuation Route Planning

6.3. 21-109 CleanBC Funding and Salt Spring Island Composting Project

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the Capital Regional District's CleanBC Organic Infrastructure and Collection Program grant application be supported;
2. That staff be directed to work with representatives of the Salt Spring Island Composting Project to further pursue CleanBC Organic Infrastructure and Collection Program funding based on the conditional application that has been submitted by staff in support of the Salt Spring Island Farmland Trust initiative; and
3. That the CleanBC Organic Infrastructure and Collection Program grant application be conditional upon the successful establishment of a new Salt Spring Island local area service, approved by the electors, for the development and operation of a composting facility.
(NWA)

Attachments: Staff Report: CleanBC Funding and Salt Spring Island Composting Project

Appendix A: Bylaw No. 1903

6.4. 21-098 Wastewater Treatment Project Q4 2020 Quarterly Report

Recommendation: The Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board:
That this report be received for information.
(NWA)

Attachments: Staff Report: WTP Q4 2020 Quarterly Report

6.5. 21-097 Wastewater Treatment Project November 2020 Monthly Report

Recommendation: The Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board:
That this report be received for information.
(NWA)

Attachments: Staff Report: WTP November 2020 Monthly Report

6.6. 20-700 Wastewater Treatment Project Q3 2020 Quarterly Report

Recommendation: The Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board:
That this report be received for information.
(NWA)

Attachments: Staff Report: WTP Q3 2020 Quarterly Report

6.7. 20-795 Wastewater Treatment Project October 2020 Monthly Report

Recommendation: The Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board:
That this report be received for information.
(NWA)

Attachments: Staff Report: WTP October 2020 Monthly Report

6.8. 21-058 Results from Solid Waste Advisory Committee Self-Evaluation Surveys

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That this report be received for information and that no changes be made to the Solid Waste Advisory Committee Terms of Reference.
(NWA)

Attachments: Staff Report: Results from SWAC Self-Evaluation Surveys

Appendix A: Summary of Self-Evaluation Feedback

Appendix B: Terms of Reference - Solid Waste Advisory Committee

6.9. 21-053 Solid Waste Advisory Committee Motion of November 6, 2020

Recommendation: [At the January 20, 2021 Environmental Services Committee meeting, the following motion was amended:]
The Environmental Services Committee recommends to the Capital Regional District Board:
That staff be directed to continue work on updating the Solid Waste Management Plan and that staff be directed to report back as soon as reasonably practical after the approval of the Solid Waste Management Plan on measures that can be taken to achieve more aggressive waste reduction targets.
(NWA)

Attachments: Staff Report: Solid Waste Advisory Committee Motion of November 6, 2020

Appendix A: Sept. 16, 2020 Environmental Services Committee Staff Report

6.10. 21-115 Report on Options for a Board Discussion Policy

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
That staff report back to the Governance Committee with a best practices guide for meetings of the Capital Regional District Boards, Committees and Commissions.
(NWA)

Attachments: Staff Report: Options for a Board Discussion Policy

Appendix A: Summary of Board Discussion Policy Comments November 2020

Appendix B: CRD Board Procedures Consolidated Bylaw

Appendix C: CRD Policy Management Framework

6.11. 21-092 Hockley House Mortgage - Tri-Partite Agreement and Landlord Estoppel Certificate: 830 Hockley Avenue

Recommendation: The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That 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 830 Hockley Avenue, Langford, BC.
(WA)

Attachments: Staff Report: Hockley House Mortgage Tri-Partite Agreement

6.12. 21-021 Development Permit with Variance for Lot 5, Section 87, Sooke District, Plan VIP64712 - Seedtree Road

Recommendation: The Land Use Committee recommends to the Capital Regional District Board:
That Development Permit with Variance DV000073 for Lot 5, Section 87, Sooke District, Plan VIP64712, to authorize a 2-lot subdivision within Steep Slopes, Riparian, and Sensitive Ecosystems Development Permit Areas, and to vary Juan de Fuca Land Use Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum road frontage requirement from 10% (97.68 m) to 8.75% (85.49 m), be approved.
(Voting Block A - JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments: Staff Report

Appendix A: Subject Property Map

Appendix B: Subdivision Survey Plan and Requested Frontage Variance

Appendix C: Permit DV000073

LUC Minutes Excerpt

6.13. 21-064 Deer Management Reconsideration

Recommendation: [On January 20, 2021, the Planning and Protective Services Committee recommended Alternative 2 in the report.]
The Planning and Protective Services Committee recommends to the Capital Regional District Board:
That staff be directed to maintain existing service levels such as limited, periodic facilitation support and expertise.
(NWA)

Attachments: Staff Report: Deer Management Reconsideration

Appendix A: Jurisdictional Roles Across Deer Mgmt Options

6.14. 21-087 CRD Regional Trails Visitor Use Survey - 2019

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That this report be received for information.
(NWA)

Attachments: Staff Report: Regional Trails Visitor Use Survey 2019

Appendix A: Regional Trails Survey Report

6.15. 21-079 CRD Regional Parks and Trails - 2020 - Year in Review

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That the CRD Regional Parks and Trails - 2020 Update be received for information.
(NWA)

Attachments: Staff Report: CRD Regional Parks and Trails - 2020 Update

Appendix A: Presentation - CRD Regional Parks & Trails 2020 - Year in Review

6.16. 20-806 Regional Water Supply Service 2021-2025 Capital Budget Amendment

Recommendation: The Regional Water Supply Commission recommends to the Capital Regional District Board:
That the provisionally approved Regional Water Supply Service 2021-2025 capital plan and budget be amended in accordance with the revised plan and budget for Project No. 21-05 as presented.
(WP - All except SSI EA & SGI EA)

Attachments: Staff Report: RWS Service 2021-2025 Capital Budget Amendment

Appendix A: Project Segment Drawings

6.17. 21-082 Saanich Peninsula Water Service 2021 Budget Amendment

Recommendation: The Saanich Peninsula Water Commission recommends to the Capital Regional District Board:
That the provisionally approved Saanich Peninsula Water Service 2021-2025 capital plan and budget be amended in accordance with the revised plan and budget for Project No. 21-05 as presented.
(WP - Central Saanich, North Saanich, Sidney)

Attachments: Staff Report: Saanich Peninsula Water Service 2021 Budget Amendment

Appendix A: Project Segment Drawings

6.18. 21-083 Supply of Sludge Dewatering Equipment - RFP No. 2020-632

Recommendation: 1. That the Saanich Peninsula Wastewater Commission Recommends to the Capital Regional District Board that the 19-01 Project Budget, in the Saanich Peninsula Wastewater Services 2021 Capital Plan, be increased by $300,000 from the capital reserve fund to bring the revised project budget up to $1,490,000.
(WA)
2. That the Saanich Peninsula Wastewater Commission award Contract 2020-632 - Supply of Sludge Dewatering Equipment, to Fournier Industries in the amount of $589,730 plus taxes.
(NWA)

Attachments: Staff Report: Supply of Sludge Dewatering Equipment – RFP No. 2020-632

Appendix A: Revised 2021-2025 Capital Plan and Expenditure Plan Summary

6.19. 21-050 Minutes of the November 18, 2020 Planning, Transportation and Protective Services Committee

Recommendation: That the minutes of the Planning, Transportation and Protective Services Committee meeting of November 18, 2020 be adopted as circulated.
(NWA)

Attachments: Minutes - November 18, 2020

7. ADMINISTRATION REPORTS

7.1. 21-047 Investing in Canada Infrastructure Program; COVID-19 Resilience Infrastructure Stream [Regional Parks Service]

Recommendation: That the Capital Regional District Board support the submitted application, as endorsed in the following resolution:
That the Capital Regional District Board (the Board) endorse the grant application for the Regional Parks Service: Galloping Goose Bridge Replacements & Repair Project through the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.
(NWA)

Attachments: Staff Report: ICIP COVID-19 Resilience Infrastructure Stream

Appendix A: ICIP-CVRIS Regional Parks Grant Proposal

Appendix B: Program Funding History

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. 21-048 Investing in Canada Infrastructure Program; COVID-19 Resilience Infrastructure Stream [Electoral Area Projects]

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District support the three submitted grant applications, as endorsed in the following resolutions:
1. That the Capital Regional District Board (the Board) supports an application for grant funding for the JDF: Willis Point Water Tank Project through the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.
2. That the Capital Regional District Board (the Board) supports an application for grant funding for the SSI: Drake Road Trail Upgrades Project through the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns; and
3. That the Capital Regional District Board (the Board) supports an application for grant funding for the SGI: Einar's Hill By-Pass Route (Multi Use Trail) Project through the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.
(NWA)

Attachments: Staff Report: ICIP COVID-19 Resilience Infrastructure EAs

Appendix A: Juan de Fuca - Willis Pt Fire Dept Water Supply Expansion

Appendix B: Salt Spring Island - Drake Road Trail Upgrades

Appendix C: Southern Gulf Islands - Einar's Hill By-Pass Route (Multi Use Trail)

Appendix D: Investing in Canada Infrastructure Program Funding History

8.2. 21-129 Review of Separation of Building Inspection Services for Each Electoral Area

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Building Inspection service to the three Electoral Areas remain as a single shared service with a single budget.
(NWA)

Attachments: Staff Report: Review Separation-Bldg Inspection Svcs for Each EA

8.3. 21-130 Proposed Revisions to Capital Regional District Bylaw No. 3741 - Building Regulation Bylaw No. 5, 2010

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
a) That Bylaw 4403, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 2, 2021" be introduced and read a first, second, and third time; and
b) That Bylaw No. 4403 be adopted.
(NWA, 2/3 on adoption)

Attachments: Staff Report: Proposed Revisions to CRD Bylaw No. 3741, Bldg Reg

Appendix A: Redlined Version of Existing Bylaw No. 3741

Appendix B: Amendment Bylaw No. 4403

8.4. 21-132 AVICC Resolution: COVID Safe Restart Grant Inequity for Electoral Areas (Directors Holman & Howe)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the following resolution be submitted to AVICC:
Whereas the Capital Regional District, received a funding allocation of $1.421M under the Safe Restart grant based on two per capita amounts formulae: $8.13 for rural populations and $3.10 for all populations, and a flat funding amount.
And whereas, the Safe Restart program takes into account the unique structure of regional districts as a service provider, with differing per capita amounts, there is a significant disparity between the per capita allocation for Electoral Areas versus local municipalities with a similar population.
Therefore be it resolved that AVICC and UBCM advocate to the Ministry of Municipal Affairs and Housing to provide additional Safe Restart Grant funding to Regional District Electoral Areas to equal the funding provided to local municipalities.
(NWA)

Attachments: Briefing Note: COVID Safe Restart Grant Inequity for Electoral Areas

Appendix: Briefing Note Covid Safe Restart

8.5. 21-131 AVICC Resolution: Inclusion of Salt Spring Island and Southern Gulf Islands in the Islands Coastal Economic Trust (Directors Holman & Howe)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the following resolution be submitted to AVICC:
Whereas the Capital Regional District has advocated for a change in the rural designation from urban to rural for the Electoral Areas of Salt Spring Island, Southern Gulf Islands, and Juan de Fuca as they are not eligible to participate in support programs to help diversify their economy;
And whereas the province made a regulation change in 2020 to include only the unincorporated Electoral Area of Juan de Fuca, in the Islands Coastal Economic Trust territory;
Therefore be it resolved that AVICC and UBCM request that the provincial government include the Salt Spring Island Electoral Area and the Southern Gulf Islands Electoral Area within the North Island-Coast Development Trust Region Regulation.
(NWA)

Attachments: Briefing Note: SSI and SGI Inclusion in ICET

Appendix: A to M - SSI and SGI Inclusion in ICET

Governance Committee

8.6. 21-111 Freedom of Information and Protection of Privacy Act (FIPPA) 2020 Overview

Recommendation: The Governance Committee recommends to the Regional Board:
That the Freedom of Information and Protection of Privacy Act (FIPPA) 2020 Overview report be received for information.
[At the February 3, 2021 Governance Committee meeting, the following motion arising carried:]
That staff be directed to provide a follow-up report on cost recovery options and cost allocations for Freedom of Information requests in 9 months.
(NWA)

Attachments: Staff Report: FIPPA 2020 Overview

8.7. 21-030 Greater Victoria Harbour Authority Economic Impact Study (Director Desjardins)

Recommendation: [At the January 13, 2021 CRD Board meeting, a motion with notice requesting staff report on options to provide a financial contribution to the GVHA led Economic Impact Study was referred to the Governance Committee. As a result of the Governance Committee discussion, the original motion was withdrawn and the following motion arising was carried:]
That the Governance Committee recommends to the Capital Regional District Board:
That staff bring back a report to Governance Committee on the history of regional grants-in-aid that have been made in the past and some context around decision-making for grants-in-aid with the view of determining a need for a board policy on grants-in-aid.
(NWA)

Hospitals and Housing Committee

8.8. 21-013 1114 Rockland Housing Agreement and Bylaw

Recommendation: The Hospitals and Housing Committee recommends to the Capital Regional District Board:
a) That Bylaw No. 4398, "Resale Control and Housing Agreement Bylaw (1114 Rockland Avenue), 2021" be introduced and read a first, second and third time; and
b) That Bylaw No. 4398 be adopted.
(WA)

Attachments: Staff Report: 1114 Rockland Housing Agreement and Bylaw

Appendix A: Bylaw No. 4398

Juan de Fuca Land Use Committee

8.9. 20-547 Regional Growth Strategy Consistency - Port Renfrew Comprehensive Community Development Plan

Recommendation: [At the December 9, 2020 Capital Regional District Board meeting, this item was POSTPONED to February 10, 2021]
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

8.10. 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 December 9, 2020 Capital Regional District Board meeting, this item was POSTPONED to February 10, 2021]
[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 (Blackwell), 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

8.11. 21-024 Zoning Amendment Application for Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 - 4460 Rannveig Place

Recommendation: The Land Use Committee recommends to the Capital Regional District (CRD) Board:
a) That the referral of proposed Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020" directed by the Juan de Fuca Land use Committee to the Otter Point Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR - Archaeology Branch, FLNR - Environmental Stewardship Division Island Health, Ministry of Environment & Climate Change Strategy - Water Stewardship Division, Ministry of Transportation & Infrastructure, RCMP, Sooke School District #62 and T'Sou-ke First Nation be approved and the comments received;
b) That proposed Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020" be introduced and read a first time and read a second time; and
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. 4380.
(Voting Block A - JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments:
Staff Report
Appendix A: Subject Property Map
Appendix B: Current Zoning
Appendix C: Agricultural 1 (AG-1) Zone
Appendix D: Rural A-1 (A-1) Zone
Appendix E: Rural Residential 2 (RR-2) Zone
Appendix F: Development Proposal
Appendix G: Proposed Bylaw No. 4380
Appendix H: Referral Comments
LUC Minutes Excerpt

Regional Parks Committee

8.12. 21-084 Regional Trails Widening Study

Recommendation: [At the January 27, 2021 Regional Parks Committee meeting, the following motion was amended:]
The Regional Parks Committee recommends to the Capital Regional District Board:
1. That the Regional Trails Widening Study be received for information;
2. That staff be directed to conduct public engagement on the 6.5 m separated use pathway design with lighting and implementation priorities as recommended including consideration of low-intensity lighting in the trail segment adjacent to Swan Lake, aiming for balance between wildlife and public safety considerations;
3. That staff report back to a future committee meeting with further recommendations; and
4. That staff aim to expedite public engagement and detailed design, with a view toward having a shovel ready project.
(WA)

Attachments:
Staff Report: Regional Trails Widening Study
Appendix A: Regional Trails Widening Study Report

9. BYLAWS

9.1. 21-125 Bylaw 4316 - Juan de Fuca Land Use Amendment Bylaw No. 147, 2019

Recommendation: That Bylaw No. 4316, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 147, 2019" be adopted.
(Voting Block A - JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments: Bylaw No. 4316

9.2. 21-126 Bylaw 4317 - Otter Point OCP Amendment Bylaw No. 2, 2019

Recommendation: That Bylaw No. 4317, "Otter Point Official Community Plan, 2014, Amendment Bylaw No. 2, 2019", be adopted.
(Voting Block A - JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments: Bylaw No. 4317

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. 21-124 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. [2 items]
2. That the meeting be closed for a Proposed Municipal Service under s. 90(1)(k) of the Community Charter. [1 item]
3. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter. [1 item]
4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [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, January 13, 2021 **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 (EP), G. Holman, D. Howe (EP), B. Isitt (EP), J. Loveday, C. McNeil-Smith (EP), R. Mersereau, K. Murdoch (EP), G. Orr, J. Ranns, D. Screech, L. Seaton, M. Tait (EP), N. Taylor, K. Williams, R. Windsor (EP), G. Young

STAFF: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; S. May, Acting General Manager, Parks and Environmental Services (for L. Hutcheson); K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; E. Kelch, First Nations Engagement Assistant; M. Lagoa, Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director R. Martin

The meeting was called to order at 1:25 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Mersereau, SECONDED by Director Haynes,
That the agenda be amended to withdraw agenda item 8.1. and add 8.1.a, and that the agenda be approved as amended.
CARRIED

3. ADOPTION OF MINUTES

3.1. 21-033 Minutes of the December 9, 2020 Capital Regional District Board Meeting

MOVED by Director Loveday, SECONDED by Director Helps,
That the minutes of the Capital Regional District Board meeting of December 9, 2020 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

I would be remiss to not say I believe we are all feeling more optimistic about 2021. We will undoubtedly look back at 2020 as an extremely challenging year for our world, but because of strong leadership and staff dedication, we have as an organization been able to safely continue delivering services and moving forward on strategic priorities. We here at the table cannot likely appreciate the high level of planning and work that went into ensuring our organization kept things progressing.

Hopefully we will see 2021 as a year of collective economic and public health recovery as we see a vaccine begin to come into circulation.

It was without the celebration we had intended to have, but the Core Area is now treating its wastewater and this is something we can say was a positive in 2020. Other aspects of the project are entering final phases and I look forward to the project being complete this year.

I want to commend every director for their work last month when we dealt with the topic of Transportation during our Committee of the Whole and Board meetings. I have repeatedly said it felt last month like we were metaphorically putting a derailed train back on the tracks. Although not exactly "that" train. We unanimously agreed to work collaboratively to establish a list of regional transportation priorities and we unanimously agreed to look to review possible coordination and governance Structures to help our region with our transportation needs. As per our consent agenda you will note that I have appointed Directors Screech and Loveday as Chair/Vice-Chair respectively of our new Transportation Committee. I am also pleased to report every Director who asked to be on the committee was able to be accommodated. Now the work really begins.

I am going to make a slight change to how I chair this year. Based on feedback and discussions I have had with Directors and staff, I will continue to ask the Board to put forward motions that have been vetted by committees, but any report or item that has not been vetted by a committee I will first ask if the Board has questions. Not comments, questions. Once that has been dealt with, I will ask the board to put forth a motion.

And my final remark this afternoon is to say thank you. Thank you to everyone in this room and on this call for what you are doing to help make the CRD an even greater place to live.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

5.2.1. 21-066 Delegation - Eric Doherty; Representing Greater Victoria Acting Together (GVAT): Re: Agenda Items: 7.2. Transportation Gap Summary, 10.2. Letter to Transportation and Infrastructure Ministers, 10.3. Invitation to BC Transit

E. Doherty spoke in support of transportation motions 7.2, 10.2 and 10.3.

5.2.2. 21-068 Delegation - Savannah Barrat; Representing the Camosun College Student Society: Re: Agenda Items 7.2. Transportation Gap Summary, 10.2. Letter to Transportation and Infrastructure Ministers

S. Barratt spoke in support of transportation motions 7.2 and 10.2.

5.2.3. 21-069 Delegation - Eric Diller; Representing the Island Transformations Organization: Re: Agenda Item 7.2. Transportation Gap Summary

E. Diller spoke in support of transportation motions 7.2, 10.2 and 10.3.

5.2.4. 21-070 Delegation - Sue Stroud; Representing the Better Transit Alliance: Re: Agenda Items 7.2. Transportation Gap Summary, 10.2. Letter to Transportation and Infrastructure Ministers, 10.3. Invitation to BC Transit

S. Stroud spoke in support of transportation motions 7.2, 10.2 and 10.3.

5.2.5. 21-071 Delegation - Beatrice Gentili-Hittos; Representing Climate Justice Victoria: Re: Agenda Items 7.2. Transportation Gap Summary, 10.2. Letter to Transportation and Infrastructure Ministers

B. Gentili-Hittos spoke in support of transportation motions 7.2 and 10.2.

5.2.6. 21-072 Delegation - Steve Gray; Resident of Metchosin: Re: Agenda Item 7.2. Transportation Gap Summary

Dr. S. Gray spoke in support of transportation motion 7.2.

5.2.7. 21-075 Delegation - Todd Litman; Representing Cities for Everyone: Re: Agenda Item 7.2. Transportation Gap Summary

T. Litman spoke in favour of transportation motions 7.2, 10.2 and 10.3.

6. CONSENT AGENDA

Consent agenda items 6.1. and 6.2. were removed from the consent agenda and moved to be considered under Reports of Committees as agenda items 8.6. and 8.7.

MOVED by Director Helps, SECONDED by Director Desjardins,
That consent agenda items 6.3. through 6.10. be approved.
CARRIED

6.3. 21-005 Capital Regional District 2020 Audit Planning Discussion

That the Capital Regional District 2020 Audit Plan developed by KPMG be approved.
CARRIED

6.4. 21-006 Capital Regional District External Grants Update

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

6.5. 20-776 Frontage Exemption for Parcel A (DD 143426I) of Section 97, Renfrew District, Except that part in Plans 15462, VIP77871 and EPP24972 - 17151 Parkinson Road

That Frontage Exemption VA000154, for Parcel A (DD 143426I) of Section 97, Renfrew District, Except that part in Plans 15462, VIP77871 and EPP24972, to reduce the minimum required frontage for proposed Lot 1 from 125.4 m (10%) to 45.1 m (3.6%) for the purpose of creating a two-lot subdivision, be approved.
CARRIED

6.6. 20-777 Provision of Park Land for Subdivision of Lot 9, Section 129, Sooke District, Plan VIP67208 - 590 Seedtree Road

That cash in lieu of park land dedication be requested for the proposed subdivision of Lot 9, Section 129, Sooke District, Plan VIP67208, subject to verification of appraisal value acceptable to the Commission pursuant to Section 510 of the Local Government Act.
CARRIED

6.7. 20-788 Receipt of a Housing Needs Report for the Juan de Fuca Electoral Area

That the Juan de Fuca Electoral Area Housing Needs Report be received and published on the CRD website in accordance with the requirements of the Local Government Act.
CARRIED

6.8. 21-043 2021 Terms of Reference for Planning and Protective Services Committee and Transportation Committee

That the Board approve the 2021 Terms of Reference for the Planning and Protective Services Committee (Appendix A) and Transportation Committee (Appendix B).
CARRIED

6.9. 21-059 2021 Committee and External Membership Appointments - Update

That the Board receive for information the updated 2021 Appointments to Board and Committees as attached.
CARRIED

6.10. 21-004 Minutes of the December 2, 2020 Governance and Finance Committee

That the minutes of the Governance and Finance meeting of December 2, 2020 be adopted as circulated.
CARRIED

7. ADMINISTRATION REPORTS

7.1. 21-022 CAO Quarterly Progress Report No. 4, 2020

R. Lapham spoke to the CAO Quarterly Progress Report for the last quarter of 2020.

Discussions ensued on the following:
- Green Municipal Fund - business case presentation to board
- Bringing Home for Climate pilot program
- oil/gas to heat pump conversion available funding

MOVED by Director Screech, SECONDED by Director Williams,
That the CAO Quarterly Progress Report No. 4, 2020 be received for information.
CARRIED

7.2. 20-787 Transportation Gap Summary

Director Taylor spoke to the Transportation Gap Summary.

Discussion ensued on the matter of referral to the next Transportation Committee meeting.

MOVED by Director Taylor, SECONDED by Director Loveday,
That the Board express its support for Union of BC Municipalities Resolution B143 - Shifting Investment to Low-Emission Transportation which passed at the 2019 convention, and request that staff consider the commitment in the Pan-Canadian framework on clean growth and climate change, to shift investments "from higher to lower-emitting types of transportation" in their work.

MOVED by Director Screech, SECONDED by Director Blackwell,
That this item be referred to the Transportation Committee meeting on February 17, 2021.
CARRIED
OPPOSED: Helps, Isitt, Loveday, Taylor

8. REPORTS OF COMMITTEES

Regional Arts Facilities Select Committee

8.1. 21-027 Report and Recommendations, December 2020: Stage One - A Public Conversation about Performing Arts Facilities in the CRD

This item was removed from the agenda and the agenda amended.

8.1a. Regional Arts Facilities Select Committee - Terms of Reference

Director Windsor left the meeting at 2:31 pm.

MOVED by Director Williams, SECONDED by Director Loveday,
That the Terms of Reference be approved with the following amendment:
Under 1.0 Purpose subsection (d), insert after "...public stakeholder and input..." the words "...and action recommendations...".
CARRIED

Governance and Finance Committee (2020)

8.2. 21-062 Outreach Summary on First Nations Inclusion in CRD Governance

K. Morley introduced the item and spoke to the history of the Outreach Summary on First Nations Inclusion in CRD Governance.

Discussion ensued on the following:
- future generations involvement
- public consultation
- systemic racism
- regional planning
- committee voting
- reconciliation journey

MOVED by Director Tait, SECONDED by Director Isitt,
1. That Bylaw No. 4368, Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 11, 2020, be adopted;
2. That the Terms of Reference for all CRD Standing Committees be amended to allow for First Nation Member participation, as follows: "First Nation Members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee."
CARRIED
OPPOSED: Ranns, Young

8.3. 20-681 First Nation Participation in Closed Committee Meetings

Discussion ensued on the following:
- anticipated process for in camera discussions
- clarification of Board ability to refer back to Committee
- potential land acquisition conflicts
- conflict disclosures
- treaty process

MOVED by Director Brice, SECONDED by Director Orr,
That all closed matters be directed to Regional Board, where First Nation Member participation can be determined on an item-by-item basis.
CARRIED
OPPOSED: Ranns

8.4. 20-755 Amendment to CRD Board Remuneration and Travel Expense Reimbursement Policy to Include First Nation Members

Discussion ensued on the following:
- resource requirements
- taxpayer funding
- motion indicates value of First Nations participation

MOVED by Director Brice, SECONDED by Director Desjardins,
a. That the proposed amendments to the Board Remuneration and Travel Expense Reimbursement Policy be approved.
b. That the amended Schedule 1 of the Board Remuneration and Travel Reimbursement Policy be further amended to include all standing committees.
c. That the amended Schedule 1 of the Board Remuneration and Travel Reimbursement Policy be approved, thereby setting the remuneration rates for

First Nation Members at $110 per committee/commission meeting for only those identified in the policy including expenses.
CARRIED

Finance Committee (2021)

8.5. 21-007 Bylaw Nos. 4399 and 4400: Security Issuing Bylaws, Spring 2021

MOVED by Director Brice, SECONDED by Director Mersereau,
That Bylaw No. 4399, "Security Issuing Bylaw No. 1, 2021", be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Williams,
That Bylaw No. 4399 be adopted.
CARRIED

MOVED by Director Brice, SECONDED by Director Williams,
That Bylaw No. 4400, "Security Issuing Bylaw No. 2, 2021", be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Williams,
That Bylaw No. 4400 be adopted.
CARRIED

8.6. 20-800 Capital Regional District Corporate Emergency Plan Revision

Discussion ensued on the following:
- Emergency Act updates and incorporation into the CRD Emergency Plan
- rating of the public health crisis
- inclusion of homeless population in risk determination
- gap analysis
- integration with water planning emergency preparedness plan

MOVED by Director Helps, SECONDED by Director Desjardins,
That the revised CRD Corporate Emergency Plan be approved.
CARRIED

8.7. 21-061 Connected Coast Proposal for the Southern Gulf Islands

Discussion ensued on the following:
- anticipated outcomes of this project
- role of high speed fibre optics in rural and urban areas
- expense of private enterprise utility service
- expansion public utilities

MOVED by Director Hicks, SECONDED by Director Blackwell,
1. That the Board approve a letter of support for the Strathcona Regional District and the Connected Coast project for their efforts to secure all necessary permits within the CRD, including design and tenure agreements for landings, Points of Presence and Rights of Way. Where possible, identification of the best landing sites should be informed by the connectivity design plan currently underway for the Southern Gulf Islands Electoral Area.

2. That the Board Chair write a letter in support of the CityWest applications to the Federal Universal Broadband Fund (UBF) and the Provincial Economic Recovery Intake (ERI) programs for construction of last mile fibre to the home projects in the communities of Mayne Island, Galiano Island, Saturna Island, and North Pender Island.

3. That the Board approve in principle that funding beyond the 90% threshold will be provided by the communities to be served by last mile projects, subject to successful service establishment and voter assent, and to mutual agreement to the terms of any required partnership agreements.
CARRIED

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

10.1. 21-030 Greater Victoria Harbour Authority Economic Impact Study (Director Desjardins)

Discussion ensued on the referral:
- requires more in depth discussion
- development of funding for regionally significant projects

Director Tait left the meeting at 3:31 pm.
Director Howe left the meeting at 3:35 pm.

MOVED by Director Desjardins, SECONDED by Director Haynes,
That the matter be referred to the Governance Committee meeting on February 3, 2021.
CARRIED

10.2. 21-031 Letter to Transportation and Infrastructure Ministers (Director Taylor)

Director Taylor spoke to the notice of motion for writing a Letter to the Transportation and Infrastructure Ministers.

Discussion ensued on the following:
- discussions on free transit for children
- possible referral
- other government bodies policies

Discussion ensued on the referral:
- further discussion at committee
- in-depth conversation to provide additional input in letter
- regional transportation challenges
- support for December motions
- climate emergency statement

MOVED by Director Taylor, SECONDED by Director Loveday,
That the Board write to Rob Fleming, Minister of Transportation and Infrastructure and Bowinn Ma, Minister of State for Infrastructure:
a) Applauding their government's commitment to fund free transit for children up

to and including age 12 as an example of how we can build a better future through fighting climate change;
b) Expressing the CRD's eagerness to work with them to improve transit and other low-carbon transportation on the South Island to meet the aspirations of the South Island Transportation Strategy;
c) Noting that following through on the aspiration of the South Island Transportation Strategy to "to fundamentally shift how people move around South Vancouver Island" will be necessary to meet the CRD's goal of a 61% reduction in GHG emissions from 2007 levels by 2038, and that the CRD does not consider failure to meet this goal to be an option given the seriousness of the climate emergency; and
d) Communicating the CRD's willingness to collaborate with Minister Fleming and Minister Ma in the identification, planning and development of key transit projects in this region.

MOVED by Director Murdoch, SECONDED by Director Blackwell,
That this matter be referred to the Transportation Committee meeting on February 17, 2021.
CARRIED

10.3. 21-032 Invitation to BC Transit (Director Loveday)

Discussion ensued on the amendment regarding the value in hearing from BC Transit.

MOVED by Director Loveday, SECONDED by Director Taylor,
That the CRD invite BC Transit President and CEO Erinn Pinkerton and/or other BC Transit staff to speak to the Committee of the Whole about transportation priorities and climate action on southern Vancouver Island at an appropriate time.

MOVED by Director Desjardins, SECONDED by Director Loveday,
That the following amendments be made:
1. Add the words "...Island Corridor Foundation, BC Ferries and..." after the words "That the CRD invite...".
2. Remove the words "...President and..." after the words "...invite BC Transit...".
3. Replace the words "...Erinn Pinkerton and/or other BC Transit staff..." with the words "or designate".
4. After the words "...to speak to the...", replace "Committee of the Whole" with "CRD".
CARRIED

MOVED by Director Loveday, SECONDED by Director Taylor,
That the CRD invite Island Corridor Foundation, BC Ferries and BC Transit CEO or designate to speak to the CRD about transportation priorities and climate action on southern Vancouver Island at an appropriate time.
CARRIED

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. 21-001 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 Labour Relations under Section (90)(1)(c) of the Community Charter.
CARRIED

The Board went into closed session at 4:03 pm.

13. RISE AND REPORT

The Board rose from closed session at 4:08 pm and reported on the following items:
3.1. Appointments to CRD Committees and Commissions
In accordance with Bylaw No. 3654, that the following person be appointed to the East Sooke Fire Protection and Emergency Response Service Commission for a term to start January 1, 2021 and expire December 31, 2022: Falk Wagenbach

In accordance with Bylaw No. 2339, that the following persons be appointed to the Magic Lake Estates Water and Sewer Committee for a term to start January 1, 2021 and expire October 31, 2022: Jean Deschenes, Kathy Heslop, David Reed

In accordance with Bylaw No. 3488, that the following person be appointed to the Mayne Island Parks and Recreation Commission for a term to start January 1, 2021 and expire December 31, 2021: Adrian Wright

In accordance with Bylaw No. 3485, that the following person be appointed to the Saturna Island Parks and Recreation Commission for a term to start January 1, 2021 and expire December 31, 2021: Kyra Haworth

In accordance with Bylaw No. 3749, that the following person be appointed to the Southern Gulf Islands Electoral Area Emergency Advisory Commission for a term to start January 1, 2021 and expire December 31, 2022: Peter Clark

3.2. Appointments to the Saanich Peninsula Water and Wastewater Commissions
That Michael Doehnel and Mavis Underwood be appointed as members-at-large on the Saanich Peninsula Water Commission for a one-year term ending December 31, 2021.

That Michael Doehnel be appointed as the Peninsula and Area Agricultural Commission representative on the Saanich Peninsula Wastewater Commission for a two-year term ending December 31, 2022.

3.3. Reaching Home Community Advisory Board Membership
The following nominations were approved as membership in the Reaching Home Program Community Advisory Board for 2021.

Don Elliott - CRD, Regional Housing Senior Manager
Donna Wingfield - Service Canada, Senior Program Development Officer, ESDC
Heidi Hartman - BC Housing, Regional Director, Operations, VI Region

Angela Wignall - Island Health, Director, Special Projects, Indigenous Health
Kelly Roth - GV Coalition to End Homelessness, Executive Director
Cyril Morris - Pacifica Housing, Indigenous Outreach Worker
Evan James - Umbrella Society, Team Lead
Jaimee Eggar - Peers Victoria Resources Society
Jason Chadwick - North Park Neighbourhood Association
Bo Grbavac - BC Correction, Asst. Deputy Warden of Class. & Case Mgmt
Karen Tunkana - GV Chamber of Commerce, Songhees Councillor
Sinan Demirel - James Bay New Horizons
Pat Griffin - Victoria Youth Empowerment Society, Executive Director
Aly Essa - Intercultural Association of Victoria, Resettlement Assistance Pgm Mgr
Allison Ashcroft - North Park Neighbourhood Association

14. ADJOURNMENT

MOVED by Director Screech, SECONDED by Director Mersereau,
That the January 13, 2021 Capital Regional District Board meeting be adjourned at 4:08 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **Electoral Area Volunteer Fire Service Regulatory Review**

ISSUE SUMMARY

The Office of the Fire Commissioner (OFC) has requested confirmation that the Capital Regional District (CRD) verify fire services compliance with the OFC Structure Firefighters Competency and Training Playbook. An independent review of volunteer fire departments in CRD Electoral Areas (EAs) found that many struggle to meet minimum OFC and WorkSafeBC requirements. Non-compliance with regulations puts firefighters at risk and is a significant liability to fire departments and the CRD. The report recommends operational improvement and administrative capacity increases to protect firefighters and ensure service sustainability.

BACKGROUND

Volunteer-based fire departments provide vital public safety services through the CRD Electoral Areas. The CRD is the "authority having jurisdiction" (AHJ) for nine fire departments in the Juan de Fuca and the Southern Gulf Islands EAs: North Galiano, Saturna, Pender, Willis Point, Port Renfrew, Otter Point, East Sooke, Shirley, and South Galiano. The Province sets out minimum safety standards for fire services through the *Fire Services Act*, *Workers Compensation Act*, and the Office of the Fire Commissioner's Structure Firefighters Competency and Training Playbook, all of which have been updated in past years.

The CRD Board formally declared fire service levels in June 2016 based on an independent assessment completed the previous year. A July 2018 staff report to the EA Committee reported fire services had achieved, or were close to achieving, training program compliance. That assessment did not evaluate equipment maintenance or workplace safety programs.

In December 2019, the OFC contacted the CRD and other AHJs in BC to verify fire service compliance. In response, Protective Services commissioned an independent review of electoral area fire service training, safety, equipment maintenance, and record-keeping programs. Protective Services contracted a former EA Fire Chief to visit each department, meet with departmental leadership, and evaluate training, safety, equipment maintenance, and record-keeping programs.

The Fire Services Review found that volunteer-based fire departments require increased support to meet regulatory and administrative demands. At the time of the report, six departments were not fully compliant with the OFC Playbook training program regulations and eight were not compliant with Occupational Health and Safety Regulations of the *Workers Compensation Act*. All departments required improvements in one or more areas. The report recommends Fire Chiefs and staff form a working group to share best practices and develop record-keeping, maintenance, governance, and operational improvements to bring departments into compliance.

The report was presented to Commissions, Societies, and Fire Chiefs in December 2020. All participants expressed a will to work collaboratively on achieving compliance and there was a clear desire for increased support from Protective Services staff. Several departments have

begun corrective actions. Staff have also launched initiatives to streamline existing fire department support, such as overhauling the legacy record-keeping system and developing a single-window access to fire departments.

Following the report's presentation, Fire Chiefs and Commissions requested increased staff support for the following areas:

- data entry
- record management
- financial procedures
- equipment testing and maintenance
- shared asset procurement
- operational guideline creation
- orientating fire chiefs and commissioners
- human resource management
- safety program support
- reducing fire insurance payments for residents
- bylaw and fire protection area amendments
- streamlining fire permit and open burning enforcement processes
- mutual aid agreements with First Nations

The CRD is actively working with the departments to remedy this situation and has already initiated steps to bring the fire services into compliance. A follow-up review of departmental regulatory compliance will be conducted to verify the success of these initiatives.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:

a) That staff be directed to report back with operational, administrative, and governance strategies to meet and sustain regulatory compliance; and
b) That $65,000 be reallocated from operational reserves for 2021 to be available for a temporary increase in staff resources to support fire services to attain compliance.

Alternative 2
That the Fire Services Regulatory Review report be received for information.

IMPLICATIONS

Social Implications
EA residents expect first responders to respond safely and effectively to emergencies, which requires appropriate training and equipment. The provision of fire rescue services is not a legislated requirement and some smaller communities in the electoral areas are not covered by Fire Services. However, once established, decreases in service levels face significant community resistance.

Service Delivery Implications
CRD fire departments provide critical life safety services to rural communities in the Southern Gulf Islands and Juan de Fuca EAs. Provincial and federal regulations require that firefighters be properly trained and equipped to undertake the tasks that they are requested to perform. Non-compliance is a significant liability to volunteers, departmental leadership, and the CRD itself. Penalties can range from workplace shutdowns to monetary fines or imprisonment and could

apply at all levels of leadership, including fire department supervisors and individual commissioners and society directors. The CRD is actively engaged with the departments to bring them into compliance.

Financial Implications
It is recommended that $65,000 be allocated from operating reserve to temporarily increase staff resources through the retaining of a consultant or a term position to facilitate the increased administrative support to fire departments and achieve regulatory compliance. This funding can be supported through a transfer to operating from EA Fire Services operational reserve budget as a contingency without negatively impacting the budget or operations.

CONCLUSION

The CRD supports nine volunteer-based fire departments in the Southern Gulf Islands and Juan de Fuca EAs. The recent Fire Services Review report identified administrative and operational improvements required to bring departments into compliance with provincial legislation. Staff are collaborating with fire department leadership to bring all departments into full compliance.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
a) That staff be directed to report back with operational, administrative, and governance strategies to meet and sustain regulatory compliance; and
b) That $65,000 be reallocated from operational reserves for 2021 to be available for a temporary increase in staff resources to support fire services to attain compliance.

Submitted by:	Jonathan Reimer, MSC, Manager EA Fire and Emergency Programs
Concurrence:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Fire Service Review Report

CAPITAL REGIONAL DISTRICT

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Fire Services Review

Report

October 2020

Prepared by: Kevan Brehart

Executive Summary

At the end of November 2019, The Office of the Fire Commissioner (OFC) sent a letter to all fire services in the province of BC, including the Capital Regional District (CRD). The subject of the letter was the Office of the Fire Commissioner BC Fire Service Minimum Training Standards Structure Firefighters Competency and Training "Playbook".

That letter contains in part: "As the Playbook has now been in effect for five years, the Office of the Fire Commissioner is contacting all fire services in BC to update our records to ensure each department or local Authority Having Jurisdiction has identified and declared their fire service level (Exterior, Interior, or Full Service), and that the corresponding training programs are in place to meet the respective service levels. Please reply to ofc@gov.bc.ca outlining the declared service level for your jurisdiction, and the status of your corresponding training program."

The Playbook identifies the minimum competencies required to provide established levels of service and is a requirement of the Fire Commissioner under paragraph 3(3)(b) of the *Fire Services Act* (B.C.).

The Playbook applies to all fire services in BC regardless of size or location including municipal, regional district fire departments, fire brigades, volunteer fire departments, and fire departments established as a society under the *Society Act* (B.C.).

The Capital Regional District is the Authority Having Jurisdiction" (AHJ) over the nine fire departments identified in this report and the AHJ must ensure that the appropriate training level as identified in the Playbook is being met by the fire department.

In addition, the Fire Services Act (B.C.) and The Worker's Compensation Act, 2015 and Part 31 of the Occupational Health and Safety Regulations also apply to the nine fire departments under CRD jurisdiction.

In response to the above, a review of the nine CRD fire departments was undertaken with these references in mind. The fire departments were consulted, and this report summarizes the results of that consultation. Included are recommendations to the Capital Regional District (CRD) on potential ways that CRD Protective Services staff can help and support these fire departments.

Volunteer fire departments continue to face many challenges: recruitment, retention, and training of firefighters. As result of changing standards and legislation over time, the administration and operations of a volunteer fire department has in many cases become a daunting and often discouraging task for the Fire Chief. In particular, administrative overhead seems to be increasing exponentially.

The project scope did not include a comprehensive review of each fire department within the CRD jurisdiction, rather the objectives in this study included:

- Confirming current service levels in community departments.
- Evaluating whether the departments are in compliance with regulatory requirements (provincial legislation and the British Columbia Fire Service Minimum Training Standards (Playbook)).
- Identifying opportunities for CRD Protective Services staff to aid in providing support to community-based fire departments.
- Identifying improvements or efficiencies to operations and training to meet the service levels and regulatory compliance

The recommendations in this report are based upon the information supplied by the Protective Services, information supplied by the individual fire departments, confirmation of service levels currently being provided by the fire departments, a review of the Playbook (May 2015 version) and other applicable regulatory requirements.

A review was conducted at the fire stations regarding equipment, apparatus, training facilities, records, and Standard Operating Guidelines (SOGs).

Meetings with the fire chiefs and other members of their organization were held to discuss service levels and how they aligned with the Playbook, training goals and objectives, the type of record keeping by each fire department, SOGs, replacement plans for equipment, PPE and apparatus, and to identify the immediate challenges of each fire department.

Based on this survey of the nine CRD fire departments, only 3 of 9 departments are fully compliant with the OFC Playbook and 1 of 9 is fully compliant with the Occupational Health and Safety Regulations.

There are three recommendations to aid in achieving compliance and improving the level of service and support for the departments. The Capital Regional District Board, staff, commissions, societies, and fire chiefs are responsible to work together to achieve full compliance with the Provincial regulations.

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Appendices

Appendix A: Fire Service Standards Referenced in OFC Playbook and WorkSafeBC Regulations
Appendix B: Playbook Compliance Checklist
Appendix C: Playbook – May 2015, 2nd Edition
Appendix D: WorkSafeBC – Part 31 – Firefighter – April 2020

Synopsis of the Fire Departments

Under provincial legislation, fire departments are not required. Therefore, every community that establishes a fire department determines the level of service it is willing to pay for. This can pose challenges for fire departments because the service is expected but the financial resources and availability of volunteers continues to pose recruitment, retention, and equipment acquisition difficulties.

As the AHJ, the CRD has identify a specific level of service, as defined in the Playbook, that is provided to each of the nine communities covered by this report. The task of meeting the training competencies identified in the Playbook will require a coordinated effort between each fire department and the CRD Protective Services staff.

The nine fire service areas for which the CRD is the AHJ are: Port Renfrew, Otter Point, Shirley, East Sooke, Willis Point in the Juan De Fuca Electoral Area and North Galiano, South Galiano, Pender Island, Saturna Island in the Southern Gulf Islands Electoral Area.

There were certain broad-based observations made with the current level of fire protection services within the nine fire service areas which are identified below.

General Observations

It is not the intent of this report to find fault with any fire department, Society or Commission. It was apparent that the individuals interviewed at each department take their role within their department seriously and endeavour to provide the best service possible within the limits of their resources. There are constant challenges for volunteer fire departments regarding the acquisition of appropriate fire apparatus, equipment, and personal protective equipment. The following general observations will be addressed more specifically in the recommendation section.

Service Levels

Each fire department has confirmed their level of service as declared by the CRD Board several years ago. There are a few that still do not have a clear official statement or operational guideline for their level of service and corresponding training levels. The OFC Playbook states, *"*The declared Service Level must be established as formal policy for the Department (whether by bylaw, policy or in contract) *and needs to be fully reflected in the fire department's operating guidelines and policies."* Although the CRD board has officially declared the service levels for the nine fire departments, the individual fire departments need to have operational guidelines or policies that clearly reflect the intent of the statement contained in the Playbook in relation to their service level and related training standard.

Training Records and Record Keeping

There were inconsistencies among the nine fire departments when it came to recording or producing firefighter training records. For the fire departments that were using FDM provided by the CRD Corporate Services before it transitioned to Langford Fire Dispatch, there is a gap in their training records as not all the records in the CRD FDM were made available by Langford to the departments.

Some of the fire departments had no trouble producing training records, while there was room for improvement with other departments and, as noted above, the issues with the transition of FDM posed some obstacles for tracking this legislated requirement.

Lack of available time and resources is the most common concern when talking about the administrative side of fire department operations and record keeping seems to suffer the most. Record keeping is of the most concern as without good records it is difficult if not impossible to verify that firefighters have been trained and meet the competencies required.

Compliance to WorkSafeBC Requirements

While all the fire departments were aware of the Playbook and its requirements, some were not so familiar with their other legislated requirements under WorkSafeBC regulations.

Tracking of PPE, equipment and apparatus maintenance and testing, although excellent in some departments, was lacking or non-existent in others. Many are challenged just to find the resources to do the inspections and maintenance let alone creating the requisite records associated with the inspections and maintenance.

Although all equipment used by a fire department is important, the critical ones identified in the WorkSafeBC regulations that require documented maintenance and testing are Personal Protective Equipment (PPE), Self Contained Breathing Apparatus (SCBA), fire hose, ladders, apparatus and fire pumps. These are the common areas that posed challenges for some of the fire departments in this report.

Fire Chief Duties

Particularly in the full volunteer fire departments, the Fire Chiefs express concern and frustration with the administrative workload placed upon them. Often an individual becomes the Fire Chief because he/she is the only one willing to volunteer to take on that role, not because they have the knowledge or experience regarding the duties or expectations required. Having said that, each Fire Chief interviewed exhibited a strong desire to uphold the responsibilities of their office to the best of their abilities and resources.

Capital Regional District Role

The Capital Regional District employs a unique and somewhat complicated network of roles and responsibilities. Of the nine fire departments where the CRD is the Authority Having Jurisdiction, six are operated by commissions and three by societies. Fire commissions are delegated authority to administrate all aspects of the fire service by the CRD Board, including overseeing budgets, strategic planning, and hiring a Fire Chief. The three departments operated by independent Societies are contracted to deliver fire services by CRD staff. Fire Chiefs are responsible for all day-to-day operations, including administration, recruitment, training, maintenance, and overseeing emergency response.

Many CRD staff spend some portion of their time supporting Fire Chiefs, commissions, and societies, including Finance, Risk & Insurance, Fleet, Real Estate, Occupational Health & Safety, Human Resources, Legislative Services, and Corporate Services. The Protective Services division is responsible for supporting fire department operations and is the primary point of contact for departments. There are no CRD staff members dedicated exclusively to Fire Department support, but the Manager of Fire and Emergency Services and the Protective Services Administrative Assistant both play an important role in liaising with departments.

Most Fire Chiefs understand Provincial legislation and the role of the CRD Board, commissions, societies, and staff in ensuring departments meet the minimum requirements. Some chiefs are concerned that liability concerns can overshadow practical considerations of the sustainability or quality of service provided in communities. There are opportunities for the CRD staff to engage more meaningfully with fire chiefs to understand volunteer's needs and the strengths and weakness of their programs. Staff and Fire Chiefs should work together to find innovative ways to manage the growing administrative and logistical burdens placed on volunteers. These solutions are likely to include centralizing time-consuming administrative tasks and may require increased staff capacity.

Compliance Findings

Not all non-compliant departments require the same amount of corrective actions. Some departments will need relatively minor improvements to record keeping or policy updates; others require a major investment of resources. To reflect these differences, a rating system was developed to reflect the current state of compliance. While evaluating regulatory compliance is rather objective, however a degree of judgement is inevitably involved when assigning degrees of non-compliance.

Compliance Scale	
Full	Fully compliant
Most	Nearly all areas compliant, minor improvements required
Many	Many areas compliant, but improvements required
Few	Significant improvements needed to achieve compliance

Compliance Rating		
FIRE DEPARTMENT	**PLAYBOOK**	**WORKSAFE**
East Sooke		
North Galiano Island		
Otter Point		
Pender Island		
Port Renfrew		
Saturna Island		
Shirley		
South Galiano Island		
Willis Point		

PLAYBOOK – Office of the Fire Commissioner BC Fire Service Minimum Training Standards Structure Firefighters Competency and Training Playbook.

WORKSAFE – The Worker's Compensation Act, 2015 and Part 31 of the Occupational Health and Safety Regulations.

Recommendations

Based on this survey of the nine CRD fire departments, work remains for each to meet all OFC Playbook and Occupational Health and Safety Regulations. These regulations are in place to protect firefighter and public safety, and the Capital Regional District board, staff, commissions, societies, and fire chiefs are required to work together to ensure full compliance.

The administrative and regulatory environment for volunteer fire services has become increasing onerous in recent years. These trends are unlikely to reverse in the future. The CRD is fortunate to have a large number of dedicated volunteers as commission and society members, chiefs, and firefighters, but this survey found that many will require increased support to maintain sustainable public safety services. Additional support could be provided by CRD staff, particularly in Protective Services division, although it is likely to require increased staff capacity. Given this, two of the three recommendations in this report are primarily directed towards CRD Protective Service staff.

1) To ensure due diligence, all departmental training records for each firefighter must include the name, date, hours of practice, topic, apparatus / equipment used and the instructor name.

2) Protective Services should form a working group with select fire chiefs to share best practices and develop strategies to bring all department into compliance. These strategies may include the following:

    a Develop a unified training record system. Where possible, this should include the recovery and re-entry of FDM records lost during previous software transitions.

    b Develop a record system for PPE inspections, maintenance and repairs. Protective Services staff could either do spot checks or have the departments supply these records directly.

    c Develop a service level appropriate training program template that covers the minimums to meet both the Playbook Competency Requirements and other services that the departments have identified.

    d Assemble a package of service level specific sample documents defining minimum content for Service Level policy/operational guidelines.

    e Assemble a set of sample documents defining minimums for records related to training records, operational guidelines, and maintenance record forms for SCBA, PPE, Hose, Ladders, Apparatus, pumps. This package should include sample record forms for the various requirements.

    f Develop a system to ensure that all Personal Protection Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) are replaced as per the manufacturer's recommendations. For example, each fire department could submit a report identifying PPE and SCBA that has exceeded its service life and include a replacement plan for such equipment.

g Investigate the provision of Risk Management Officer functions by Protective Services staff for the Exterior Operations fire departments to ensure ongoing compliance with the Playbook.

3) CRD staff should engage fire departments and ensure volunteers fully understand the regulatory environment and all aspects of their duties in fire service delivery. This includes the following:

a Provide training for fire commission members in relation to their role as commissioners and their responsibilities and liabilities.

b Engage with contracted fire societies to ensure they fully understand their responsibilities and liabilities and that they are capable of fulfilling their duties.

c Provide training for Fire Chiefs in relation to their leadership role overseeing department operations, including the supervision of staff, best practices in human resources, and responsibilities during incident command.

d Identify the job requirements and legislated responsibility for a Fire Chief. A basic training package could be compiled and distributed to each Fire Chief to ensure that the expectations of Protective Services and legislated requirements will be met.

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **Community Funding and Support Program Grant: Evacuation Route Planning**

ISSUE SUMMARY

The Capital Regional District (CRD) is responsible for providing emergency management support to the Electoral Areas (EAs) including planning, training and mitigation. To augment the capacity to provide these services, the CRD is applying to the Union of British Columbia Municipalities (UBCM) for funding to align the EAs' Evacuation Route Plans with the new Coastal Flood Inundation Mapping project completed in 2020. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

UBCM provides funding for many community-based projects including emergency programs, particularly projects that support community resiliency and emergency preparedness. A 2021 grant opportunity is available to ensure that previously developed evacuation plans are informed by updating information about tsunami hazard across the capital region. It is expected that there will be modifications made to each area's Emergency Evacuation Plan as a result of the new tsunami inundation zone information.

The Evacuation Route Planning grant funds will benefit all three EA Emergency Programs equally and a consultant will be employed to compare current plans with the information produced by the Capital Region Coastal Flood Inundation Mapping Project.

As part of the application process, UBCM requires a motion of support from the local government to receive and manage grant funding.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for evacuation route planning and direct staff to provide overall grant management.

Alternative 2
That staff be directed not to pursue an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for evacuation route planning.

IMPLICATIONS

Operational Implications
Under the *Emergency Program Act*, the CRD is obligated to provide emergency management services to residents including managing overarching emergency management programs. This includes ensuring capacity in each of the areas of prevention, mitigation, preparedness, response and recovery. Grants provide opportunity for additional funding to EA emergency programs to increase community resilience and improve capacity to support EAs residents who may be impacted by future disasters. Given the expense and complexity associated with ensuring safe and functional evacuation routes, this grant provides the CRD with the opportunity to provide EAs with updated and functional plans.

Financial Implications
Grant funding provides opportunities to accomplish one-time projects but does not otherwise impact EA Emergency Program annual operational budgets. The proposed grant application is for $21,863.

CONCLUSION

The CRD is responsible for supporting emergency management programs in the EAs. The UBCM's Evacuation Route Planning Community Funding and Support Program grant is an opportunity to increase emergency preparedness and resident safety in the EAs. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for evacuation route planning and direct staff to provide overall grant management.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

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ERM 21-07

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **CleanBC Funding and Salt Spring Island Composting Project**

ISSUE SUMMARY

To seek direction regarding the request from Salt Spring Island Composting Project (SSICP) to partner with the Capital Regional District (CRD) on the submission of an application to the CleanBC Organic Infrastructure and Collection Program (CleanBC) funding, to be used for construction of a not-for-profit composting facility on Salt Spring Island (SSI).

BACKGROUND

The CleanBC program was developed to reduce greenhouse gas emissions by diverting organic waste from material that is currently sent to landfills. To achieve this objective, CleanBC will provide a grant for up to two-thirds of eligible project costs to facilitate diversion and processing of organic waste. The SSICP is a proposed collaboration of three well-established organizations of Salt Spring Island: the SSI Farmland Trust, the Salt Spring Abattoir Society and SSI Community Services. SSICP is interested in applying for funding through this program to build and operate a composting facility on Salt Spring Island. However, as only regional districts, municipalities and indigenous governing bodies are eligible to apply to the program, SSICP representatives have approached CRD Environmental Resource Management division staff requesting that the CRD partner with them in their application.

Assuming the CRD wishes to partner with the SSICP on this initiative, the CRD Board will need to approve a resolution of support for the CleanBC funding application, and SSICP will need to provide the CRD with a variety of project details, including:

- confirmation that its share of funding has been secured (funding may include monies from the Gas Tax Agreement Community Works Fund)
- confirmation that the project will divert organic waste from landfills and result in quantifiable greenhouse gas emission reductions
- a detailed project timeline that shows the facility will be operational by March 31, 2024
- a project cost estimate
- a demonstrated commitment to being operational until at least March 31, 2034; and
- confirmation that funds have been committed to operate and maintain the project until at least 2034.

A contribution or service agreement could be utilized to manage the relationship with SSICP as a service provider, depending on the level of involvement.

Given that the deadline to apply to CleanBC for funding was February 4, 2021, staff have submitted a basic application for this project that is conditional upon CRD Board direction to further proceed. As the applicant, the CRD would ultimately be responsible and liable for all of the project deliverables and the long-term delivery of the project. Recipients may be required to return funding if projects are not completed or the infrastructure is not retained in service by the intended recipient.

The facility would be subject to CRD Bylaw No. 2736, *Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004*, and would likely need to secure a license to operate under that bylaw. The CRD would need to exempt itself from the requirement to license its own facilities and instead comply with the *Organic Matter Recycling Regulation*, the applicable provincial regulation for such facilities.

ALTERNATIVES

Alternative 1

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

1. That the Capital Regional District's CleanBC Organic Infrastructure and Collection Program grant application be supported;
2. That staff be directed to work with representatives of the Salt Spring Island Composting Project to further pursue CleanBC Organic Infrastructure and Collection Program funding based on the conditional application that has been submitted by staff in support of the Salt Spring Island Farmland Trust initiative; and
3. That the CleanBC Organic Infrastructure and Collection Program grant application be conditional upon the successful establishment of a new Salt Spring Island local area service, approved by the electors, for the development and operation of a composting facility.

Alternative 2

1. That the Capital Regional District's CleanBC Organic Infrastructure and Collection Program grant application be supported;
2. That staff be directed to work with representatives of the Salt Spring Island Composting Project to further pursue CleanBC Organic Infrastructure and Collection Program funding based on the conditional application that has been submitted by staff in support of the Salt Spring Island Farmland Trust initiative; and
3. That the existing authority under Capital Regional District's Solid Waste Bylaw No. 1903 for the development and operation of a composting facility on Salt Spring Island be used.

IMPLICATIONS

Environmental & Climate Implications

Establishing a composting facility on Salt Spring Island will divert organic waste from disposal at Hartland Landfill. The facility would also have the potential to produce a valuable soil amendment that could be beneficially used. As there are existing composting facilities on Vancouver Island that have the capacity to manage organic waste from Salt Spring Island, it is unclear what the net environmental and climate benefits of the proposed facility would be.

Financial Implications

Without the proposed project business plan and budget from SSICP, the full financial implications to the CRD cannot be determined, but by accepting CleanBC funding, the CRD would ultimately be responsible and liable for meeting the obligations tied to receiving that funding, including paying back CleanBC funding, if the project deliverables are not met.

Any costs associated with this facility that are not recovered through user fees or other charges would either have to be recovered by requisition from Salt Spring Island ratepayers under the authority granted under a discrete new service as outlined in Alternative 1, or through a broad region-wide funding using the authority granted under Bylaw No. 1903.

Service Delivery Implications

Partnering with SSICP will require the CRD to create a new facility on Salt Spring Island, either through Bylaw No. 1903 or through a new service with a discrete solid waste service area that encompasses Salt Spring Island only.

At present, the CRD could establish a composting site on SSI under the authority of the regional solid waste service, pursuant to Bylaw No. 1903. However, under this service authority, any costs not recovered through user fees or other charges would be funded by all municipalities and electoral areas in the region, not just the Salt Spring Island Electoral Area. This is because the local service area participants under Bylaw No. 1903 are the entire region.

Alternatively, a new service could be created with a discrete solid waste service area that encompasses Salt Spring Island only, but the consent of the electorate would be required before such a service could be established, or alternatively, a separate site included in a publicly consulted solid waste management plan with provincial approval.

Alignment with Board & Corporate Priorities

Establishing a composting facility on Salt Spring Island aligns in principle with the CRD Board's climate emergency declaration, though the estimated net benefits are not currently available.

CONCLUSION

The provincial CleanBC program is offering funding of up to two-thirds of eligible project costs to divert and process organic waste in BC. The Salt Spring Island Composting Project is interested in applying for this funding to establish a composting facility on Salt Spring Island and has asked the CRD to partner with it, as it cannot do so on its own. Subject to CRD Board direction, it is possible for the CRD to partner on this project and apply for CleanBC funding by establishing a composting facility on the island under Bylaw No. 1903, or through the creation of a new service with a discrete solid waste service area that encompasses Salt Spring Island only.

RECOMMENDATION

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

1. That the Capital Regional District's CleanBC Organic Infrastructure and Collection Program grant application be supported;
2. That staff be directed to work with representatives of the Salt Spring Island Composting Project to further pursue CleanBC Organic Infrastructure and Collection Program funding based on the conditional application that has been submitted by staff in support of the Salt Spring Island Farmland Trust initiative; and
3. That the CleanBC Organic Infrastructure and Collection Program grant application be conditional upon the successful establishment of a new Salt Spring Island local area service, approved by the electors, for the development and operation of a composting facility.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 1903 – A Bylaw to Convert a Solid Waste Disposal Function to a Local Service for all of the Regional District (including amendments No. 1 and No. 2).

CAPITAL REGIONAL DISTRICT

BYLAW NO. 1903

****

A BYLAW TO CONVERT A SOLID WASTE DISPOSAL FUNCTION TO A LOCAL SERVICE FOR ALL OF THE REGIONAL DISTRICT

****

WHEREAS by Letters Patent, Division X, dated October 4th, 1973, as amended by further Supplementary Letters Patent, the Capital Regional District was granted the function of providing refuse disposal facilities for all of the Capital Regional District;

AND WHEREAS the Board of the Capital Regional District wishes to exercise the function granted to it by the Letters Patent in accordance with Part 24 of the Municipal Act subject to all the terms and conditions contained in the Letters Patent and including all the powers granted by the Letters Patent;

AND WHEREAS the Board of the Capital Regional District wishes to proceed under section 767 of the Municipal Act and establish the service as a local service by bylaw under sections 767(4) and 794 of the Municipal Act;

AND WHEREAS the Board of the Capital Regional District has elected to obtain the assent of the electors under Section 797 of the Municipal Act.

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

1. The function of waste disposal granted by Letters Patent dated October 4th, 1973, as amended by further Supplementary Letters Patent, is hereby established as a local service.

2. The boundaries of the Local Service Area shall be the boundaries of the Capital Regional District.

3. The Electoral Areas of Langford, Sooke, Saltspring Island and Outer Gulf Islands and the municipalities of North Saanich, Sidney, Central Saanich, Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Colwood and Metchosin include the participating areas for this local service.

4. The annual operating costs for the service and debt servicing costs shall be recovered:

   (a) by the imposition of fees and other charges by bylaw;

   (b) the balance after deducting the revenue obtained from the fees or other charges shall be recovered by the requisition of money under sections 809 and 809.1 of the Municipal Act to be collected by a property value tax in the Local Service Area to be levied and collected under sections 810(1) and 810.1(1).

5. The annual net cost attributable to this Local Service shall be apportioned among the participating Municipalities and Electoral Areas on the basis of 75% on population as defined in the Municipal Act and 25% on the converted value of improvements for Regional Hospital District purposes.

6. The maximum amount that may be requisitioned under Section 804(1) for the service will be zero (0).

7. Every person disposing of waste within the Local Service Area shall make use of the Solid Waste Disposal Facility provided under this bylaw when disposing of such waste under the terms and conditions imposed for the use of the Waste Disposal Facility.

8. The Capital Regional District may, without limiting the generality of Section 1, in providing the Local Service hereby established, acquire, construct, establish, maintain, operate and regulate;

   (a) transfer depots and facilities for receiving collected waste for packing, processing, loading and transporting the waste to disposal grounds,

   (b) facilities for collecting, processing, storing, marketing and disposing of recyclable waste,

   (c) facilities for composting waste,

   (d) facilities for collection, storage and disposal of hazardous, biomedical or special waste,

   (e) facilities for carrying out resource recovery from waste, and

   (f) waste disposal grounds and facilities.

9. The Capital Regional District may in providing the Local Service hereby established enter into contracts;

   (a) to provide the waste disposal service, and resource recovery from waste including the services and facilities set out in Section 8, and

   (b) to provide for the transportation of waste from any transfer depot to any place for disposal.

10. This Bylaw may be cited as the "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991."

READ A FIRST TIME THIS 13TH day of March , 1991.

READ A SECOND TIME THIS 13TH day of March , 1991.

READ A THIRD TIME THIS 13TH day of March , 1991.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS 20th day of June , 1991.

RECONSIDERED AND FINALLY ADOPTED THIS 26th day of June , 1991.

Leonard.
CHAIRPERSON

Wm R. Ladley
SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 4th day of July , 1991.

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2654

****

A BYLAW TO AMEND BYLAW NO. 1903 "SOLID WASTE DISPOSAL LOCAL SERVICE ESTABLISHMENT BYLAW NO. 1, 1991"

****

WHEREAS:

A. The Board of the Capital Regional District wishes to amend Capital Regional District Bylaw No. 1903, the Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991, to establish the service of the regulation, storage and management of municipal solid waste and recyclable material, including the regulation of facilities and commercial vehicles used in relation to these matters under section 798 (1)(d);

B. The Capital Regional District by its Solid Waste Local Service Establishment Bylaw No. 1, 1991 established as a local service the function of waste disposal granted by Letters Patent dated October 4, 1973 in accordance with section 798 (1)(c);

C. Section 798(5) provides that if the Board adopts a bylaw under section 798(1)(d) the Board must exercise its authority in accordance with the *Waste Management Act* and Regulations under that Act;

D. Section 798(6) of the *Municipal Act* provides that where the Board establishes services under section 798(1)(c) and (d) they are deemed to be a single service for the purposes of Part 24 of the *Municipal Act*;

E. The amendment to Capital Regional District Bylaw No. 1903, the Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991 is necessary to implement the Waste Management Plan and section 18(9) of the *Waste Management Act* provides that this bylaw does not require the Board of the Capital Regional District to provide an opportunity for electors to petition against it, or the assent of the electors, a petition, an initiative plan or consent on behalf of the electors referred to in the *Municipal Act*;

F. The approval of the Inspector of Municipalities is required and obtained under section 813(9) of the *Municipal Act*.

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

1. Capital Regional District Bylaw No. 1903, cited as "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991", is amended as follows:

   a. Section 1 is amended by inserting "(1)" after "1". and by adding the following:

      "(2) The regulation, storage and management of municipal solid waste and recyclable material including the regulation of facilities and commercial vehicles used in relation to these matters is established as a local service in accordance with section 798(1)(d) of the *Municipal Act*."

   b. Section 3, is amended by adding after "Colwood", the phrase "Highlands, Langford".

   c. Section 4 is amended by replacing the references to Section 809, 809.1, 810(1), and 810.1(1) with 822, 823, 824(1), and 825(1) respectively;

d. Section 5 is amended by deleting "Regional Hospital District" and replacing it with "hospital";

e. Section 6 is amended by replacing "804(1)" with "816(1)".

2. This Bylaw may be cited as the "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 1999".

READ A FIRST TIME THIS 27th day of January 1999

READ A SECOND TIME THIS 27th day of January 1999

READ A THIRD TIME THIS 27th day of January 1999

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS 2nd day of March 1999

ADOPTED THIS 10th day of March 1999

CHAIR

SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 12th day of March 1999

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3900

****

A BYLAW TO AMEND BYLAW 1903
"SOLID WASTE DISPOSAL LOCAL SERVICE ESTABLISHMENT BYLAW NO. 1, 1991"

****

WHEREAS:

A. The Board of the Capital Regional District wishes to amend Capital Regional District Bylaw No. 1903, "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991" to include facilities for carrying out resource recovery from recyclable material and the generation of energy from landfill gas;

B. Section 24(7) of the *Environmental Management Act* exempts the Capital Regional District Board from requiring elector assent prior to the adoption of this bylaw;

C. The approval of the Inspector of Municipalities has been obtained under Section 802(1) of the *Local Government Act*.

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

1. Bylaw No. 1903, "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991", is amended as follows:

   a) By replacing Section 8. (e) with the following:

   "(e) facilities for carrying out resource recovery from waste, recyclable material and the generation of energy from landfill gas; and "

2. This Bylaw may be cited as the "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 2, 2013".

READ A FIRST TIME THIS	10th	day of	July	2013
READ A SECOND TIME THIS	10th	day of	July	2013
READ A THIRD TIME THIS	10th	day of	July	2013
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	18th	day of	July	2013
ADOPTED THIS	14th	day of	August	2013

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 16th day of August 2013

Wastewater Treatment Project
Treated for a cleaner future

REPORT TO CORE AREA WASTEWATER TREATMENT PROJECT BOARD
MEETING OF WEDNESDAY, JANUARY 20, 2021

SUBJECT **Wastewater Treatment Project Q4 2020 Quarterly Report**

ISSUE

To provide the Core Area Wastewater Treatment Project Board with the Wastewater Treatment Project Q4 2020 Quarterly Report.

BACKGROUND

On May 25, 2016 the Regional Board of the CRD:

i) Adopted by resolution the Core Area Wastewater Treatment Project Board Terms of Reference (Project Board Terms of Reference) for the purposes of establishing principles governing the Core Area Wastewater Treatment Project (the Wastewater Treatment Project or the WTP);
ii) Established the Core Area Wastewater Treatment Project Board (Project Board) under Bylaw 4109 (the CRD Core Area Wastewater Treatment Board Bylaw No. 1, 2016) for the purposes of administering the Core Area Wastewater Treatment Project; and
iii) Delegated certain of its powers, duties and functions to the Project Board under Bylaw 4110 (the CRD Core Area Wastewater Treatment Project Board Delegation Bylaw No. 1, 2016).

On September 14, 2016 the Regional Board of the CRD:

i) Received the final report of the Project Board with respect to its recommendation for the CAWTP, dated September 7, 2016 (the Final Report); and
ii) Approved the business case attached as Appendix 1 (the Business Case) to the Final Report.

DISCUSSION

The Core Area Wastewater Treatment Project Board (the Project Board) Terms of Reference requires, amongst other things: that the Project Board provide the CRD Board with monthly progress reports and a comprehensive quarterly report on the Project.

The Quarterly report for the period of October – December 2020 is attached as Appendix A.

RECOMMENDATION

That the Core Area Wastewater Treatment Project Board approve the following resolution:

RESOLVED that:

The Staff Report, 'Wastewater Treatment Project Q4 2020 Quarterly Report', be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.



Elizabeth Scott, Deputy Project Director
Wastewater Treatment Project



Dave Clancy, Project Director
Wastewater Treatment Project
Concurrence

Attachments: 1

Appendix A: Wastewater Treatment Project Q4 2020 Quarterly Report

ES:er

Wastewater Treatment Project
Treated for a cleaner future

CRD Wastewater Treatment Project

Quarterly Report

Reporting Period: October- December 2020

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1 Executive Summary

1.1 Introduction

This Quarterly Report covers the reporting period of October - December 2020 and outlines the progress made on the Wastewater Treatment Project over this time.

The Wastewater Treatment Project (the "Project") includes three main Project Components (the "Project Components"): the McLoughlin Point Wastewater Treatment Plant (the "McLoughlin Point WWTP"), the Residuals Treatment Facility (the "RTF") and the Conveyance System (which includes upgrades to the conveyance network including the construction of pump stations and pipes). The Project scope is being delivered through a number of contracts with a variety of contracting strategies.

On December 15, 2020, the Government of Canada, the Government of British Columbia, and the Capital Regional District (CRD) announced that the Wastewater Treatment Project is treating wastewater and is exceeding regulatory requirements. The majority of construction is complete on the major components of the Wastewater Treatment Project. Construction continues on the Trent Forcemain and Arbutus Attenuation Tank. These are being built to increase the capacity of the conveyance system and are expected to be complete in spring 2021.

Over the reporting period the COVID-19 public health emergency continued to have impacts on the Project. The Project Team and Project contractors are actively monitoring the status of the COVID-19 public health emergency and are taking additional precautions to protect our staff, contractors, and the public. At each of the remaining Project sites, construction is ongoing in accordance with guidelines established by the Provincial Health Officer.

The McLoughlin Point WWTP Project Component is continuing with Harbour Resource Partners ("HRP" as the Design-Build contractor for the McLoughlin Point WWTP) progressing: site landscaping; air flush of heating ventilation and air conditioning (HVAC) system; commissioning of biological systems; final commissioning of safety systems; and completion of the acceptance test.

The RTF Project Component is continuing with Hartland Resource Management Group ("HRMG" as the Design-Build-Finance-Operate-Maintain contractor for the RTF) progressing construction activities including: installation of roof handrails on the Digester Building; installation of the canopy on the Other Municipal Solids Receiving Facility; poured foundation for the main gate; drained water from Digester 1, and the Digested Solids Storage Tank; ongoing commissioning of various systems; completing site landscaping; installation fencing and the main gate; and progressing commissioning activities.

The Conveyance System is being delivered through seven construction contracts: two design-build contracts and five design-bid-build contracts, one of which (the Clover Forcemain) concluded in October 2020.

The two design-build Conveyance System contracts progressed over the reporting period as follows:

- Clover Point Pump Station: Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressed construction and commissioning activities over the

reporting period including: fine tuning performance of screen and degritting system; completing exterior stone veneer; grading for walkways outside of the pump station; progressed painting; and completing architectural works inside the washroom at the public plaza.

- Macaulay Point Pump Station: Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressed construction and commissioning activities over the reporting period including: backfilling around existing drop structure and new diversion chamber; new diversion chamber was completed; installation of screen covers; ongoing topsoil placement; completed preparation for landscaping; completed demolition of the old pump station.

The design-bid-build Conveyance System contracts progressed over the reporting period, as follows:

- Clover Forcemain: Windley Contracting Ltd. ("Windley" as the Construction Contractor) completed construction and commissioning activities including: final clean-up of the lay down area.

- Residual Solids Conveyance Line ("RSCL"): the RSCL is being delivered through two construction contracts, with work progressing as follows:

    - Residual Solids Pipes: Don Mann Excavating Ltd. ("Don Mann" as the Construction Contractor) continued construction activities over the reporting period for the Saanich infrastructure improvement being undertaken at Peers Creek, and began construction of a BC Hydro access road in the Township of Esquimalt including:
        - for the Peer's Creek culvert replacement: backfilling both headwalls; removing west side cofferdam; replacing archaeological material; pumps being set up to lower the water level and inverts cut into the culverts; the concrete curb and sidewalk on the east side was replaced; final paving was completed; line painting including replacement of crosswalk lines, fog lines, and centreline; reinstated asphalt curb along the west side of the road; and
        - for the BC Hydro access road: lawn basin was installed at Bewdley Avenue; commencement of tree removal; excavated 60 meters and placed subgrade gravel on Thomas Street; and excavated road and subgrade gravels placed to the first rock outcropping on Bewdley Avenue.
        -
    - Residual Solids Pump Stations: Knappett Projects Inc. ("Knappett" as the Construction Contractor) continued construction and commissioning activities including: regraded and backfilling the centrate return line on Willis Point Road near the RTF entrance; installed odour control unit fences at pump stations 1, 2 and 3; scaffolding was removed from the Tillicum and Admirals bridges; Hartland Flow Control Bypass was installed; piping at Hartland Pump Station was completed and pressure tested; installation of odour control heat trace and insulation at pump stations 1, 2 and 3; commencement of irrigation work at pump stations 1 and 2; landscape restoration, trail screening and odour control unit (OCU) damper installation at Marigold Pump Station; completed fencing at pump stations 2 and 3.

- Arbutus Attenuation Tank ("AAT"): NAC Constructors Ltd. (as the Construction Contractor) continued construction activities including: completing installation of attenuation tank perimeter walls and divider wall reinforcing steel; installation of column reinforcing steel; ongoing concrete pours for majority of columns; installed wall formwork; perimeter wall and interior room divider wall concrete pours; completed attenuation tank wall formwork installation and concrete pours and commenced shoring installation for the main roof slab.

- Trent Forcemain: Jacob Bros. Construction Inc. (as the Construction Contractor) progressed construction activities including: installation of 35 metres of forcemain; completion of gravity main low-pressure air test; installation of approximately 160 meters of sheet piles along Ross Bay seawall; excavation of pipe trench; pre-fused high density polyethylene pipe at laydown area; excavation of pipe trench between existing seawall and sheet pile wall; installed two 40 metre sections of HDPE pipe; hydro seeded sections of topsoil on Lower Memorial Green as part of City of Victoria improvements; and restoration of curb and gutter, sidewalk, pavement and topsoil along the forcemain's route.

1.2 Dashboard

Table 1 indicates the high level status of the Project and each Project Component with regards to the six Key Performance Indicators ("KPI") that were defined within the Project Charter.

There were no changes made to the KPIs over the reporting period.

The safety KPI for the Project and the conveyance system remains yellow. Over the reporting period one recordable safety incident occurred and the total recordable incident frequency was 1.5 at the start and end of the reporting period.

The Project Team continues to work with and ensure that all of the prime contractor partners maintain safety as their number one priority. The Project Team is also actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. The BC Government has designated construction as an essential service, and issued guidelines for construction sites to minimize the risks of COVID-19 transmission or illness. All Project contractors have implemented additional precautions to ensure the health and safety of their workers. These measures follow the direction set by the BC Government, including emphasizing the importance of maintaining social distance, increasing handwashing stations, reducing in-person meetings and increasing cleaning of common areas. The Project Team will continue to monitor contractors' compliance with the direction of the government as the situation evolves.

The schedule KPI for the Project overall and the Project components remains green. The COVID-19 public health emergency is impacting the Project. However, construction is ongoing in accordance with provincial guidelines and the Project met the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020.

The cost KPI for the Project overall and the conveyance system remained red over the reporting period, and are expected to remain red for the duration of the Project, primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical

considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020. As a result of these budget pressures, the Project Team forecast the cost to complete the Project at $775M, or $10M over the Project's control budget. In May 2019 the CRD Board approved an increase in the Project's budget by $10M to $775M.

Subsequent to May 2019 the Project Team have continued to manage risks and there have been two main opposing budget drivers:

i) The Project's financing costs to-date have been lower than budgeted for two reasons: firstly as a result of low interest rates since the start of the Project, and secondly due to the receipt of funding from the provincial government earlier than forecast; and

ii) The Project's construction costs may be higher than budgeted as many contractors have advised that there are cost impacts from the COVID-19 public health emergency. Impacts include labour availability, work modifications to comply with provincial guidelines, and delays to the delivery of equipment and supplies.

It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

Table 1- Executive Summary Dashboard

Key Performance Indicators		Project Overall	WWTP	RTF	Conveyance System	Comments
Safety	Deliver the Project safely with zero fatalities and a total recordable incident frequency (TRIF) of no more than 1*.					One recordable incident occurred over the period. Site inspections are ongoing. The Project Team is actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. All Project contractors have implemented additional precautions to ensure the health and safety of their workers. The Project Team will continue to monitor and follow the direction of the government during this evolving situation.
Environment	Protect the environment by meeting all legislated environmental requirements and optimizing opportunities for resource recovery and greenhouse gas reduction.					There were four environmental incidents over the reporting period: in October there were: two releases of residual solids (one at the Residuals Treatment Facility and one at a valve chamber on the Residual Solids Conveyance Line), and a release of wastewater at the McLoughlin Point Wastewater Treatment Plant; in December, due to heavy rains, there was surface run-off from the construction site at the Clover Point Pump Station into the ocean, causing a plume of silty-looking water. All four releases were reported to Emergency Management BC, in accordance with the Spill Reporting Regulation. In each case environmental professionals assessed the affected area, and where warranted, provided oversight over remediation and monitoring activities.
Regulatory Requirements	Deliver the Project such that the Core Area complies with provincial and federal wastewater regulations.					Over the reporting period the Project met the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020. The majority of construction is complete on the major components of the Wastewater Treatment Project. Construction continues on the Trent Forcemain and Arbutus Attenuation Tank: these are being built to increase the capacity of the conveyance system and are expected to be complete in spring 2021.
Stakeholders	Continue to build and maintain positive relationships with First Nations, local governments, communities, and other stakeholders.					Engagement activities were ongoing over the reporting period. Significant efforts were made to provide accurate and timely information to stakeholders.
Schedule	Deliver the Project by December 31, 2020.					Over the reporting period the Project met the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020. The majority of construction is complete on the major components of the Wastewater Treatment Project. Construction continues on the Trent Forcemain and Arbutus Attenuation Tank: these are being built to increase the capacity of the conveyance system and are expected to be complete in spring 2021.
Cost	Deliver the Project within the Control Budget ($765 million).					The CRD Board approved an increase to the Project's budget by $10M, to $775M, based on the Project Team's forecast of the cost to complete the Project. The increase was required primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020. Many contractors have advised that there are cost impacts from the COVID-19 public health emergency. It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

* A TRIF of no more than 1 means that there is 1 or fewer recordable incidents (being a work-related injury or illness that requires medical treatment beyond first aid or causes death, days away from work, restricted work or transfer to another job, or loss of consciousness) for every 200,000 person-hours of work

Status	Description
	KPI unlikely to be met
	KPI at risk unless correction action is taken
	KPI at risk but corrective action has been identified/is being implemented
	Good progress against KPI

2 Wastewater Treatment Project Progress

2.1 Safety

Safety information for the reporting period and cumulative for the Project from January 1, 2017 is summarized in Table 3.

The Project Team is actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. The BC Government has designated construction as an essential service, and issued guidelines for construction sites to minimize the risks of COVID-19 transmission or illness.

All Project contractors have implemented additional precautions to ensure the health and safety of their workers. These measures follow the direction set by the BC Government, including emphasizing the importance of maintaining social distance, increasing handwashing stations, reducing in-person meetings and increasing cleaning of common areas. The Project Team will continue to monitor contractors' compliance with the direction of the government during this evolving situation.

Site safety tours and weekly safety inspections were carried out by Project Management Office ("PMO") construction and safety personnel over the reporting period at all active worksites: McLoughlin Point WWTP, RTF, Macaulay Point Pump Station, Clover Point Pump Station, Clover Forcemain, Residual Solids Pipes, Residual Solids Pump Stations, Arbutus Attenuation Tank and Trent Forcemain.

Over the quarterly reporting period (October – December 2020) eleven safety incidents occurred, comprising: two near-miss, six report-only, one medical aid recordable, and two first aid incidents, as summarized in Table 2.

Table 2: Safety Incidents over the Reporting Period

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
October 2, 2020	McLoughlin Pt WWTP	Report Only	Water hose developed a leak allowing potable water to escape.	An operator that was in the immediate area was sprayed by the potable water.	Tool-Box talk to discuss inspection of hoses and replacing anything that looks defective was held.

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
October 12, 2020	RTF	Medical Aid Recordable	While grinding a worker had a small sliver of steel enter their eye.	The worker went to first aid where they flushed the eye, but were unable to remove the object. The worker was then sent to the hospital where the sliver was removed.	Worker was wearing appropriate safety glasses at the time of the incident. Upon review of the activity use of a face shield for further protection was added to the job task description.
October 15, 2020	McLoughlin Pt WWTP	Report Only	Drainage of a waterline in the Tertiary Building in order to perform repairs resulted in the Tertiary Building basement flooding causing equipment damage.	Area was drained of water and equipment was removed to be inspected and repaired. Workers were never at risk.	Tool-Box talk to discuss isolation procedures and ensuring personnel are available to monitor activity. Also reminded team that a permit review is to be performed prior to commencement of work.
October 20, 2020	McLoughlin Pt WWTP	First Aid	While cutting rebar a worker received a small cut to their forearm from a portable saw.	Worker reported to first aid where the cut was cleaned and bandaged. No further treatment was required.	Tool-box talk to remind workers that hazard assessments of the work activity must be conducted prior to commencement.
October 28, 2020	Clover Point Pump Station	Report Only	Sub-contractors inadvertently interrupted operations of the grit system.	While maneuvering scaffolding in a restricted space part of their scaffold hit the emergency STOP button for the grit pump. No damage occurred and the operators restarted the equipment.	Tool-box talk to discuss proper care and control while moving materials in a restricted area.
November 3, 2020	McLoughlin Pt WWTP	Report Only	While demobilizing site trailers at the laydown area workers were removing de-energized temporary power cables.	All cables were tested and deemed not energized. Unfortunately there were a number of cables and it was determined after removal that they had cut a low voltage cable which was to remain in service.	There were no injuries and the cable was reinstalled.
November 12, 2020	Trent Forcemain	Report Only	A vehicle moving through an active worksite struck and damaged the contractor's site trailer. The trailer was well off the travelled portion of the road and delineators adequately placed around the trailer.	The driver misjudged the roadway and drove over the delineators. The front right of the vehicle hit the corner of the trailer damaging a panel. At the time of the incident normal two-way traffic was occurring though the site on Dallas Road.	The contractor ensured the driver was uninjured, contacted the police and aided in safely removing the vehicle. Delineators were reinstated around the corner of the trailer.
November 12, 2020	McLoughlin Pt WWTP	Near Miss	Worker while moving around the site stopped, made eye contact with a driver of a moving vehicle. The driver signaled for the worker to proceed. .	The driver pulled forward while worker was in close proximity to the vehicle.	Tool-box talk held to discuss proper communication and eye contact. Emphasis placed on vehicle movement and signaling pedestrian to proceed.
November 24, 2020	McLoughlin Pt WWTP	Report Only	Operator identified a leak from a manway door in the BAF area.	The manway was isolated and resealed.	No injuries or damage to any equipment were recorded.

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
November 26, 2020	McLoughlin Pt WWTP	Near Miss	While demobilizing site trailers at the laydown area workers were removing a stockpile of crushed blast rock. While excavating the operator notice a conduit exposed in the side of the bank.	A conduit was exposed and removal of rock immediately ceased. Upon investigation it was determined that the conduit housed an active 120V power feed.	There were no injuries or damage recorded. The conduit was re-buried and the contractor reviewed Ground Disturbance requirements when removing stockpiles from site.
December 1, 2020	McLoughlin Pt WWTP	First Aid	Worker sustained minor injury to hand while using a hand held reciprocating saw to cut a lock.	The blade jumped, causing 1/2 inch laceration to the left thumb. Worker was wearing gloves at time of incident however had not secured the lock.	Worker attended first aid and was treated on site. Tool-box talk topic on the safe use of hand tools.

Key safety activities conducted during October included:

- bi-weekly project update meetings with prime contractors: Knappett, NAC, HRMG, Kenaidan, Jacobs Brothers;
- monthly update meetings with prime contractors: HRP;
- monthly Incident Investigation reviews;
- Great Shake Out Earthquake and Annual Emergency Evacuation Drill;
- reviewed site specific safety plans and high risk tasks; and
- Safety Manager and/or Construction Manager conducting regular site inspections at all active Project work sites.

Key safety activities conducted during November included:

- bi-weekly project update meetings with prime contractors: Knappett, NAC, HRMG, Jacob Brothers, Don Mann and Kenaidan;
- monthly update meetings with prime contractor: HRP;
- monthly Incident Investigation reviews;
- participated in BC Hydro access road pre-job planning meeting;
- hosted Prime Contractor Safety Meeting;
- reviewing daily progress reports and contacting Primes of any safety notations or observations contained within those reports;
- reviewed COVID-19 document submissions from CRD Corporate;
- reviewed site specific safety plans and high risk tasks; and
- Safety Manager and/or Construction Manager conducting regular site inspections at all active Project work sites.

Key safety activities conducted during December included

- bi-weekly project update meetings with prime contractors: Knappett, NAC, HRMG, Kenaidan, Jacobs Brothers and Don Mann;
- monthly update meetings with prime contractor: HRP;
- reviewed site specific safety plans and high risk tasks;
- reviewed daily progress reports and contacting Primes of any safety notations or observations contained within those reports;
- participated in CRD Corporate Health and Safety Risk Registry meeting; and
- reviewed COVID-19 document submissions from CRD Corporate.

Table 3: WTP Safety Information

	Reporting Period (October - December 2020)	Project Totals
Person Hours		
PMO	8062	166,290
Project Contractor	137,485	2,323,273
Total Person Hours	145,547	2,489,563
PMO	23	
Project Contractors (& Project Consultants) working on Project Sites	729	
Total Number of Employees	752	
Near Miss Reports	2	49
High Potential Near Miss Reports	0	7
Report Only	6	185
First Aid	2	69
Medical Aid	1	12
Medical Aid (Modified Duty)	0	2
Lost Time	0	5
Total Recordable Incidents	0	19
		Project Frequency (from January 1, 2017)
First Aid Frequency		5.5
Medical Aid Frequency		1.1
Lost time Frequency		0.4
Total Recordable Incident Frequency		1.5

2.2 Environment and Regulatory Management

Environmental and regulatory activities continued over the reporting period relating primarily to the execution of current work.

2.2.1 Environment

Environmental work progressed as planned over the reporting period. The focus was on environmental monitoring of construction activities.

Key environmental management activities completed in October included:

- Riparian restoration planting was completed at the Peers creek and Colquitz River sites. Plantings included replacement trees and native plants.
- The CRD submitted an Environmental Effects Determination Amendment to the Department of National Defence for the construction of an access road for new BC Hydro power lines.

Key environmental management activities completed in November included:

- An End-of-Spill report was submitted to the BC Ministry of Environment and Climate Change Strategy (ENV) in fulfilment of requirements related to the minor release of

residual solids at a low point drain valve location on the Residual Solids Conveyance Line within Hartland Landfill;
- An End-of-Spill report was submitted by HRP to ENV in fulfilment of requirements related to the small release of wastewater into the ocean at the McLoughlin Point Site; and
- HRMG continued with spill remediation and environmental monitoring associated with the release of residual solids at the Residuals Treatment Facility (RTF) site that occurred on October 13.

Key environmental management activities completed in December included:
- HRMG continued monitoring activities associated with the release of residual solids at the RTF site and began preparing an End-of-Spill report for submission to ENV.

Over the reporting period, there were four environmental incidents:
- On October 13, there was a release of residual solids at the Residuals Treatment Facility (RTF) site. A temporary pipe failed during the commissioning process. Some of the residual solids were contained on-site (within Hartland Landfill) but some travelled through a culvert and collected in a nearby low area in the CRD's Mount Work Regional Park. The release was reported to Emergency Management BC, in accordance with the Spill Reporting Regulation. Environmental professionals assessed the affected area and provided oversight over remediation activities, including on the appropriate monitoring and testing protocols. It was determined that there was no surface flow to Durrance Lake but samples were taken as a precaution: microbiological indicators in the samples were present at consistent or slightly lower levels than prior to the incident, demonstrating that the release did not impact Durrance Lake.

- On October 19, there was a minor release of residual solids at a low point drain valve location on the Residual Solids Conveyance Line within Hartland Landfill, as a result of a valve failure. The valve was changed and all valve chambers on the Residual Solids Conveyance Line were inspected to confirm that the installed fail-safe mechanisms were operable. The release was mostly contained within a manhole, although some residual solids over-topped the manhole and drained through gravel. The release was reported to Emergency Management BC, in accordance with the Spill Reporting Regulation. Environmental professionals assessed the affected area and provided oversight over remediation activities, including on the appropriate monitoring and testing protocols.

- On October 27, there was a small release of wastewater into the ocean at the McLoughlin Point Site. After a power outage a gate closed resulting in wastewater flowing into the site's storm system. The majority of wastewater was collected on-site but approximately 5 cubic meters entered a planter in the site's storm system and then into the ocean. An environmental professional assessed the potential impacts to be very low, and water samples were collected to confirm this. There is no indication of public health or long-term environmental impacts. The release was reported to Emergency Management BC, in accordance with the Spill Reporting Regulation.

- During heavy rains on December 21, sediment control measures at the Clover Point pump station were initially overwhelmed, leading to a surface run-off and sediment-laden water entering the marine environment. Once Kenaidan repaired the silt fencing at the site, sediment ceased entering the environment. Kenaidan reported the sediment

release to Emergency Management BC. No long-term environmental impacts are anticipated.

2.2.2 Regulatory Management

Over the reporting period, the Project Team continued to support or lead the advancement of the few regulatory approvals remaining.

Key permitting activities in October included:

- The CRD received a Certificate of Compliance (CoC) from the Province for the Mcloughlin Point site. The CoC is a provincial legal instrument that demonstrates that a given site complies with contamination remediation standards.

Key permitting activities in November included:

- The Department of National Defence (DND) approved an Environmental Effects Determination (EED) Amendment related to the construction of an access road for new BC hydro power lines.

Key permitting activities in December included:

- The CRD completed and submitted an EED Amendment to DND for the temporary storage of material on their property.

The status of the two remaining key Project permits are summarized in Table 4. The table is not a list of all required Project permits, but rather a summary of the status of key Project permits. For the two permits in the table, the anticipated date and party responsible were updated from the table presented in the Project's Q3 2020 Quarterly Report:

- The anticipated date was changed from 'following completion of construction' to Q1 2021; and
- The party responsible was updated from HRP to the CRD, as HRP have met their responsibilities and the CRD is finalizing the text of the leases with Transport Canada

Table 4- Key Permits Status

Permit/Licence	*Anticipated Date*	*Status*	*Party Responsible for Obtaining Perming*
McLoughlin Point Harbour Crossing			
Transport Canada Lease	Q1 2021	On track	CRD
McLoughlin Point Outfall			
Transport Canada Lease	Q1 2021	On track	CRD

2.3 First Nations

First Nations communication and engagement was ongoing over the reporting period. Meetings with the Esquimalt and Songhees' liaisons continued, as did meetings with the W̱SÁNEĆ Leadership Council's (WLC) liaison. The meetings are a forum for covering both Project-related issues with the potential to impact First Nations, as well as an opportunity for broader discussion of CRD-related issues.

Key activities in October included:

- The CRD and the Songhees, Esquimalt and WLC liaisons discussed re-interment of Ancestral remains following Project completion. Discussions included scheduling of a burning ceremony to honour the Ancestors and planning a burning ceremony that complies with COVID protocols.

Key activities in November included:

- The CRD and the Songhees and Esquimalt liaisons discussed close-out of Support Agreement commitments and how that should be documented.

Key activities in December included:

- The CRD's archaeologist joined meetings with the Songhees, Esquimalt and WLC liaisons to provide an update on analysis of artifacts that have been uncovered during project work.

2.4 Stakeholder Engagement

The Project maintained its ongoing two-way Communications and Engagement Plan to provide Project information to stakeholders, communities and the public and to respond to public inquiries. The key focus of the communications and engagement activities over the period was to keep residents and stakeholders informed of Project plans, progress and construction information, and to receive and respond to questions and concerns raised by the community. A variety of communications tools and engagement activities were utilized to support the implementation of the plan, including stakeholder meetings, Project website updates and notifications of construction through notices and a public inquiry program, among other methods.

October Overview

One construction notice was issued to stakeholders in October:

- Trent Forcemain: Dallas Road Closure (October 19, 2020) (Appendix A)

The construction notice was hand delivered to four buildings, including an apartment building, on Dallas Road near the road closure. In addition, as part of ongoing construction communications, residents affected by localized, temporary disruptions, such as driveway impacts, were notified by hand delivery of notices.

In October the Project website, wastewaterproject.ca, was updated with information about the Project. The construction notice and an update on the Environmental Incident at the Residual Treatment Facility (Appendix B) were posted.

The CRD's Twitter and Facebook accounts were used to provide Project information to the public, including: a traffic advisory regarding the closure of Dallas Road required for Trent Forcemain construction work; and information on the Environmental Incident at the Residual Treatment Facility.

Over the month of October, the Project Team held meetings with the following community groups and representatives, and municipality representatives:

- City of Victoria Technical Working Group;

- District of Saanich Technical Working Group; and
- meeting and site tour with representative from the Willis Point Residents Association.

November Overview

One construction notice and one letter were issued to stakeholders in November:

- McLoughlin Point: BC Hydro Access Road (November 6, 2020) (Appendix C)
- Trent Forcemain: Dallas Road Update Letter (November 23, 2020) (Appendix D)

The construction notice was hand delivered to 54 homes on Thomas Street, Bewdley Avenue between Peek Street and Anson Street; and Anson Street between Bewdley Avenue and Thomas Street. A letter providing more information to residents about the Trent Forcemain work taking place along the Dallas Road Seawall was hand delivered to 54 residents along Dallas Road between Clover Point and Memorial Crescent, Bushby Street between Dallas Road and George Street, and Eberts Street between Dallas Road and Bushby Street. In addition, as part of ongoing construction communications, residents affected by localized, temporary disruptions, such as driveway impacts, were notified by hand delivery of notices.

A sign was posted at the Macaulay Point Pump Station providing an update on the work that was taking place (Appendix E).

In November, the Project website, wastewaterproject.ca, was updated with information about the Project. The construction notice and Macaulay Point Pump Station sign were posted.

The CRD's Twitter account was used to provide Project information to the public, including: information about the McLoughlin Point Wastewater Treatment commissioning.

Over the month of November, the Project Team held meetings with the following community groups and representatives, and municipality representatives:

- Esquimalt Liaison Committee;
- City of Victoria Technical Working Group;
- District of Saanich Technical Working Group; and
- meeting and site tour with representatives from the Willis Point Residents Association.

December Overview

In December, the CRD announced that the Wastewater Treatment Project is now treating wastewater and is exceeding regulatory requirements. This announcement was coordinated with the Project's funding partners – the Province of BC and Government of Canada – and the Project's First Nations service participants (Songhees and Esquimalt Nations).

Given the public health guidance, in-lieu of an in-person opening event the announcement was made through a media release (Appendix F) and a video (https://www.youtube.com/watch?v=w8_U5-Ofq44) which showcased the Project components, thanked the funding partners, acknowledged First Nations on whose traditional territory the Project has been built, and recognized the patience of residents over the construction period.

The announcement and video were emailed to local and Seattle media; posted to the Project website and the CRD's Twitter, Facebook, YouTube, and LinkedIn accounts; and distributed by

email to the Esquimalt Liaison Committee and more than 730 residents and stakeholders who have signed up to receive Project updates.

While the CRD were hoping to celebrate achievement of this milestone with an in-person event, we were pleased to receive the coverage that was hoped for – locally, provincially, nationally and internationally – to inform stakeholders of Project progress.

Over the month of December, the Project Team held meetings with the following community groups and representatives, and municipality representatives:

- City of Victoria Technical Working Group; and
- District of Saanich Technical Working Group.

Public Inquiries

Public inquiry numbers from the Project email address and 24/7 information phone line (1 844 815-6132) are noted in Table 5.

Table 5 – Project Inquiries- October - December 2020

Inquiry Source	Contacts for October to December 2020
Information phone line inquiries	74
Email inquiries responded to	69

Key themes of the public inquiries were as follows:

- questions regarding scaffolding at Gorge Bridge and Admirals Bridge;
- interest in restoration, landscaping along Dallas Road and at Clover Point;
- questions regarding impacts to driveway access and parking due to construction and restoration work;
- questions regarding vibrations caused by Trent Forcemain work;
- questions regarding odour during the commissioning process, especially for the Residuals Treatment Facility;
- interest in tours or public access to the McLoughlin Point Wastewater Treatment Facility; and
- interest in restoration, landscaping and the final look of facilities.

2.5 Resolutions from Other Governments

There were no resolutions related to the Project passed by other governments during the reporting period.

2.6 Schedule

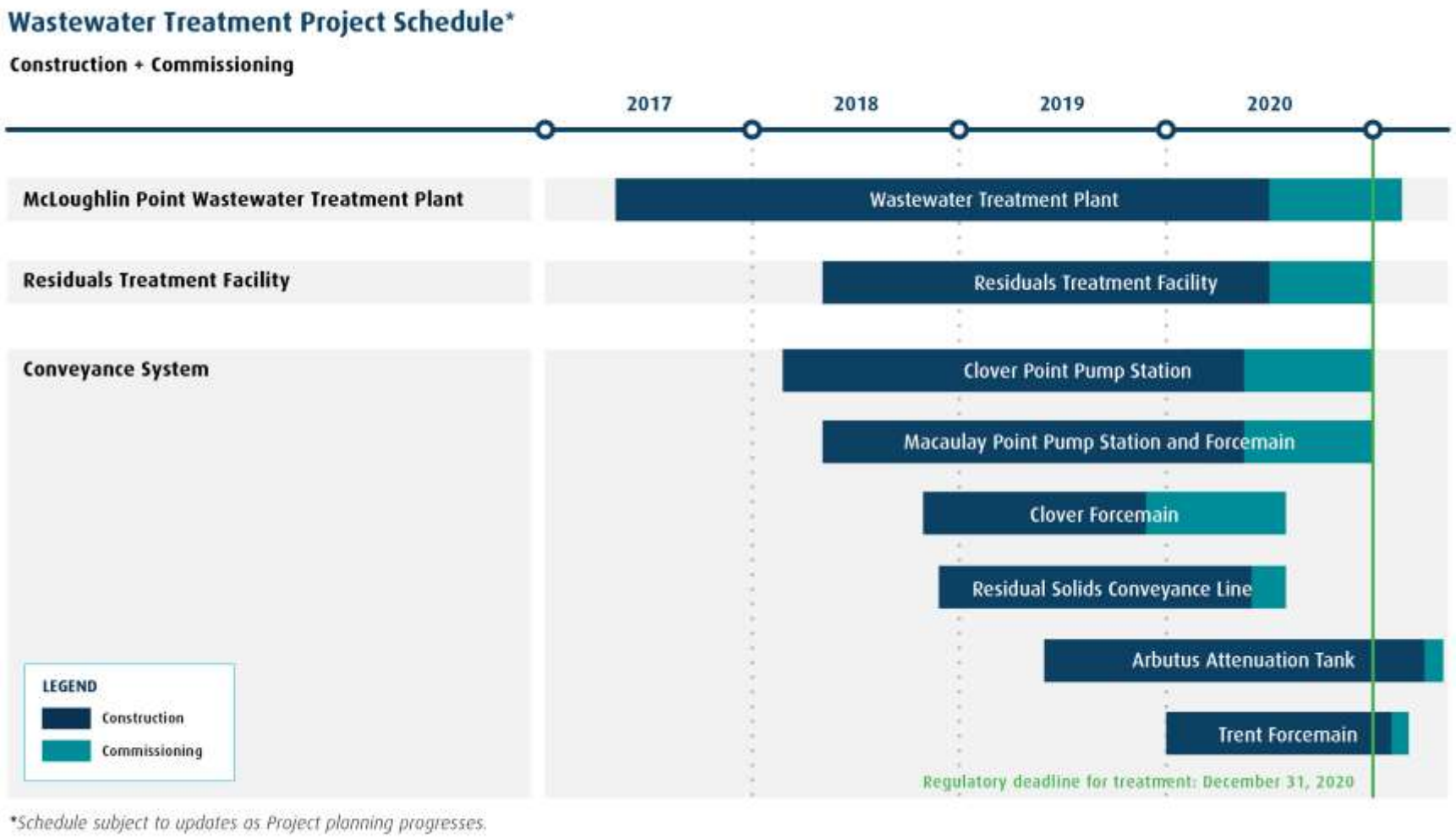
Progress over the reporting period is summarized in Section 2.9.

Figure 1 shows the high-level Project schedule. This schedule has been updated from that shown in the Q3 2020 Quarterly Report with the extension of commissioning activities at both Clover Point Pump Station and Macaulay Point Pump Station to the end of December 2020.

Over the reporting period the COVID-19 public health emergency continued to have impacts on the Project. However, on December 15, 2020, the Government of Canada, the Government of

British Columbia, and the Capital Regional District (CRD) announced that the Wastewater Treatment Project is treating wastewater and is exceeding regulatory requirements. The majority of construction is complete on the major components of the Wastewater Treatment Project. Construction continues on the Trent Forcemain and Arbutus Attenuation Tank. These are being built to increase the capacity of the conveyance system and are expected to be complete in spring 2021.

Figure 1- High-Level Project Schedule



*Schedule subject to updates as Project planning progresses.

2.6.1 30 day look ahead

Key activities and milestones for the next 60 days (January) are outlined below by function.

Safety

- bi-weekly and monthly prime contractor progress meetings;
- host Prime Contractor Safety Meeting;
- review Daily Progress reports and contact prime contractors of any safety notations or observations contained within those reports;
- updating Prime Contractors WorkSafeBC Clearance and Rate information for 2021;
- review of any site specific safety plans or high risk tasks;
- review prime contractor document submissions;
- issue Safety Notices for trending observations or similar incidents occurring on project sites;
- WTP Safety Manager will conduct regular site inspections at all active Project work sites; and
- incident reporting review with prime contractors at active work locations.

Environment and Regulatory Management

- HRMG to submit an End-of-Spill report to ENV related to the October 13 residual solids spill.

First Nations

- CRD to continue meeting with the Songhees and Esquimalt liaisons and WSANEC liaison.

Stakeholder Engagement

- ongoing construction communications with stakeholders; and
- ongoing community liaison meetings.

Cost Management and Forecast

- prepare cost reports;
- prepare 2020 Final Service Budgets;
- monitor schedule; and
- fiscal year end close.

Construction

McLoughlin Point

- clean up and demobilize site.

Clover Point Pump Station

- installation of public art; and
- ongoing landscaping.

Macaulay Point Pump Station

- reinstate surfaces; and
- landscaping.

Residuals Treatment Facility

- load testing; and
- progress commissioning.

Residual Solids Pump Stations
- landscaping.

Arbutus Attenuation Tank (AAT)
- install electrical duct banks for power;
- install valve chamber piping;
- install air intake and supply tank;
- install air intake heating ventilation and air conditioning (HVAC) ducting;
- install gas detection panel and system in electrical room;
- install motor control centre; and
- complete roofing.

Trent Forcemain
- install sanitary sewer on Dallas Road between Bushby and Clover Point Pump Station; and
- surface restoration.

2.6.2 60 day look ahead

Key activities and milestones for the next 60 days (February) are outlined below by function.

Safety
- bi-weekly and monthly prime contractor progress meetings;
- review of any site specific safety plans or high risk tasks;
- review prime contractor document submissions;
- issue Safety Notices for trending observations or similar incidents occurring on project sites;
- WTP Safety Manager will conduct regular site inspections at all active Project work sites; and
- incident reporting review with prime contractors at active work locations.

Environment and Regulatory Management
- HRMG to continue monitoring activities associated with the release of residual solids at the RTF site.

First Nations
- Songhees and Esquimalt to host a ceremonial burning to honour the ancestors that were encountered during Project construction prior to their reburial.

Stakeholder Engagement
- ongoing construction communications with stakeholders; and
- ongoing community liaison meetings.

Cost Management and Forecast
- prepare cost reports;
- monitor schedule; and
- prepare for CRD 2020 Financial Statement Audit.

Construction

Clover Point Pump Station

- install asphalt walkways, and concrete curbs;
- install public art;
- fabricate and install feature railings; and
- odour control performance testing.

Macaulay Point Pump Station

- complete landscaping.

Residuals Treatment Facility

- acceptance testing.

Residual Solids Pump Stations

- continue to work with Contractor to finalize project turnover documentation

Arbutus Attenuation Tank (AAT)

- install motor control centre;
- install Heating ventilation and air conditioning and ductwork in tank entrance room;
- install permanent overflow for attenuation tank;
- install fire alarm system; and
- install air intake and ducting.

Trent Forcemain

- Continue with installation of the gravity section of forcemain along Dallas Road.

2.7 Cost Management and Forecast

The monthly cost report for December and the quarterly report for the period (October to December 2020) are attached in Appendices G and H respectively. The cost reports summarize Project expenditures and commitments by Project Components and the major cost centres common to the Project Components.

The Project Team has been reporting budget pressures through its monthly reports to the Project Board (and CRD Board) since September 2017, primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020.

The Project Team forecast the cost to complete the Project at $775M, or $10M (1.3%) over the Project's control budget. In May 2019 the CRD Board approved an increase in the Project's budget by $10M to $775M, and on August 14, 2019, the associated amendment to the 2019-2023 Financial Plan was approved.

Subsequent to May 2019 the Project Team have continued to manage risks and there have been two opposing budget drivers:

i) The Project's financing costs to-date have been lower than budgeted for two reasons: firstly as a result of low interest rates since the start of the Project, and secondly due to the receipt of funding from the provincial government earlier than forecast; and

ii) The Project's construction costs may be higher than budgeted as many contractors have advised that there are cost impacts from the COVID-19 public health emergency. Impacts include labour availability, work modifications to comply with provincial guidelines, and delays to the delivery of equipment and supplies.

It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

2.7.1 Commitments

Commitments were made over the reporting period in furtherance of delivering the Project. The net commitments made during the reporting period resulted in an increase in committed costs of $3.5 million. The significant commitments made in the reporting period include work on the Trent Forcemain sanitary sewermain and the installation of a secant pile to protect the sanitary sewer main, work on the BC Hydro access road, ferric dosing at the WWTP, the RTF biosolids load chute, and the approval of provisional items in construction contracts and contract change orders.

2.7.2 Expenses and Invoicing

The Project expenditures for the reporting period were as expected and were within the budget allocations for each of the budget areas. The main Project expenditures incurred over the reporting period were associated with commissioning, construction activities and project management office-related costs.

2.7.3 Contingency and Program Reserves

Over the reporting period contingency draws of $0.9M were made as summarised in Table 6. The draws to-date and remaining contingency and program reserve balances are also summarized in Table 6.

Table 6- Contingency and Program Reserve Draw-Down Table

WTP Contingency and Program Reserve Draws and Reallocations	Draw Date	$ Amount
Contingency and Program Reserve (in Control Budget)		**$ 69,318,051**
Net Contingency and Program Reserve draws to September 30, 2020		$ (54,424,667)
Contingency and Program Reserve balance as at September 30, 2020		**$ 14,893,384**
DND Request to Convert Temporary Area D Yard Works Laydown into Permanent Facility (CCN-021)	Oct-20	$ 15,000
WWTP- Z.48 – Sample Sinks Washdown Water	Oct-20	$ (25,595)
Costs associated with seeking the Certificate of Compliance for Remediation of WWTP Site	Oct-20	$ (64,735)
Costs associated with seeking the Certificate of Compliance for Remediation of WWTP Site	Nov-20	$ (15,909)
Ferric dosing at the Wastewater Treatment Plant	Nov-20	$ (457,100)
WWTP Total Draw		$ (548,339)
Changes to the Biosolids Loadout Chute	Dec-20	$ (86,276)
RTF Total Draw		$ (86,276)
Additional SCADA Licenses for Clover Point Pump station	Nov-20	$ (24,414)
Relocation of the Cathodic Protection Rectifier Panel	Nov-20	$ (83,440)
Additional SCADA Licenses for Macaulay Point Pump Station	Nov-20	$ (24,414)
Exhaust Stack Cladding Installation	Dec-20	$ (39,453)
Peers Creek Culvert Replacement and Supporting Utility Replacement	Dec-20	$ (78,000)
Conveyance Total Draw		$ (249,720)
PMO Total Draw		$ -
BC Hydro Total Draw		$ -
WTP Program Reserve Draw		$ -
Contingency and Program Reserve credits in the reporting period		$ 15,000
Contingency and Program Reserve draws in the reporting period		$ (899,335)
Contingency and Program Reserve balance as at December 31, 2020		**$ 14,009,048**

2.7.4 Project Funding

The federal and provincial governments are assisting the Capital Regional District in funding the Project.

The Government of British Columbia will provide $248 million towards the three components of the Project, while the Government of Canada is contributing:

- $120 million through the Building Canada Fund Major infrastructure Component towards the McLoughlin Point WWTP;
- $50 million through the Green Infrastructure Fund towards the conveyance system; and
- up to $41 million towards the RTF through the P3 Canada Fund.

The Project Team has applied to the Federation of Canadian Municipalities (FCM) for additional funding and has executed a grant agreement for the contribution of up to $346,900 towards the delineation of the contamination and remediation and risk assessment for the McLoughlin Point Wastewater Treatment Plant.

In December the Federation of Canadian Municipalities awarded the CRD a $20 million loan and $3 million grant funded by the Government of Canada through the Green Municipal Fund (GMF). This funding body is focused on investing in innovative solutions to reduce pollution and improve energy efficiency. The combination of the loan and the grant will reduce interest costs to the Core Area Wastewater Service: it will not reduce the CRD's contribution towards the capital cost of the Project and therefore will not be tracked in Table. 7.

The status of funding claims is summarised in Table 7. Note that the timing for the provision of Government of British Columbia and Government of Canada's funding differs by funding source. The Project Team will submit claims to the funding partners in accordance with the relevant funding agreements. In accordance with the funding agreements, the remainder of the funding cannot be claimed until relevant Project components are substantially complete.

Table 7- Project Funding Status

Funding Source	Maximum Contribution	Funding Received in the Reporting Period	Funding Received to Date
Government of Canada (Building Canada Fund)	$120M	-	$108M
Government of Canada (Green Infrastructure Fund)	$50M	-	$45M
Government of Canada (P3 Canada Fund)	$41M	-	-
Government of British Columbia	$248M	-	$186M
Federation of Canadian Municipalities	$0.3M	-	-
TOTAL	**$459.3M**	-	**$339M**

2.8 Key Risks and issues

The Project Team actively identified and managed Project risks over the reporting period. Table 8 summarizes the highest-level risks that were actively managed over the reporting period, as well as the mitigation steps identified and/or undertaken over the reporting period.

The following changes were made to the active risks summary over the quarterly reporting period: the removal of two risks (downstream and upstream work delays) that were closed in the previous quarterly reporting period.

The COVID-19 public health emergency continued to have impacts on the Project over the reporting period. It is anticipated that these impacts may affect several of the Project's risks. The Project Team are currently evaluating the impact of the public health emergency on the Project's risks, and anticipates that changes may be made to several of the risks as the situation evolves. Those risks that the Project Team have identified as potentially impacted, and that are currently under review, are identified in Table 8.

Table 8- Project Active Risks Summary

Risk Event	Description of Risk Event	Risk mitigation activities undertaken or planned in the reporting period	Assessed risk level	Trend in risk level from previous reporting period
Project				
Misalignment between First Nations' interests and the implementation of the Project.	The assessed risk level reflects the Project Team's priority of establishing strong and effective relationships with First Nations interfacing with, or interested in, the Project.	First Nations engagement activities remained ongoing over the reporting period (see section 2.3 for further details).	L	No change
Divergent interests between multiple parties and governance bodies whose co-operation is required to successfully deliver the Project.	The assessed risk level reflects the Project Team's priority of establishing strong and effective relationships with municipal, provincial and federal government departments.	The Project Team continued engagement with municipal, provincial and federal government departments throughout the reporting period.	L	No change
Misalignment between Project objectives/scope and stakeholder expectations.	The assessed risk level reflects the Project Team's priority of establishing strong and effective community stakeholder engagement.	Community engagement activities were ongoing over the reporting period (see section 2.4 for further details).	L	No change
Lack of integration between Project Components.	Planning challenges and system integration between the McLoughlin point WWTP, RTF and Conveyance System components of the Project results in schedule delays and/or additional Project costs.	Physical and schedule interfaces are clearly delineated in all construction contracts along with the requirement for commissioning and control plans. The Project Team has used a single Owner's engineer (Stantec) to develop the indicative design for all critical project components with significant interfaces. Commissioning and control plans are under development	L	No change
Senior government funds issue delayed.	The assessed risk level reflects the Project Team's priority of ensuring Project funding commitments are honoured.	Responsibility for meeting funding commitments has been assigned and is being monitored.	L	No change
Public directly contacting contractors at sites.	Direct contact between the public and contractors could expose both parties to worksite hazards and potential injuries.	Communications and engagement plan and coverage of communications in contractor orientations.	L	No change.

Risk Event	Description of Risk Event	Risk mitigation activities undertaken or planned in the reporting period	Assessed risk level	Trend in risk level from previous reporting period
Change in law.	A change in law impacts the scope, cost or schedule of the Project.	Keep apprised of proposed modifications to relevant regulations so as to do the following as appropriate: submit comments on proposed modifications; and/or consider including anticipated modifications in contracts.	H	No change: this risk has been impacted by the COVID-19 public health emergency
Labour - availability and/or cost escalation.	There is insufficient labour available to construct the Project, and/or there is significant labour cost.	The Project Team will, through the use of competitive selection processes for all construction contracts, ensure that all Project contractors have appropriate experience and therefore understand labour risk.	L	No change
Disagreement on contractual obligations of the construction contractors.	There is a disagreement between the Project Team and a contractor regarding the performance of their contractual obligations.	The Project Team takes a proactive management approach to the resolution of any changes, claims and disputes that arise, working expeditiously to achieve resolution with the goal of minimizing any impacts to budget and schedule while ensuring adherence to the terms of the construction contracts.	M	No change but this risk may be impacted by the COVID-19 public health emergency (assessment is currently underway)

Risk Level Key - Assessed risk level (based on likelihood and potential impact			
Low	**Medium**	**High**	**Closed**
L	**M**	**H**	**C**

2.9 Status (Engineering, Procurement and Construction)

2.9.1 Wastewater Treatment Plant (McLoughlin Point WWTP)

The McLoughlin Point WWTP Project Component continued with Harbour Resource Partners ("HRP" as the Design-Build contractor for the McLoughlin Point WWTP) progressing construction and commissioning activities.

Key activities in progress or completed by HRP in October were as follows:

- Primary, secondary and tertiary treatment areas: commissioned biological systems.

- O&M building:
    - heating ventilation and air conditioning (HVAC) air flush underway; and
    - safety systems nearing final commissioning.

- Site works:
    - achieved functional completion; and
    - site landscaping nearing completion.

Key activities in progress or completed by HRP in November were as follows:

- commencing the acceptance test; and
- progressing site landscaping.

Key activities in progress or completed by HRP in December were as follows:

- acceptance test completed.

Photographs of construction progress over the month of December at McLoughlin Point WWTP are shown in Figures 2-4.



Figure 2– McLoughlin Point Wastewater Treatment Plant- Blower outlet process air piping insulation installed.



Figure 3− McLoughlin Point Wastewater Treatment Plant- Aerial view of plant



Figure 4− McLoughlin Point Wastewater Treatment Plant- Site view looking east

2.9.2 Residuals Treatment Facility

The RTF Project Component continued with Hartland Resource Management Group ("HRMG" as the Design-Build-Finance-Operate-Maintain contractor for the RTF) progressing construction and commissioning activities.

Key activities in progress or completed by HRMG in October were as follows:

- Digester Area: installed roof handrails on Digester Building.
- Other Municipal Solids Receiving Facility: installed canopy.
- Residuals Drying Facility: commissioning of various systems in progress.
- Site Works:
    - poured main gate foundation; and
    - hydro seeded storm ponds.

Key activities in progress or completed by HRMG in November were as follows:

- draining water from Digester 1 and the Digested Solids Storage Tank;
- ongoing commissioning of various systems;
- completed fencing and main gate; and
- completed landscaping.

Key activities in progress or completed by HRMG in December were as follows:

- progressed commissioning.

Photographs of construction progress over the month of December at the Residuals Treatment Facility are shown in Figures 5-6.



Figure 5– Residuals Treatment Facility- Residuals Drying Facility Building



Figure 6− Residuals Treatment Facility- Aerial view of RTF

2.9.3 Conveyance System

2.9.3.1 Clover Point Pump Station

The Clover Point Pump Station continued with Kenaidan Contracting Limited (“Kenaidan” as the Design-Build Contractor) progressing construction and commissioning activities.

Key construction activities in progress or completed by Kenaidan in October included:

- progressed exterior stone veneer;
- progressed grading for walkways outside of pump station;
- commenced demobilizing site compound;
- functional testing of HVAC;
- installed pipe straps to pipe supports;
- progressing painting and coating;
- fine tuning performance of screen and degritting systems; and
- complete installation of grinder pump/forcemain for public washroom.

Key construction activities in progress or completed by Kenaidan in November included:

- completed exterior stone veneer;
- grading for walkways outside of pump station;
- continue demobilizing site compound; and
- landscaping and exterior works in plaza.

Key construction activities in progress or completed by Kenaidan in December included:

- install pavement to multiuse pathway’s walkways outside of pump station;
- continued demobilizing site compound;
- progressing painting;
- completed architectural works inside the washroom at the public plaza;
- progressed landscape and public plaza works.

Photographs of construction progress over the month of December at Clover Point are shown in Figures 7-8.



Figure 7–Clover Point Pump Station- Protective Coating Installation at Mezzanine Level



Figure 8–Clover Point Pump Station- Site Overview

2.9.3.2 Macaulay Point Pump Station and Forcemain

The Macaulay Point Pump Station and Forcemain continued with Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressing construction and commissioning activities.

Key construction activities in progress or completed by Kenaidan in October were as follows:

- Diversion Chamber
  - completed new diversion chamber;
  - ongoing backfill around the existing drop structure and new diversion chamber; and
  - completed foreshore drain works.

- Pump Station
  - demolition for the old pump station is ongoing;
  - installed non-classified flow switches;
  - installed door sidelights; and
  - installed genset stair.

Key construction activities in progress or completed by Kenaidan in November were as follows:

- completed demolition of the old pump station;
- installed screen covers;
- completed air balancing test;
- completed grit sampling test;
- backfill around the existing drop structure and new diversion chamber; and
- completed tree planting.

Key construction activities in progress or completed by Kenaidan in December were as follows:

- completed preparation for landscaping; and
- ongoing topsoil placement.

A photograph of construction progress over the month of December at Macaulay Point Pump Station is shown in Figure 9.



Figure 9–Macaulay Point Pump Station

2.9.3.3 Clover Forcemain (CFM)

Windley Contracting Ltd. ("Windley" as the Construction Contractor) completed all construction and commissioning activities over the reporting period, including:

- completed final clean up

2.9.3.4 Residual Solids Conveyance Line

The RSCL is being delivered through two construction contracts:

- Residual Solids Pipes; and
- Residual Solids Pump Stations

Residual Solids Pipes: Don Mann Excavating Ltd. ("Don Mann" as the Construction Contractor for the Residual Solids Pipes) continued construction activities over the reporting period for the Saanich infrastructure improvement being undertaken at Peers Creek, and began construction of a BC Hydro access road in the Township of Esquimalt.

Key construction activities in progress or completed by Don Mann in October were as follows:

- Peers Creek Culvert Replacement:
  - backfilled both headwalls;
  - outlet weir was shaped and cobbles placed;
  - west side cofferdam was removed and the area cleaned up, including cobble placement around the inlet;
  - all archaeological material was able to be replaced onsite and the entire east side area was topped with screened topsoil;
  - garden mulch was delivered and placed around east headwall for use by Current Environmental as they replant the riparian area;

- coco matting was secured to the gravel embankment on either side of the west headwall;
- storm drain installation was completed;
- replaced concrete curb and sidewalk on the east side;
- topsoil and grass seed were placed over the storm drain alignment adjacent to the new sidewalk; and
- completed final paving.

Key construction activities in progress or completed by Don Mann in November were as follows:

- Peers Creek Culvert Replacement:
  - pumps were set up to lower the water level on the west side of the culvert;
  - inverts of both culverts were cut out to lower the effective invert elevation;
  - installed guardrails at both headwalls; and
  - completed line painting including replacement of crosswalk lines, fog lines, and centreline.

- BC Hydro Access Road:
  - installed lawn basin at Bewdley Ave and tied into the existing drain main;
  - commenced tree removal;
  - commenced roadwork at Bewdley Ave; and
  - drilled new anchor hole for a conflicting guywire anchor.
  -

Key construction activities in progress or completed by Don Mann in December were as follows:

- Peers Creek Culvert Replacement
  - reinstated asphalt curb along the west side of the road.

- BCH Access Road
  - excavated road and subgrade gravels placed up to the first rock outcropping on Bewdley Avenue; and
  - excavated 60 meters and placed subgrade gravel on Thomas Street

A photograph of construction progress over the month of December on the Residual Solids Pipes is shown in Figure 10.



Figure 10−Residual Solids Pipes – View of site from Bewdley Ave facing south

Residual Solids Pump Stations: Knappett Projects Inc. ("Knappett" as the Construction Contractor for the Residual Solids Pump Stations) continued construction and commissioning activities over the reporting period.

Key construction activities in progress or completed by Knappett in October included:

- regraded and backfilled the centrate return line on Willis Point Rd near the RTF entrance;
- backfilled the Residuals Treatment Facility chamber and leachate connection chamber
- completed the odour control unit fence at pump stations 1, 2 and 3;
- completed backfill and trail prep at pump station 2;
- installed dampers in the Marigold valve chamber at Marigold Pump Station;
- removed fencing from multiple locations on the project;
- scaffolding was removed and sites cleaned up at Tillicum and Admirals Bridges;
- installed Hartland Flow Control Bypass;
- completed and pressure tested piping at Hartland Pump Station; and
- commenced installation of Hartland Reservoir kiosks.

Key construction activities in progress or completed by Knappett in November included:

- installed RTF leachate chamber castings, and final restoration on Willis Point Road;
- commenced irrigation work at pump stations 1 and 2;
- installed odour control unit (OCU) heat trace and insulation at pump stations 1, 2 and 3;
- Installed surge tank heat trace and insulation at pump stations 1, 2 and 3;
- landscape restoration, trail screening and OCU damper installation at Marigold Pump Station; and
- pipe tested and chlorinated at Hartland Pump Station.

Key construction activities in progress or completed by Knappett in December included:

- completed fencing at pump stations 2 and 3;
- ongoing landscaping at pump stations; and
- Hartland Reservoir:
    - installed final pad and bollards poured in place;
    - completed electrical work; and
    - reservoir filled, chlorinated, backfilled and graded.

Photographs of construction progress over the month of December on the Residual Solids Pump Stations are shown in Figures 11 and 12.



Figure 11−Residual Solids Pump Stations– Tower Fence installed around the Surge Tank



Figure 12 −Residual Solids Pump Stations – Pump Station Landscaping

2.9.3.5 Arbutus Attenuation Tank

NAC Constructors Ltd. (as the Construction Contractor for the Arbutus Attenuation Tank) continued construction activities over the reporting period.

Key construction activities in progress or completed by NAC Constructors Ltd. in October included:

- completed installation of valve chamber suspended slab reinforcing steel, water stop, and shoring;
- completed installation of attenuation tank perimeter walls and divider wall reinforcing steel;
- ongoing caisson wall system cleaning;
- commenced installation of attenuation tank column reinforcing steel;
- commenced installation of wall formwork;
- ongoing perimeter wall and divider wall concrete pours took place; and
- poured concrete for valve chamber suspended slab.

Key construction activities in progress or completed by NAC Constructors Ltd. in November included:

- installed Attenuation Tank interior room divider walls lower floor reinforcing steel;
- caisson wall system cleaning;
- installed column reinforcing steel;
- ongoing concrete pours for the majority of columns;
- installed wall formwork; and
- perimeter wall and interior room divider walls concrete pours.

Key construction activities in progress or completed by NAC Constructors Ltd. in December included:

- completed attenuation tank interior room divider walls upper floor reinforcing steel installation;
- completed caisson wall system cleaning;
- ongoing column reinforcing steel installation and concrete pours;
- completed intermediate slab rebar installation;
- completed attenuation tank wall formwork installation and concrete pours; and
- commenced shoring installation for the main roof slab.

Photographs of construction progress during the month of December at the Arbutus Attenuation Tank are shown in Figures 13 and 14.



Figure 13−Arbutus Attenuation Tank- View of Tank looking south



Figure 14−Arbutus Attenuation Tank- Concrete Pour completed at the South end of the tank

2.9.3.6 Trent Forcemain

Jacob Bros. Construction Inc. (as the Construction Contractor for the Trent Forcemain) progressed construction activities over the reporting period.

Key construction activities in progress or completed by Jacob Bros. in October included:

- completed 35m of St Charles Street Forcemain;
- ongoing storm and watermain relocation;
- recommenced Eberts Street Gravity Main at intersection with Dallas Road;
- large diameter manhole installed on Dallas Road;
- completed curb and gutter restoration on Memorial Crescent, and Bushby Street and Memorial Crescent;
- completed sidewalk restoration on Memorial Crescent and Bushby Street, and Bushby Street and Eberts;
- completed pavement restoration at Bushby Street, Brooke Street and Stannard Avenue intersection, and Memorial Crescent and May Street intersection;
- completed top-soil restoration at Ross Bay Cemetery; and
- completed stop bars on Bushby Street, Brooke Street, and May Street.

Key construction activities in progress or completed by Jacob Bros. in November included:

- completed gravity main low-pressure air test;
- installation of approximately 60m of sheet piles along Ross Bay seawall;
- excavate pipe trench;
- pre-fused high density polyethylene pipe at laydown area;
- installed electrical conduit and light post bases on Memorial Crescent;
- completed Lower Memorial Green sidewalk;
- restoration on St. Charles Street of curb, gutter, sidewalk, pavement and topsoil;
- restoration on Dallas Road at Eberts Street of curb, gutter, and pavement; and
- restoration on Memorial crescent of pavement and topsoil.

Key construction activities in progress or completed by Jacob Bros. in December included:

- installation 100m of sheet piles along Ross Bay Seawall;
- excavated pipe trench between existing seawall and sheet pile wall;
- installed two 40m sections of high density poly ethylene(HDPE) pipe;
- hydro-seeded sections of topsoil on Lower Memorial Green as part of City of Victoria improvements;
- restoration of topsoil on Lower Memorial Green; and
- restoration of pavement on Memorial Crescent/Dallas Road.

Photographs of construction progress during the month of December at the Trent Forcemain is shown in Figures 15 and 16.



Figure 15−Trent Forcemain- Seeding along Memorial Avenue.



Figure 16−Trent Forcemain- Work area by Seawall

Appendix A− Trent Forcemain: Dallas Road Closure (October 19, 2020)

Wastewater Treatment Project
Treated for a cleaner future

Construction Notice

UPDATE

October 21, 2020

Trent Forcemain: Dallas Road Closure

As part of construction for the Trent Forcemain, a pipe will be installed along Dallas Road and under the pedestrian path on the Dallas Road Seawall. This work will require the closure of Dallas Road at Eberts Street during work hours on the following dates:

- Monday, October 19
- Tuesday, October 20
- Wednesday, October 21
- Thursday, October 22
- Friday, October 23

On street parking along Dallas Road between Eberts Street and Memorial Crescent will be restricted during this work. Please refer to construction signage.

What to Expect

- A trench will be excavated, the pipe will be installed, and the trench will be backfilled.
- Steel road plates may be installed overnight in some locations.
- Noise associated with this work includes excavation machinery and truck back-up beepers.
- Equipment will be temporarily stored in the area.

Traffic Impacts

- Dallas Road will be closed at Eberts Street during work hours for approximately one week. A detour will be in place.
- Traffic control areas will be delineated by cones and signs and controlled by flaggers.

Access

- On street parking along Dallas Road between Eberts Street and Memorial Crescent will be restricted while construction takes place on Dallas Road.
- Access to your property may be impacted for short periods of time due to the presence of equipment.

Work Hours

- Monday to Friday from 7:00 a.m. to 7:00 p.m.
- Saturday 8:00 a.m. to 7:00 p.m.

Thank you for your patience while we complete this work. We apologize for any inconvenience this may cause.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix B− Environmental Incident at the Residual Treatment Facility

Residual Treatment Facility Environmental Incident

During commissioning of the Residuals Treatment Facility, a temporary pipe failed on October 13, 2020 resulting in the release of residual solids. Some of the residual solids were contained on-site (within the Hartland Landfill) but some travelled through a culvert and collected in a nearby low area in the CRD's Mount Work Regional Park. Signs have been installed advising park users not to enter the affected area.

There is no indication of public health or long-term environmental impacts, including to Durrance Lake.

Environmental professionals assessed the affected area, are overseeing the remediation activities, and are advising on the appropriate monitoring and testing protocols.

The release was reported to Emergency Management BC, in accordance with the Spill Reporting Regulation.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix C− McLoughlin Point: BC Hydro Access Road (November 6, 2020)

Wastewater Treatment Project
Treated for a cleaner future

Construction Notice

November 6, 2020

McLoughlin Point: BC Hydro Access Road

As part of construction for the McLoughlin Point Wastewater Treatment Plant, BC Hydro and the Capital Regional District will be installing new power lines and an access road. The power lines will run along Munro Street, Anson Street, and Thomas Street and a new gravel access road will be built between Thomas Street and Bewdley Avenue (please see map on reverse).

Work is expected to begin on the access road in the week of November 9 and is expected to be complete in approximately 10 weeks. Once the access road is in place BC Hydro will begin working to install the power lines.

What to Expect for the Construction of the Access Road

- The access road route will be cleared and the area prepared for construction.
- Rock will be removed by blasting and mechanical means.
- Pre- and post-blast surveys will be conducted when blasting is required. Notification will be provided to residents directly.
- The road will be graded and the gravel surface will be installed.
- Noise associated with this work includes blasting, excavation machinery, and truck back-up beepers.
- Equipment will be temporarily stored in the area.

Blasting Procedure

- Each blast will last less than 60 seconds
- All blasts will be covered with blast mats. Blasting signs will be posted, and warning signals will be used as follows:
  - 12 short whistles at one second intervals followed by a two minute pause
  - Blast will be detonated
  - One long whistle signals all is clear
  - Blasting Hours: Monday to Friday, 8:00 a.m. to 4:30 p.m.

Work Hours

- Monday to Friday 7:00 a.m. to 7:00 p.m.

Traffic Impacts

- There are no traffic impacts anticipated for work on the BC Hydro access road.

About the Wastewater Treatment Project

The Wastewater Treatment Project will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations by the end of 2020.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

BC Hydro Power Line and Access Road Route



Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix D− Trent Forcemain: Dallas Road Update Letter (November 23, 2020)

Wastewater Treatment Project

November 23, 2020

Dear Resident,

We would like to provide an update about the construction on the Dallas Road Seawall and acknowledge concerns we have heard regarding impacts on the neighbourhood.

Unfortunately, the construction along the seawall causes some unavoidable noise and vibration due to the nature of the work and location of infrastructure.

While vibrations have and will occur, the contractor is required to ensure that no damage is caused by construction activities. The vibrations are being monitored to ensure that they remain below the threshold for damage.

The work along the seawall is taking place in segments. It takes approximately two weeks for the contractor to install the sheet piles in one segment. For the following two weeks, after the sheet piles are installed, the work changes and a trench is excavated, pipe is installed and the trench is backfilled within that segment. The work then moves onto the next segment and the sheet piling begins once again. This approach means that the vibrations experienced due to the sheet piling activities will pause for approximately two weeks at a time.

Another concern we have been hearing is that the contractor is stockpiling materials in a parking area along Dallas Road. This location was approved by the City of Victoria and was selected for a number of reasons including safety. While the location for this stockpile won't change the contractor is looking into ways to reduce the noise and vibrations caused by working in this area.

Construction on the Trent Forcemain is nearly 80% complete and we expect the work along Dallas Road should be finished by early next year.

We appreciate your patience as this work is being completed. Please feel free to contact us at our 24/7 phone line 1-844-815-6132 or email wastewater@crd.bc.ca if you have any questions.

Thank you,

Wastewater Treatment Project Team

Appendix E− Macaulay Point Pump Station Sign

Macaulay Point Pump Station Update

The Wastewater Treatment Project Team wants to thank you for your patience during the construction of the Macaulay Point Pump Station. We are close to the end of the Project and are now in the final restoration stage.

Construction on the new Macaulay Point Pump Station is coming to an end and it is undergoing the commissioning (or testing) phase. This means that the new pump station is now pumping wastewater to the McLoughlin Point Wastewater Treatment Plant for treatment rather than releasing untreated sewage into the ocean. During this phase some short-term increases in odour may occur. Thanks to the state-of-the-art odour control system, there should be no discernible odour in the community once testing is complete.

Landscaping

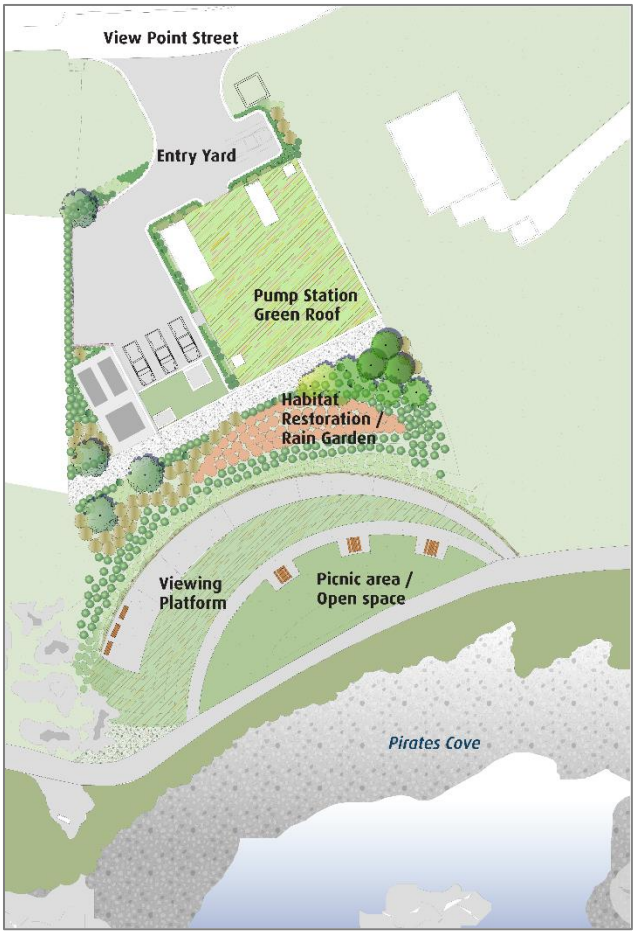
The next steps include landscaping and restoration. The landscaping will create an attractive and welcoming waterfront space to be enjoyed.

Thank you

We recognize construction has been disruptive and want to thank you for your patience. We hope you will enjoy the new park-like setting once it is complete.

About the Wastewater Treatment Project

The Wastewater Treatment Project will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations by the end of 2020.



Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix F− Media Release- CRD's Wastewater Treatment Project begins treating wastewater (December 15, 2020)

Media Release

For Immediate Release
December 15, 2020

CRD's Wastewater Treatment Project begins treating wastewater

Victoria, BC– The Government of Canada, the Government of British Columbia, and the Capital Regional District (CRD), are pleased to announce that the Wastewater Treatment Project is now treating wastewater and is exceeding regulatory requirements.

The $775-million Wastewater Treatment Project provides wastewater treatment for the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Colwood and Langford and the Esquimalt and Songhees Nations. It was approved in 2016 and has been under construction for four years. The Project consists of three main components:

- The McLoughlin Point Wastewater Treatment Plant in Esquimalt, which provides tertiary treatment to the core area's wastewater;
- The Residuals Treatment Facility located in Saanich at the Hartland Landfill, which turns residual solids into Class A biosolids; and
- A conveyance system, which carries wastewater from across the core area to the treatment plant, and residual solids to the Residuals Treatment Facility.

The Wastewater Treatment Project was built to meet federal and provincial regulations for wastewater treatment. The McLoughlin Point Wastewater Treatment Plant can treat 108 megalitres of wastewater per day to a tertiary level – one of the highest levels of treatment available which exceeds the regulatory requirements. The wastewater system is controlled and monitored 24/7. The state-of-the-art facility has 24-hour odour control monitoring and there will be no discernible odour in the community.

The Residuals Treatment Facility turns residual solids from the McLoughlin Point Wastewater Treatment Plant into Class A biosolids. These are the highest quality by-product suitable for beneficial use. The biosolids will be transported to the Lower Mainland where they will be used as an alternative fuel source for a cement manufacturing facility for five years, helping reduce their reliance on non-renewable fuels to power the facility. The CRD is currently in the process of determining a long-term biosolids strategy.

The majority of construction is complete on the major components of the Wastewater Treatment Project. Construction continues on the Trent Forcemain and Arbutus Attenuation Tank. These are being built to increase the capacity of the conveyance system and are expected to be completed in spring 2021.

The CRD would like to thank the Lekwungen speaking peoples, known today as Songhees and Esquimalt Nations, for their support of the Wastewater Treatment Project, much of which is located on their traditional territories. The CRD would also like to thank the WSÁNEĆ Nations as the Residuals Treatment Facility and parts of the conveyance system are located within their traditional territories.

The Wastewater Treatment Project is funded by the Government of Canada ($211 million), the Government of British Columbia ($248 million) and the Capital Regional District ($316 million).

Please enjoy a video to celebrate this achievement. https://youtu.be/w8_U5-Ofq44

Video Speaking Times
00:51 – Florence Dick, Songhees Nation Liaison
04:41 - The Honourable Catherine McKenna, Minister of Infrastructure and Communities
05:27 - The Honourable John Horgan, Premier of BC and Jay Inslee, Governor of Washington State
07:31 – Colin Plant, CRD Board Chair

A backgrounder follows.

Quotes:

The Honourable Catherine McKenna, Minister of Infrastructure and Communities – "The Government of Canada's investments in wastewater treatment are helping keep the Strait of Juan de Fuca safe and clean for marine life. Operations at the new McLoughlin Point Wastewater Treatment Plant are now underway, saving energy, supporting community development and preserving the Strait for future generations. Canada's infrastructure plan invests in thousands of projects, creates jobs across the country, and builds cleaner, more inclusive communities."

The Honourable John Horgan, Premier of British Columbia – "Congratulations to the Capital Regional District for completing the McLoughlin Point Wastewater Treatment Plant. This state-of-the-art facility means a cleaner future for the region. Our government will continue to support initiatives like this one that protect our environment and create jobs for generations to come."

Colin Plant, CRD Board Chair – "This Project has been years in the making and I'm very pleased we are meeting our regulatory requirements to treat wastewater. I would like to thank the Project Board and all the staff who have delivered this project before the end of the year. I'd also like to thank residents for their patience during many months of construction and disruptions. This is the largest infrastructure project in the region's history and is a demonstration of our commitment to protect our ocean and our environment."

Proud to be recognized as one of BC's Top Employers and Canada's Greenest Employers, the CRD delivers regional, sub-regional and local services to 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands. Governed by a 24-member Board of Directors, the CRD works

collaboratively with First Nations and all levels of government to enable sustainable growth, foster community well-being, and develop cost-effective infrastructure while continuing to provide core services to residents throughout the region. Visit us online at www.crd.bc.ca.

-30-

Media Contacts:

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Andy Orr, Senior Manager
CRD Corporate Communications
Tel: 250.360.3229
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Infrastructure Canada
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Press Secretary
Office of the Minister of Infrastructure Canada and Communities
Tel: 613.941.0660
Chantalle.Aubertin@canada.ca

Ministry of Municipal Affairs
Media Relations: 778.584.2433

Backgrounder

The Wastewater Treatment Project: By the Numbers

The Wastewater Treatment Project is the largest infrastructure project in CRD history.

Key Facts:

- Construction for the Wastewater Treatment Project has taken place across three municipalities and within the traditional territories of the Esquimalt, Songhees, Tsartlip, Tsawout, Tseycum and Pauquachin Nations.
- The McLoughlin Point Wastewater Treatment Plant has capacity to treat 108 megalitres of wastewater per day. That's the equivalent of 43 Olympic-sized swimming pools.
- The plant has capacity to accommodate future population growth.
- Three levels of wastewater treatment take place at McLoughlin Point: primary treatment is the physical separation of solids from wastewater; secondary treatment is a biological process that

removes dissolved and suspended organic compounds in the wastewater; and tertiary treatment is a physical process that reduces solids that remain after the secondary treatment process.

- A new outfall was installed at McLoughlin Point that is 2 km long and discharges treated effluent at a water depth of 60 metres. The outfall pipe is made of HDPE (high density polyethylene) and has 350 concrete ballast weights spaced 4-6 metres apart, each weighing approximately 11,400 kg. There are also 20 bridges across the pipe to allow for migration of sea life across the pipe. Additionally, artificial reefs were constructed near the shoreline to create habitat for a variety of marine species, including salmon.
- A cross-harbour undersea pipe from Ogden Point in Victoria to McLoughlin Point in Esquimalt was installed in 2018, to connect the Clover Point Pump Station to the McLoughlin Point Wastewater Treatment Plant. The cross-harbour pipe is made of steel and is 1.1 metres in diameter. It took 9 months to drill a 1 kilometre-long tunnel under the harbour, 6 weeks to assemble and weld 78 pieces of steel pipe sections together on Niagara Street, and 3 days to pull the 1 kilometre pipe through the tunnel. At its deepest, the harbour crossing is more than 60 metres below the ocean floor.
- The Residuals Treatment Facility has capacity to treat more than 14,000 dry tonnes of residual solids per year.
- The Clover Point Pump Station was originally built in the 1970s to discharge wastewater from Victoria, Oak Bay and Saanich into the ocean. It has been expanded and upgraded to convey wastewater to the McLoughlin Point Wastewater Treatment Plant for treatment.
- A new Macaulay Point Pump Station has been built in Esquimalt, replacing the 48-year-old pump station that was located on that site. The Macaulay Point Pump Station conveys wastewater from Esquimalt, View Royal, Langford, Colwood, Saanich, Victoria and the Esquimalt and Songhees Nations to the McLoughlin Point Wastewater Treatment Plant for treatment.
- Over 35 km of pipes were installed to carry wastewater from across the core area to the McLoughlin Point Wastewater Treatment Plant for treatment, and residual solids to the Residuals Treatment Facility at Hartland Landfill for further treatment.
- At the peak of construction, over 650 people were working on the Project at 24 construction sites.
- Over 2.5 million hours have been worked on the Wastewater Treatment Project, by eleven major contractors (five headquartered in BC, four in Canada and two US) with the support of multiple subcontractors:
    - Don Mann Excavating
    - Harbour Resource Management Group
        - Bird Construction Inc.
        - Maple Reinders PPP Ltd.
        - Synagro Capital
    - Harbour Resource Partners
        - AECOM Canada
        - Graham Infrastructure
    - Jacob Brothers

    - Kenaidan Contracting Ltd.
    - Knappett Projects Inc.
    - NAC Constructors Ltd.
    - Windley Contracting Ltd.
- Safety of the public and workers has been the Project's and the Project contractors' top priority. All Project contractors implemented additional precautions to ensure the health and safety of their workers and the public during the global health pandemic.
- The Project has been built to post-disaster standards so it will remain operational following a major earthquake.
- Sustainable design features include:
    - The Operations and Maintenance Building at the McLoughlin Point Wastewater Treatment Plant has been built to LEED Gold design standards.
    - Heat recovery from wastewater will be used to heat buildings at McLoughlin Point Wastewater Treatment Plant.
    - Green roofs at both the McLoughlin Point Wastewater Treatment Plant and the Macaulay Point Pump Station contribute to lower urban air temperatures by absorbing the sun's rays, retain rain water and provide wildlife habitat.
    - Processing of residual solids into class A biosolids that are suitable for beneficial use.
    - The dryer at the Residuals Treatment Facility will be fueled by biogas generated during the digestion process.
- One of the Project's goals was to add value to the surrounding community and enhance the livability of neighborhoods. This was achieved by improving infrastructure and adding amenities in neighbourhoods impacted by the construction of the Project, including:
    - Clover Point public space improvements including a viewing plaza and public washrooms
    - Dallas Road cycle track
    - Creating a park amenity at Macaulay Point Pump Station
    - Improving the level of water service to properties in Saanich near Hartland Landfill

For more information, visit www.wastewaterproject.ca.

Appendix G− Monthly Cost Report (December)

MONTHLY COST REPORT
as at December 31, 2020

Description	BUDGET		COST EXPENDED					COMMITMENTS			FORECAST		VARIANCE	
	Control Budget	Allocated Budget	Expended to November 30, 2020	Expended over reporting period (December 2020)	Expended to December 31, 2020	Expended to December 31, 2020 as a % of Allocated Budget	Remaining (Unexpended) Allocated Budget at December 31, 2020	Total Committment at December 31, 2020	Unexpended Commitment at December 31, 2020	Uncommitted Allocated Budget at December 31, 2020	Forecast to Complete	Forecast at Completion	Variance at Completion $	Variance at Completion as a % of Allocated Budget
McLoughlin Point Wastewater Treatment Plant	**331.4**	**329.7**	**313.2**	**2.4**	**315.6**	**96%**	**14.1**	**322.3**	**6.8**	**7.4**	**14.1**	**329.7**	**-**	**0%**
Construction	306.7	321.7	312.9	2.4	315.3	98%	6.4	321.7	6.3	0.1	6.4	321.7	-	0%
Contingency	14.9	1.1	-	-	-	0%	1.1	-	-	1.1	1.1	1.1	-	0%
Financing	9.8	6.9	0.3	(0.0)	0.2	3%	6.7	0.7	0.4	6.2	6.7	6.9	-	0%
Residuals Treatment Facility	**159.4**	**140.7**	**12.1**	**0.3**	**12.4**	**9%**	**128.3**	**139.4**	**127.0**	**1.3**	**128.3**	**140.7**	**-**	**0%**
Construction	145.4	139.4	12.1	0.3	12.4	9%	127.0	139.4	127.0	-	127.0	139.4	-	0%
Contingency	12.3	0.9	-	-	-	0%	0.9	-	-	0.9	0.9	0.9	-	0%
Financing	1.7	0.4	-	-	-	0%	0.4	0.0	0.0	0.4	0.4	0.4	-	0%
Conveyance System	**158.0**	**213.4**	**187.7**	**2.8**	**190.5**	**89%**	**22.9**	**199.1**	**8.6**	**14.3**	**22.9**	**213.4**	**-**	**0%**
Macaulay Point Pump Station	25.4	31.1	30.0	0.6	30.6	98%	0.5	31.1	0.5	0.0	0.5	31.1	-	0%
Macaulay Forcemain	5.6	7.4	7.4	-	7.4	100%	-	7.4	-	-	-	7.4	-	0%
Craigflower Pump Station	12.5	12.4	12.4	-	12.4	100%	-	12.4	-	-	-	12.4	-	0%
Clover Point Pump Station	23.7	27.3	25.8	0.0	25.8	94%	1.5	27.3	1.5	0.0	1.5	27.3	-	0%
Currie Pump Station^	2.8	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
Arbutus Attenuation Tank	14.2	24.6	19.6	0.8	20.4	83%	4.1	23.8	3.4	0.7	4.1	24.6	-	0%
Clover Forcemain	14.6	31.9	31.7	-	31.7	99%	0.2	31.9	0.2	0.1	0.2	31.9	-	0%
Currie Forcemain^	3.3	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
Trent Forcemain	9.5	11.6	6.9	0.6	7.5	65%	4.1	9.4	1.9	2.2	4.1	11.6	-	0%
Residual Solids Conveyance Line	19.1	36.9	36.5	0.2	36.7	99%	0.2	36.9	0.2	0.0	0.2	36.9	-	0%
Residual Solids Pump Stations & Bridge Crossings	4.6	17.9	16.6	0.5	17.1	96%	0.8	17.8	0.7	0.1	0.8	17.9	-	0%
Residual Solids Conveyance Line – Highway Crossing	-	0.3	0.3	-	0.3	100%	-	0.3	-	-	-	0.3	-	0%
Contingency	16.8	7.5	-	-	-	0%	7.5	-	-	7.5	7.5	7.5	-	0%
Financing	5.8	4.1	0.1	-	0.1	3%	3.9	0.3	0.2	3.7	3.9	4.1	-	0%
Project Management Office ("PMO")	**75.8**	**77.9**	**62.2**	**0.8**	**63.0**	**81%**	**14.8**	**71.2**	**8.2**	**6.6**	**14.8**	**77.9**	**-**	**0%**
Project costs Aug 2016-Dec 2016	2.2	2.2	2.2	-	2.2	100%	-	2.2	-	-	-	2.2	-	0%
Owner's Engineering	17.2	17.9	16.3	-	16.3	91%	1.6	17.9	1.5	0.0	1.6	17.9	-	0%
Conveyance Design	5.0	9.3	8.4	0.1	8.4	91%	0.9	9.1	0.7	0.2	0.9	9.3	-	0%
Advisors & Professional Support	7.0	15.1	10.7	0.2	10.9	73%	4.1	11.8	0.8	3.3	4.1	15.1	-	0%
Project Board	2.0	1.3	1.0	0.0	1.0	82%	0.2	1.0	-	0.2	0.2	1.3	-	0%
Project Board Expenses	0.3	0.1	0.1	-	0.1	64%	0.0	0.1	-	0.0	0.0	0.1	-	0%
Project Team	29.1	23.0	18.0	0.5	18.5	81%	4.5	23.0	4.5	-	4.5	23.0	-	0%
Project Leadership Team Expenses	0.7	0.4	0.2	-	0.2	65%	0.1	0.2	-	0.1	0.1	0.4	-	0%
Project Support Team Expenses	0.5	0.2	0.1	-	0.1	73%	0.0	0.1	-	0.0	0.0	0.2	-	0%
CRD Financial Services	1.5	1.4	1.0	0.0	1.1	78%	0.3	1.4	0.3	-	0.3	1.4	-	0%
CRD Human Resources	0.3	0.3	0.3	0.0	0.3	100%	-	0.3	-	-	-	0.3	-	0%
CRD Corporate Communications	0.2	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
CRD Real Estate	0.3	0.3	0.3	-	0.3	100%	-	0.3	-	-	-	0.3	-	0%
CRD Information Technology	0.4	0.4	0.3	0.0	0.3	79%	0.1	0.4	0.1	-	0.1	0.4	-	0%
CRD Insurance	0.1	0.0	0.0	-	0.0	100%	-	0.0	-	-	-	0.0	-	0%
CRD Operations	0.6	0.6	0.5	0.0	0.5	95%	0.0	0.6	0.0	-	0.0	0.6	-	0%
CRD Legislative Services	0.1	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
CRD Corporate Safety	0.2	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
CRD Executive Services	-	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
Office Lease	1.9	1.3	1.0	0.0	1.0	78%	0.3	1.2	0.2	0.1	0.3	1.3	-	0%
Office Supplies	0.1	0.2	0.2	-	0.2	92%	0.0	0.2	-	0.0	0.0	0.2	-	0%
Vehicles	0.2	0.2	0.2	-	0.2	95%	-	0.2	-	-	-	0.2	-	0%
Connections Call Center	-	0.0	0.0	-	0.0	100%	-	0.0	-	-	-	0.0	-	0%
Communication support materials	0.5	0.2	0.1	-	0.1	61%	0.1	0.1	-	0.1	0.1	0.2	-	0%
Computer Hardware, Software & Training	1.0	1.0	0.7	-	0.7	70%	0.3	0.7	-	0.3	0.3	1.0	-	0%
Contingency	4.8	2.3	-	-	-	0%	2.3	-	-	2.3	2.3	2.3	-	0%
BC Hydro	**12.9**	**4.3**	**2.1**	**-**	**2.1**	**48%**	**2.2**	**2.1**	**0.0**	**2.2**	**2.2**	**4.3**	**-**	**0%**
Third Party Commitments	**8.1**	**8.1**	**4.3**	**0.1**	**4.4**	**54%**	**3.7**	**6.9**	**2.5**	**1.3**	**3.7**	**8.1**	**-**	**0%**
Program Reserves	**19.2**	**0.9**	**-**	**-**	**-**	**0%**	**0.9**	**-**	**-**	**0.9**	**0.9**	**0.9**	**-**	**0%**
Core Area Wastewater Treatment Project	**765.0**	**775.0**	**581.6**	**6.3**	**587.9**	**76%**	**187.0**	**741.0**	**153.0**	**34.0**	**187.0**	**775.0**	**-**	**0%**

* Values presented in $millions, results in minor rounding differences
** Cost report presents approved expenditures
^ Component no longer required, and would not provide any value therefore removed from Project Scope; Costs include Seaterra initiation, planning and design

Appendix H− Quarterly Cost Report

QUARTERLY COST REPORT
as at December 31, 2020

Description	BUDGET		COST EXPENDED					COMMITMENTS			FORECAST		VARIANCE	
	Control Budget	Allocated Budget	Expended to September 30, 2020	Expended over reporting period (Q4 2020 Oct-Dec)	Expended to December 31, 2020	Expended to December 31, 2020 as a % of Allocated Budget	Remaining (Unexpended) Allocated Budget at December 31, 2020	Total Committment at December 31, 2020	Unexpended Commitment at December 31, 2020	Uncommitted Allocated Budget at December 31, 2020	Forecast to Complete	Forecast at Completion	Variance at Completion $	Variance at Completion as a % of Allocated Budget
McLoughlin Point Wastewater Treatment Plant	**331.4**	**329.7**	**311.0**	**4.6**	**315.6**	**96%**	**14.1**	**322.3**	**6.8**	**7.4**	**14.1**	**329.7**	**-**	**0%**
Construction	306.7	321.7	310.6	4.8	315.3	98%	6.4	321.7	6.3	0.1	6.4	321.7	-	0%
Contingency	14.9	1.1	-	-	-	0%	1.1	-	-	1.1	1.1	1.1	-	0%
Financing	9.8	6.9	0.4	(0.2)	0.2	3%	6.7	0.7	0.4	6.2	6.7	6.9	-	0%
Residuals Treatment Facility	**159.4**	**140.7**	**11.5**	**0.9**	**12.4**	**9%**	**128.3**	**139.4**	**127.0**	**1.3**	**128.3**	**140.7**	**-**	**0%**
Construction	145.4	139.4	11.5	0.9	12.4	9%	127.0	139.4	127.0	-	127.0	139.4	-	0%
Contingency	12.3	0.9	-	-	-	0%	0.9	-	-	0.9	0.9	0.9	-	0%
Financing	1.7	0.4	0.0	-	-	0%	0.4	0.0	0.0	0.4	0.4	0.4	-	0%
Conveyance System	**158.0**	**213.4**	**180.8**	**9.7**	**190.5**	**89%**	**22.9**	**199.1**	**8.6**	**14.3**	**22.9**	**213.4**	**-**	**0%**
Macaulay Point Pump Station	25.4	31.1	28.7	1.9	30.6	98%	0.5	31.1	0.5	0.0	0.5	31.1	-	0%
Macaulay Forcemain	5.6	7.4	7.4	-	7.4	100%	-	7.4	-	-	-	7.4	-	0%
Craigflower Pump Station	12.5	12.4	12.4	-	12.4	100%	-	12.4	-	-	-	12.4	-	0%
Clover Point Pump Station	23.7	27.3	24.7	1.0	25.8	94%	1.5	27.3	1.5	0.0	1.5	27.3	-	0%
Currie Pump Station^	2.8	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
Arbutus Attenuation Tank	14.2	24.6	18.0	2.4	20.4	83%	4.1	23.8	3.4	0.7	4.1	24.6	-	0%
Clover Forcemain	14.6	31.9	31.1	0.5	31.7	99%	0.2	31.9	0.2	0.1	0.2	31.9	-	0%
Currie Forcemain^	3.3	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
Trent Forcemain	9.5	11.6	6.0	1.5	7.5	65%	4.1	9.4	1.9	2.2	4.1	11.6	-	0%
Residual Solids Conveyance Line	19.1	36.9	35.8	0.9	36.7	99%	0.2	36.9	0.2	0.0	0.2	36.9	-	0%
Residual Solids Pump Stations & Bridge Crossings	4.6	17.9	15.7	1.4	17.1	96%	0.8	17.8	0.7	0.1	0.8	17.9	-	0%
Residual Solids Conveyance Line – Highway Crossing	-	0.3	0.3	-	0.3	100%	-	0.3	-	-	-	0.3	-	0%
Contingency	16.8	7.5	-	-	-	0%	7.5	-	-	7.5	7.5	7.5	-	0%
Financing	5.8	4.1	0.1	-	0.1	3%	3.9	0.3	0.2	3.7	3.9	4.1	-	0%
Project Management Office ("PMO")	**75.8**	**77.9**	**60.1**	**2.9**	**63.0**	**81%**	**14.8**	**71.2**	**8.2**	**6.6**	**14.8**	**77.9**	**-**	**0%**
Project costs Aug 2016-Dec 2016	2.2	2.2	2.2	-	2.2	100%	-	2.2	-	-	-	2.2	-	0%
Owner's Engineering	17.2	17.9	15.7	0.6	16.3	91%	1.6	17.9	1.5	0.0	1.6	17.9	-	0%
Conveyance Design	5.0	9.3	8.3	0.1	8.4	91%	0.9	9.1	0.7	0.2	0.9	9.3	-	0%
Advisors & Professional Support	7.0	15.1	10.5	0.4	10.9	73%	4.1	11.8	0.8	3.3	4.1	15.1	-	0%
Project Board	2.0	1.3	1.0	0.1	1.0	82%	0.2	1.0	-	0.2	0.2	1.3	-	0%
Project Board Expenses	0.3	0.1	0.1	-	0.1	64%	0.0	0.1	-	0.0	0.0	0.1	-	0%
Project Team	29.1	23.0	17.1	1.4	18.5	81%	4.5	23.0	4.5	-	4.5	23.0	-	0%
Project Leadership Team Expenses	0.7	0.4	0.2	0.0	0.2	65%	0.1	0.2	-	0.1	0.1	0.4	-	0%
Project Support Team Expenses	0.5	0.2	0.1	0.0	0.1	73%	0.0	0.1	-	0.0	0.0	0.2	-	0%
CRD Financial Services	1.5	1.4	1.0	0.1	1.1	78%	0.3	1.4	0.3	-	0.3	1.4	-	0%
CRD Human Resources	0.3	0.3	0.2	0.0	0.3	100%	-	0.3	-	-	-	0.3	-	0%
CRD Corporate Communications	0.2	0.2	0.2	0.0	0.2	100%	-	0.2	-	-	-	0.2	-	0%
CRD Real Estate	0.3	0.3	0.3	0.0	0.3	100%	-	0.3	-	-	-	0.3	-	0%
CRD Information Technology	0.4	0.4	0.3	0.0	0.3	79%	0.1	0.4	0.1	-	0.1	0.4	-	0%
CRD Insurance	0.1	0.0	0.0	-	0.0	100%	-	0.0	-	-	-	0.0	-	0%
CRD Operations	0.6	0.6	0.5	0.0	0.5	95%	0.0	0.6	0.0	-	0.0	0.6	-	0%
CRD Legislative Services	0.1	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
CRD Corporate Safety	0.2	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
CRD Executive Services	-	0.1	0.1	0.0	0.1	100%	-	0.1	-	-	-	0.1	-	0%
Office Lease	1.9	1.3	0.9	0.1	1.0	78%	0.3	1.2	0.2	0.1	0.3	1.3	-	0%
Office Supplies	0.1	0.2	0.2	-	0.2	92%	0.0	0.2	-	0.0	0.0	0.2	-	0%
Vehicles	0.2	0.2	0.2	-	0.2	95%	-	0.2	-	-	-	0.2	-	0%
Connections Call Center	-	0.0	0.0	0.0	0.0	100%	-	0.0	-	-	-	0.0	-	0%
Communication support materials	0.5	0.2	0.1	-	0.1	61%	0.1	0.1	-	0.1	0.1	0.2	-	0%
Computer Hardware, Software & Training	1.0	1.0	0.7	0.0	0.7	70%	0.3	0.7	-	0.3	0.3	1.0	-	0%
Contingency	4.8	2.3	-	-	-	0%	2.3	-	-	2.3	2.3	2.3	-	0%
BC Hydro	**12.9**	**4.3**	**2.1**	**-**	**2.1**	**48%**	**2.2**	**2.1**	**0.0**	**2.2**	**2.2**	**4.3**	**-**	**0%**
Third Party Commitments	**8.1**	**8.1**	**4.2**	**0.2**	**4.4**	**54%**	**3.7**	**6.9**	**2.5**	**1.3**	**3.7**	**8.1**	**-**	**0%**
Program Reserves	**19.2**	**0.9**	**-**	**-**	**-**	**0%**	**0.9**	**-**	**-**	**0.9**	**0.9**	**0.9**	**-**	**0%**
Core Area Wastewater Treatment Project	**765.0**	**775.0**	**569.6**	**18.3**	**587.9**	**76%**	**187.0**	**741.0**	**153.0**	**34.0**	**187.0**	**775.0**	**-**	**0%**

* Values presented in $millions, results in minor rounding differences
** Cost report presents approved expenditures
^ Component no longer required, and would not provide any value therefore removed from Project Scope; Costs include Seaterra initiation, planning and design

Wastewater Treatment Project
Treated for a cleaner future

REPORT TO CORE AREA WASTEWATER TREATMENT PROJECT BOARD
MEETING OF WEDNESDAY, JANUARY 20, 2021

SUBJECT **Wastewater Treatment Project November 2020 Monthly Report**

ISSUE

To provide the Core Area Wastewater Treatment Project Board with the Wastewater Treatment Project November 2020 Monthly Report.

BACKGROUND

On May 25, 2016 the Regional Board of the CRD:

i) Adopted by resolution the Core Area Wastewater Treatment Project Board Terms of Reference (Project Board Terms of Reference) for the purposes of establishing principles governing the Core Area Wastewater Treatment Project (the Wastewater Treatment Project or the WTP);

ii) Established the Core Area Wastewater Treatment Project Board (Project Board) under Bylaw 4109 (the CRD Core Area Wastewater Treatment Board Bylaw No. 1, 2016) for the purposes of administering the Core Area Wastewater Treatment Project; and

iii) Delegated certain of its powers, duties and functions to the Project Board under Bylaw 4110 (the CRD Core Area Wastewater Treatment Project Board Delegation Bylaw No. 1, 2016).

On September 14, 2016 the Regional Board of the CRD:

i) Received the final report of the Project Board with respect to its recommendation for the CAWTP, dated September 7, 2016 (the Final Report); and

ii) Approved the business case attached as Appendix 1 (the Business Case) to the Final Report.

DISCUSSION

The Core Area Wastewater Treatment Project Board (the Project Board) Terms of Reference requires, amongst other things: that the Project Board provide the CRD Board with monthly progress reports and a comprehensive quarterly report on the Project.

The monthly report for the period of November 2020 is attached as Appendix A.

RECOMMENDATION

That the Core Area Wastewater Treatment Project Board approve the following resolution:

RESOLVED that:

The Staff Report, 'Wastewater Treatment Project November 2020 Monthly Report', be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.



Elizabeth Scott, Deputy Project Director
Wastewater Treatment Project



Dave Clancy, Project Director
Wastewater Treatment Project
Concurrence

Attachments: 1

Appendix A: Wastewater Treatment Project November 2020 Monthly Report

ES:er

Wastewater Treatment Project
Treated for a cleaner future

CRD Wastewater Treatment Project

Monthly Report

Reporting Period: November 2020

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1 Executive Summary

1.1 Introduction

This Monthly Report covers the reporting period of November 2020 and outlines the progress made on the Wastewater Treatment Project over this time.

The Wastewater Treatment Project (the "Project") includes three main Project Components (the "Project Components"): the McLoughlin Point Wastewater Treatment Plant (the "McLoughlin Point WWTP"), the Residuals Treatment Facility (the "RTF") and the Conveyance System (which includes upgrades to the conveyance network including the construction of pump stations and pipes). The Project scope is being delivered through a number of contracts with a variety of contracting strategies.

Over the reporting period the COVID-19 public health emergency continued to have impacts on the Project. The Project Team and Project contractors are actively monitoring the status of the COVID-19 public health emergency and are taking additional precautions to protect our staff, contractors, and the public. At each of the remaining Project sites, construction is ongoing in accordance with guidelines established by the Provincial Health Officer.

While construction is ongoing, the public health emergency is impacting the Project. However, based on current progress the Wastewater Treatment Project remains on schedule to meet the regulatory deadline for treatment by the end of 2020.

The McLoughlin Point WWTP Project Component is continuing with Harbour Resource Partners ("HRP" as the Design-Build contractor for the McLoughlin Point WWTP) commencing acceptance testing and progressing site landscaping.

The RTF Project Component is continuing with Hartland Resource Management Group ("HRMG" as the Design-Build-Finance-Operate-Maintain contractor for the RTF) progressing construction activities including: draining water from Digester 1, and the Digested Solids Storage Tank; ongoing commissioning of various systems; completing site landscaping, and installation of fencing and the main gate.

The Conveyance System is being delivered through seven construction contracts: two design-build contracts and five design-bid-build contracts, one of which (the Clover Forcemain) concluded in October 2020.

The two design-build Conveyance System contracts progressed over the reporting period as follows:

- Clover Point Pump Station: Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressed construction and commissioning activities over the reporting period including: completion of exterior stone veneer; and grading for walkways outside of the pump station.

- Macaulay Point Pump Station: Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressed construction and commissioning activities over the reporting period including: completing demolition of the old pump station; installation of screen covers; and completed air balancing and grit sampling tests.

The design-bid-build Conveyance System contracts progressed over the reporting period, as follows:

- Residual Solids Conveyance Line ("RSCL"): the RSCL is being delivered through two construction contracts, with work progressing as follows:
    - Residual Solids Pipes: Don Mann Excavating Ltd. ("Don Mann" as the Construction Contractor) continued construction activities over the reporting period for the Saanich infrastructure improvement being undertaken at Peers Creek, and began construction of a BC Hydro access road in the Township of Esquimalt including,
        - for the Peer's Creek culvert replacement: pumps being set up to lower the water level and inverts cut into the culverts; and line painting including replacement of crosswalk lines, fog lines, and centreline; and
        - for the BC Hydro access road: lawn basin was installed at Bewdley Avenue, and commencement of tree removal and roadwork for the BC Hydro Access Road.
    - Residual Solids Pump Stations: Knappett Projects Inc. ("Knappett" as the Construction Contractor) continued construction and commissioning activities including: installation of odour control heat trace and insulation at pump stations 1, 2 and 3; commencement of irrigation work at pump stations 1, and 2; and landscape restoration, trail screening and odour control unit damper installation at Marigold pump station.
- Arbutus Attenuation Tank ("AAT"): NAC Constructors Ltd. (as the Construction Contractor) continued construction activities including: caisson wall system cleaning; installation of column reinforcing steel; ongoing concrete pours for majority of columns; installed wall formwork; and perimeter wall and interior room divider wall concrete pours.
- Trent Forcemain: Jacob Bros. Construction Inc. (as the Construction Contractor) progressed construction activities including: completion of gravity main low-pressure air test; installation of approximately 60 meters of sheet piles along Ross Bay seawall; excavation of pipe trench; pre-fused high density polyethylene pipe at laydown area; and restoration of curb and gutter, sidewalk, pavement and topsoil along the forcemain's route.

1.2 Dashboard

Table 1 indicates the high level status of the Project and each Project Component with regards to the six Key Performance Indicators ("KPI") that were defined within the Project Charter.

There were no changes made to the KPIs over the reporting period.

The safety KPI for the Project and the conveyance system remains yellow. Over the reporting period no recordable safety incidents occurred and the total recordable incident frequency at the end of the reporting period remained at 1.6, as it was at the end of October 2020.

The Project Team continues to work with and ensure that all of the prime contractor partners maintain safety as their number one priority. The Project Team is also actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. The BC Government has designated construction as an essential service, and issued guidelines for construction sites to minimize the risks of COVID-19 transmission or illness. All Project contractors have implemented additional precautions to ensure the health and safety of their workers. These measures follow the direction set by the BC Government, including emphasizing the importance of maintaining social distance, increasing handwashing stations, reducing in-person meetings and increasing cleaning of common areas. The Project Team will continue to monitor contractors' compliance with the direction of the government as the situation evolves.

The schedule KPI for the Project overall and the Project components remains green. The COVID-19 public health emergency is impacting the Project. However, construction is ongoing in accordance with provincial guidelines and commissioning of each of the key facilities continued over the reporting period, and based on current progress the Wastewater Treatment Project remains on schedule to meet the regulatory deadline for treatment by the end of 2020.

The cost KPI for the Project overall and the conveyance system remained red over the reporting period, and are expected to remain red for the duration of the Project, primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020. As a result of these budget pressures, the Project Team forecast the cost to complete the Project at $775M, or $10M over the Project's control budget. In May 2019 the CRD Board approved an increase in the Project's budget by $10M to $775M.

Subsequent to May 2019 the Project Team have continued to manage risks and there have been two main opposing budget drivers:

i) The Project's financing costs to-date have been lower than budgeted for two reasons: firstly as a result of low interest rates since the start of the Project, and secondly due to the receipt of funding from the provincial government earlier than forecast; and

ii) The Project's construction costs may be higher than budgeted as many contractors have advised that there are cost impacts from the COVID-19 public health emergency. Impacts include labour availability, work modifications to comply with provincial guidelines, and delays to the delivery of equipment and supplies.

It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

Table 1- Executive Summary Dashboard

Key Performance Indicators		Project Overall	WWTP	RTF	Conveyance System	Comments
Safety	Deliver the Project safely with zero fatalities and a total recordable incident frequency (TRIF) of no more than 1*.					No recordable incidents occurred over the reporting period. Site inspections are ongoing. The Project Team is actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. All Project contractors have implemented additional precautions to ensure the health and safety of their workers. The Project Team will continue to monitor and follow the direction of the government during this evolving situation.
Environment	Protect the environment by meeting all legislated environmental requirements and optimizing opportunities for resource recovery and greenhouse gas reduction.					There were no environmental incidents over the reporting period. HRMG are continuing with spill remediation and environmental monitoring associated with the October 13, 2020 release of residual solids at the Residuals Treatment Facility.
Regulatory Requirements	Deliver the Project such that the Core Area complies with provincial and federal wastewater regulations.					No regulatory issues.
Stakeholders	Continue to build and maintain positive relationships with First Nations, local governments, communities, and other stakeholders.					Engagement activities were ongoing over the reporting period. Significant efforts were made to provide accurate and timely information to stakeholders.
Schedule	Deliver the Project by December 31, 2020.					The COVID-19 public health emergency has and is impacting the Project. The schedule KPI for the Project overall and the Project components remains green. The COVID-19 public health emergency is impacting the Project's progress. However, construction is ongoing in accordance with provincial guidelines and commissioning of each of the key facilities continued over the reporting period, and based on current progress the Wastewater Treatment Project remains on schedule to meet the regulatory deadline for treatment by the end of 2020.
Cost	Deliver the Project within the Control Budget ($765 million).					The CRD Board approved an increase to the Project's budget by $10M, to $775M, based on the Project Team's forecast of the cost to complete the Project. The increase was required primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020. Many contractors have advised that there are cost impacts from the COVID-19 public health emergency. It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

* A TRIF of no more than 1 means that there is 1 or fewer recordable incidents (being a work-related injury or illness that requires medical treatment beyond first aid or causes death, days away from work, restricted work or transfer to another job, or loss of consciousness) for every 200,000 person-hours of work	
Status	Description
	KPI unlikely to be met
	KPI at risk unless correction action is taken
	KPI at risk but corrective action has been identified/is being implemented
	Good progress against KPI

2 Wastewater Treatment Project Progress

2.1 Safety

Safety information for the reporting period and cumulative for the Project from January 1, 2017 is summarized in Table 3.

The Project Team is actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. The BC Government has designated construction as an essential service, and issued guidelines for construction sites to minimize the risks of COVID-19 transmission or illness.

All Project contractors have implemented additional precautions to ensure the health and safety of their workers. These measures follow the direction set by the BC Government, including emphasizing the importance of maintaining social distance, increasing handwashing stations, reducing in-person meetings and increasing cleaning of common areas. The Project Team will continue to monitor contractors' compliance with the direction of the government during this evolving situation.

Site safety tours and weekly safety inspections were carried out by Project Management Office ("PMO") construction and safety personnel over the reporting period at all active worksites: McLoughlin Point WWTP, RTF, Macaulay Point Pump Station, Clover Point Pump Station, Residual Solids Pipes; Residual Solids Pump Stations; Arbutus Attenuation Tank and Trent Forcemain.

Over the reporting period (November 2020) five safety incidents occurred, comprising: two near-miss and three report-only incidents, as summarized in Table 2.

Table 2: Safety Incidents over the Reporting Period

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
November 3, 2020	McLoughlin Pt WWTP	Report Only	While demobilizing site trailers at the laydown area workers were removing de-energized temporary power cables.	All cables were tested and deemed not energized. Unfortunately there were a number of cables and it was determined after removal that they had cut a low voltage cable which was to remain in service.	There were no injuries and the cable was reinstalled.

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
November 12, 2020	Trent Forcemain	Report Only	A vehicle moving through an active worksite struck and damaged the contractor's site trailer. The trailer was well off the travelled portion of the road and delineators adequately placed around the trailer.	The driver misjudged the roadway and drove over the delineators. The front right of the vehicle hit the corner of the trailer damaging a panel. At the time of the incident normal two-way traffic was occurring though the site on Dallas Road.	The contractor ensured the driver was uninjured, contacted the police and aided in safely removing the vehicle. Delineators were reinstated around the corner of the trailer.
November 12, 2020	McLoughlin Pt WWTP	Near Miss	Worker while moving around the site stopped, made eye contact with a driver of a moving vehicle. The driver signaled for the worker to proceed. .	The driver pulled forward while worker was in close proximity to the vehicle.	Tool-box talk held to discuss proper communication and eye contact. Emphasis placed on vehicle movement and signaling pedestrian to proceed.
November 24, 2020	McLoughlin Pt WWTP	Report Only	Operator identified a leak from a manway door in the BAF area.	The manway was isolated and resealed.	No injuries or damage to any equipment were recorded.
November 26, 2020	McLoughlin Pt WWTP	Near Miss	While demobilizing site trailers at the laydown area workers were removing a stockpile of crushed blast rock. While excavating the operator notice a conduit exposed in the side of the bank.	A conduit was exposed and removal of rock immediately ceased. Upon investigation it was determined that the conduit housed an active 120V power feed.	There were no injuries or damage recorded. The conduit was re-buried and the contractor reviewed Ground Disturbance requirements when removing stockpiles from site.

Key safety activities conducted during November included:

- bi-weekly project update meetings with prime contractors: Knappett, NAC, HRMG, Jacob Brothers, Don Mann and Kenaidan;
- monthly update meetings with prime contractor: HRP;
- monthly Incident Investigation reviews;
- participated in BC Hydro access road pre-job planning meeting;
- hosted Prime Contractor Safety Meeting;
- reviewing daily progress reports and contacting Primes of any safety notations or observations contained within those reports;
- reviewed COVID-19 document submissions from CRD Corporate;
- reviewed site specific safety plans and high risk tasks; and
- Safety Manager and/or Construction Manager conducting regular site inspections at all active Project work sites.

Table 3: WTP Safety Information

	Reporting Period (November 2020)	Project Totals
Person Hours		
PMO	2780	164,049
Project Contractor	52,857	2,288,223
Total Person Hours	55,637	2,452,272
PMO	24	
Project Contractors (& Project Consultants) working on Project Sites	223	
Total Number of Employees	247	
Near Miss Reports	2	49
High Potential Near Miss Reports	0	7
Report Only	3	185
First Aid	0	68
Medical Aid	0	12
Medical Aid (Modified Duty)	0	2
Lost Time	0	5
Total Recordable Incidents	0	19
		Project Frequency (from January 1, 2017)
First Aid Frequency		5.6
Medical Aid Frequency		1.1
Lost time Frequency		0.4
Total Recordable Incident Frequency		1.6

2.2 Environment and Regulatory Management

Environmental and regulatory activities continued over the reporting period relating primarily to the execution of current work.

2.2.1 Environment

Environmental work progressed as planned over the reporting period. The focus was on environmental monitoring of construction activities.

Key environmental management activities completed in November included:

- An end-of-spill report was submitted to the BC Ministry of Environment and Climate Change Strategy (ENV) in fulfilment of requirements related to the minor release of residual solids that occurred on October 19 at a low point drain valve location on the Residual Solids Conveyance Line within Hartland Landfill;
- An end-of-spill report was submitted by HRP to ENV in fulfilment of requirements related to the small release of wastewater into the ocean at the McLoughlin Point site that occurred on October 27; and

- HRMG continued with spill remediation and environmental monitoring associated with the release of residual solids at the Residuals Treatment Facility (RTF) site that occurred on October 13.

2.2.2 Regulatory Management

Over the reporting period, the Project Team continued to support or lead the advancement of the few regulatory approvals remaining.

Key permitting activities over the reporting period included:

- The Department of National Defence approved an Environmental Effects Determination Amendment related to the construction of a BC Hydro access road in the Township of Esquimalt.

The status of the two remaining key Project permits are summarized in Table 4. The table is not a list of all required Project permits, but rather a summary of the status of key Project permits. There were no changes made to the status of the key outstanding permits from the table presented in the October 2020 Monthly Report.

Table 4- Key Permits Status

Permit/Licence	*Anticipated Date*	*Status*	*Party Responsible for Obtaining Perming*
McLoughlin Point Harbour Crossing			
Transport Canada Lease	Q1 2021	On track	CRD
McLoughlin Point Outfall			
Transport Canada Lease	Q1 2021	On track	CRD

2.3 First Nations

First Nations communication and engagement was ongoing over the reporting period. Meetings with the Esquimalt and Songhees' liaisons continued, as did meetings with the W̱SÁNEĆ Leadership Council's (WLC) liaison. The meetings are a forum for covering both Project-related issues with the potential to impact First Nations, as well as an opportunity for broader discussion of CRD-related issues.

2.4 Stakeholder Engagement

The Project maintained its ongoing two-way Communications and Engagement Plan to provide Project information to stakeholders, communities and the public and to respond to public inquiries. The key focus of the communications and engagement activities over the period was to keep residents and stakeholders informed of Project plans, progress and construction information, and to receive and respond to questions and concerns raised by the community. A variety of communications tools and engagement activities were utilized to support the implementation of the plan, including stakeholder meetings, Project website updates and notifications of construction through notices and a public inquiry program, among other methods.

Construction Communications

One construction notice and one letter were issued to stakeholders in the reporting period:

- McLoughlin Point: BC Hydro Access Road (November 6, 2020) (Appendix A)
- Trent Forcemain: Dallas Road Update Letter (November 23, 2020) (Appendix B)

The construction notice was hand delivered to 54 homes on: Thomas Street; Bewdley Avenue between Peek Street and Anson Street; and Anson Street between Bewdley Avenue and Thomas Street.

A letter providing more information to residents about the Trent Forcemain work taking place along the Dallas Road Seawall was hand delivered to 54 residents along Dallas Road between Clover Point and Memorial Crescent, Bushby Street between Dallas Road and George Street, and Eberts Street between Dallas Road and Bushby Street.

In addition, as part of ongoing construction communications, residents affected by localized, temporary disruptions, such as driveway impacts, were notified by hand delivery of notices.

A sign was posted at the Macaulay Point Pump Station providing an update on the work that was taking place (Appendix C).

Project Website

Over the reporting period the Project website, wastewaterproject.ca, was updated with information about the Project. The construction notice and Macaulay Point Pump Station sign were posted.

The CRD's Twitter account was used to provide Project information to the public, including: information about the McLoughlin Point Wastewater Treatment commissioning.

Community Meetings

Over the reporting period, the Project Team held meetings with the following community groups and representatives, and municipality representatives:

- Esquimalt Liaison Committee;
- City of Victoria Technical Working Group;
- District of Saanich Technical Working Group; and
- meeting and RTF site tour with representatives from the Willis Point Residents Association.

Public Inquiries

Public inquiry numbers from the Project email address and 24/7 information phone line (1 844 815-6132) are noted in Table 5.

Table 5 – Project Inquiries- November 2020

Inquiry Source	Contacts for November 2020
Information phone line inquiries	32
Email inquiries responded to	19

Key themes of the public inquiries were as follows:

- questions regarding vibrations caused by Trent Forcemain work;
- questions regarding odour on Willis Point Road and nearby areas during the commissioning process; and
- interest in restoration, landscaping and the final look of Project facilities.

2.5 Resolutions from Other Governments

There were no resolutions related to the Project passed by other governments during the reporting period.

2.6 Schedule

Progress over the reporting period is summarized in Section 2.9.

Figure 1 shows the high-level Project schedule. There has been no change from that shown in the October 2020 Monthly Report.

Over the reporting period the COVID-19 public health emergency continued to have impacts on the Project. However, construction is ongoing at all of the Project's sites, in accordance with provincial guidelines, and based on current progress the Wastewater Treatment Project remains on schedule to meet the provincial and federal regulations for treatment for the Core Area's wastewater by December 31, 2020.

Figure 1- High-Level Project Schedule



*Schedule subject to updates as Project planning progresses.

2.6.1 30 day look ahead

Key activities and milestones for the next 30 days (December) are outlined below by function.

Safety

- bi-weekly and monthly prime contractor progress meetings;
- review of any site specific safety plans or high risk tasks;
- review prime contractor document submissions;
- issue Safety Notices for trending observations or similar incidents occurring on project sites;
- review Daily Progress reports and contact Primes of any safety notations or observations contained within those reports;
- WTP Safety Manager will conduct regular site inspections at all active Project work sites; and
- incident reporting review with prime contractors at active work locations.

Environment and Regulatory Management

- HRMG to continue environmental monitoring related to the October 13, 2020 release of residual solids at the Residuals Treatment Facility; and
- Ongoing environmental monitoring of all other active construction sites.

First Nations

- CRD and Songhees and Esquimalt liaisons will continue to work on interpretive sign content.

Stakeholder Engagement

- ongoing construction communications with stakeholders; and
- ongoing community liaison meetings.

Cost Management and Forecast

- prepare cost reports;
- prepare for year-end; and
- monitor schedule.

Construction

McLoughlin Point

- training; and
- connect servers to network at site.

Clover Point Pump Station

- install pathways;
- install water fountain, benches, garbage cans, and bike maintenance station and public art; and
- install washroom accessories.

Macaulay Point Pump Station

- complete demolition of old pump station;
- clean up and demobilize site; and
- restore area E to green space.

Residuals Treatment Facility
- complete process commissioning with residuals;
- complete biogas commissioning; and
- complete site landscaping.

Residual Solids Pump Stations
- complete landscaping; and
- complete clean up and demobilization.

Arbutus Attenuation Tank
- install electrical duct banks;
- install monorail and platform in valve chamber;
- install stainless steel piping and valves flowmeter to tank;
- form and pour suspended slab and curbs in main tank; and
- install Fiberglass Reinforced Plastic (FRP) stairway.

Trent Forcemain
- install sanitary sewer on Dallas Rd between Bushby and Eberts streets; and
- surface restoration as required.

2.6.2 60 day look ahead

Key activities and milestones for the next 60 days (January) are outlined below by function.

Safety
- bi-weekly and monthly prime contractor progress meetings;
- review of any site specific safety plans or high risk tasks;
- review prime contractor document submissions;
- issue Safety Notices for trending observations or similar incidents occurring on project sites;
- WTP Safety Manager will conduct regular site inspections at all active Project work sites; and
- incident reporting review with prime contractors at active work locations.

Environment and Regulatory Management
- HRMG to submit an end-of-spill report to ENV related to the October 13 residual solids spill.

First Nations
- Songhees and Esquimalt to host a ceremonial burning to honour the ancestors that were encountered during Project construction, prior to their reburial.

Stakeholder Engagement
- ongoing construction communications with stakeholders; and
- ongoing community liaison meetings.

Cost Management and Forecast
- prepare cost reports;
- monitor schedule; and
- fiscal year end close.

Construction

McLoughlin Point
- clean up and demobilize site.

Clover Point Pump Station
- installation of public art; and
- ongoing landscaping.

Macaulay Point Pump Station
- reinstate surfaces.

Residuals Treatment Facility
- load testing; and
- commence acceptance testing.

Residual Solids Pump Stations
- landscaping.

Arbutus Attenuation Tank
- install electrical duct banks for power;
- install valve chamber piping;
- install air intake and supply tank;
- install air intake heating ventilation and air conditioning (HVAC) ducting;
- install gas detection panel and system in electrical room;
- install motor control centre; and
- complete roofing.

Trent Forcemain
- install sanitary sewer on Dallas Rd between Bushby and Clover Point Pump Station; and
- surface restoration as required.

2.7 Cost Management and Forecast

The monthly cost report for November is attached as Appendix D. The cost reports summarize Project expenditures and commitments by Project Components and the major cost centres common to the Project Components.

The Project Team has been reporting budget pressures through its monthly reports to the Project Board (and CRD Board) since September 2017, primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020.

The Project Team forecast the cost to complete the Project at $775M, or $10M (1.3%) over the Project's control budget. In May 2019 the CRD Board approved an increase in the Project's budget by $10M to $775M, and on August 14, 2019, the associated amendment to the 2019-2023 Financial Plan was approved.

Subsequent to May 2019 the Project Team have continued to manage risks and there have been two opposing budget drivers:

i) The Project's financing costs to-date have been lower than budgeted for two reasons: firstly as a result of low interest rates since the start of the Project, and secondly due to the receipt of funding from the provincial government earlier than forecast; and

ii) The Project's construction costs may be higher than budgeted as many contractors have advised that there are cost impacts from the COVID-19 public health emergency. Impacts include labour availability, work modifications to comply with provincial guidelines, and delays to the delivery of equipment and supplies.

It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

2.7.1 Commitments

Commitments were made over the reporting period in furtherance of delivering the Project. The net commitments made during the reporting period resulted in an increase in committed costs of $2.1 million. The significant commitments made in the reporting period include work on the BC Hydro access road, ferric dosing at the WWTP, and the approval of provisional items in construction contracts and contract change orders.

2.7.2 Expenses and Invoicing

The Project expenditures for the reporting period were as expected and were within the budget allocations for each of the budget areas. The main Project expenditures incurred over the reporting period were associated with commissioning, construction activities and project management office-related costs.

2.7.3 Contingency and Program Reserves

Over the reporting period contingency draws of $0.6M were made as summarised in Table 6. The draws to-date and remaining contingency and program reserve balances are also summarized in Table 6.

Table 6- Contingency and Program Reserve Draw-Down Table

WTP Contingency and Program Reserve Draws and Reallocations	Draw Date	$ Amount
Contingency and Program Reserve (in Control Budget)		**$ 69,318,051**
Net Contingency and Program Reserve draws to October 31, 2020		$ (54,499,997)
Contingency and Program Reserve balance as at October 31, 2020		**$ 14,818,054**
Costs associated with seeking the Certificate of Compliance for Remediation of WWTP Site	Nov-20	$ (15,909)
Ferric dosing at the Wastewater Treatment Plant	Nov-20	$ (457,100)
WWTP Total Draw		$ (473,009)
RTF Total Draw		$ -
Additional SCADA Licenses for Clover Point Pump station	Nov-20	$ (24,414)
Relocation of the Cathodic Protection Rectifier Panel	Nov-20	$ (83,440)
Additional SCADA Licenses for Macaulay Point Pump Station	Nov-20	$ (24,414)
Conveyance Total Draw		$ (132,267)
PMO Total Draw		$ -
BC Hydro Total Draw		$ -
WTP Program Reserve Draw		$ -
Contingency and Program Reserve draws in the reporting period		$ (605,276)
Contingency and Program Reserve balance as at November 30, 2020		**$ 14,212,778**

2.7.4 Project Funding

The federal and provincial governments are assisting the Capital Regional District in funding the Project.

The Government of British Columbia will provide $248 million towards the three components of the Project, while the Government of Canada is contributing:

- $120 million through the Building Canada Fund Major infrastructure Component towards the McLoughlin Point WWTP;
- $50 million through the Green Infrastructure Fund towards the conveyance system; and
- up to $41 million towards the RTF through the P3 Canada Fund.

The Project Team has applied to the Federation of Canadian Municipalities (FCM) for additional funding and has executed a grant agreement for the contribution of up to $346,900 towards the delineation of the contamination and remediation and risk assessment for the McLoughlin Point Wastewater Treatment Plant.

The status of funding claims is summarised in Table 7. Note that the timing for the provision of Government of British Columbia and Government of Canada's funding differs by funding source. The Project Team will submit claims to the funding partners in accordance with the relevant

funding agreements. In accordance with the funding agreements, the remainder of the funding cannot be claimed until relevant Project components are substantially complete.

Table 7- Project Funding Status

Funding Source	Maximum Contribution	Funding Received in the Reporting Period	Funding Received to Date
Government of Canada (Building Canada Fund)	$120M	-	$108M
Government of Canada (Green Infrastructure Fund)	$50M	-	$45M
Government of Canada (P3 Canada Fund)	$41M	-	-
Government of British Columbia	$248M	-	$186M
Federation of Canadian Municipalities	$0.3M	-	-
TOTAL	**$459.3M**	-	**$339M**

2.8 Key Risks and issues

The Project Team actively identified and managed Project risks over the reporting period. Table 8 summarizes the highest-level risks that were actively managed over the reporting period, as well as the mitigation steps identified and/or undertaken over the reporting period. No changes were made to the risk register since the October 2020 Monthly Report.

The COVID-19 public health emergency continued to have impacts on the Project over the reporting period. It is anticipated that these impacts may affect several of the Project's risks. The Project Team are currently evaluating the impact of the public health emergency on the Project's risks, and anticipates that changes may be made to several of the risks as the situation evolves. Those risks that the Project Team have identified as potentially impacted, and that are currently under review, are identified in Table 8.

Table 8- Project Active Risks Summary

Risk Event	Description of Risk Event	Risk mitigation activities undertaken or planned in the reporting period	Assessed risk level	Trend in risk level from previous reporting period
Project				
Misalignment between First Nations' interests and the implementation of the Project.	The assessed risk level reflects the Project Team's priority of establishing strong and effective relationships with First Nations interfacing with, or interested in, the Project.	First Nations engagement activities remained ongoing over the reporting period (see section 2.3 for further details).	L	No change
Divergent interests between multiple parties and governance bodies whose co-operation is required to successfully deliver the Project.	The assessed risk level reflects the Project Team's priority of establishing strong and effective relationships with municipal, provincial and federal government departments.	The Project Team continued engagement with municipal, provincial and federal government departments throughout the reporting period.	L	No change
Misalignment between Project objectives/scope and stakeholder expectations.	The assessed risk level reflects the Project Team's priority of establishing strong and effective community stakeholder engagement.	Community engagement activities were ongoing over the reporting period (see section 2.4 for further details).	L	No change
Lack of integration between Project Components.	Planning challenges and system integration between the McLoughlin point WWTP, RTF and Conveyance System components of the Project results in schedule delays and/or additional Project costs.	Physical and schedule interfaces are clearly delineated in all construction contracts along with the requirement for commissioning and control plans. The Project Team has used a single Owner's engineer (Stantec) to develop the indicative design for all critical project components with significant interfaces. Commissioning and control plans are under development	L	No change
Senior government funds issue delayed.	The assessed risk level reflects the Project Team's priority of ensuring Project funding commitments are honoured.	Responsibility for meeting funding commitments has been assigned and is being monitored.	L	No change
Public directly contacting contractors at sites.	Direct contact between the public and contractors could expose both parties to worksite hazards and potential injuries.	Communications and engagement plan and coverage of communications in contractor orientations.	L	No change.

Risk Event	Description of Risk Event	Risk mitigation activities undertaken or planned in the reporting period	Assessed risk level	Trend in risk level from previous reporting period
Change in law.	A change in law impacts the scope, cost or schedule of the Project.	Keep apprised of proposed modifications to relevant regulations so as to do the following as appropriate: submit comments on proposed modifications; and/or consider including anticipated modifications in contracts.	H	No change: this risk has been impacted by the COVID-19 public health emergency
Labour - availability and/or cost escalation.	There is insufficient labour available to construct the Project, and/or there is significant labour cost.	The Project Team will, through the use of competitive selection processes for all construction contracts, ensure that all Project contractors have appropriate experience and therefore understand labour risk.	L	No change
Disagreement on contractual obligations of the construction contractors.	There is a disagreement between the Project Team and a contractor regarding the performance of their contractual obligations.	The Project Team takes a proactive management approach to the resolution of any changes, claims and disputes that arise, working expeditiously to achieve resolution with the goal of minimizing any impacts to budget and schedule while ensuring adherence to the terms of the construction contracts.	M	No change but this risk may be impacted by the COVID-19 public health emergency (assessment is currently underway)

Risk Level Key - Assessed risk level (based on likelihood and potential impact			
Low	**Medium**	**High**	**Closed**
L	**M**	**H**	**C**

2.9 Status (Engineering, Procurement and Construction)

2.9.1 Wastewater Treatment Plant (McLoughlin Point WWTP)

The McLoughlin Point WWTP Project Component continued with Harbour Resource Partners ("HRP" as the Design-Build contractor for the McLoughlin Point WWTP) progressing construction and commissioning activities.

Key activities in progress or completed by HRP in November were commencing the acceptance test and progressing site landscaping.

Photographs of construction progress over the month of November at McLoughlin Point WWTP are shown in Figures 2-4.



Figure 2 − McLoughlin Point Wastewater Treatment Plant – Aluminium countertops and electrical outlets installed in instrumentation workshop



Figure 3 − McLoughlin Point Wastewater Treatment Plant- Gravel installation along the generator area.



Figure 4 − McLoughlin Point Wastewater Treatment Plant- Rock installation at landscape area west of process building.

2.9.2 Residuals Treatment Facility

The RTF Project Component continued with Hartland Resource Management Group (“HRMG” as the Design-Build-Finance-Operate-Maintain contractor for the RTF) progressing construction and commissioning activities.

Key activities in progress or completed by HRMG in November were as follows:

- draining water from Digester 1 and the Digested Solids Storage Tank;
- ongoing commissioning of various systems;
- completed fencing and main gate; and
- completed landscaping.

A photograph of construction progress over the month of November at the Residuals Treatment Facility is shown in Figure 5.



Figure 5 − Residuals Treatment Facility- Landscaping installation.

2.9.3 Conveyance System

2.9.3.1 Clover Point Pump Station

The Clover Point Pump Station continued with Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressing construction and commissioning activities.

Key construction activities in progress or completed by Kenaidan in November included:

- completed exterior stone veneer;
- grading for walkways outside of pump station;
- continue demobilizing site compound; and
- landscaping and exterior works in plaza.

Photographs of construction progress over the month of November at Clover Point Pump Station are shown in Figures 6 and 7.



Figure 6 − Clover Point Pump Station - Conduit area preparation.



Figure 7 − Clover Point Pump Station - Rock face on new pump station.

2.9.3.2 Macaulay Point Pump Station and Forcemain

The Macaulay Point Pump Station and Forcemain continued with Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressing construction and commissioning activities.

Key construction activities in progress or completed by Kenaidan in November were as follows:

- completed demolition of the old pump station;
- installed screen covers;
- completed air balancing test;
- completed grit sampling test;
- backfill around the existing drop structure and new diversion chamber; and
- completed tree planting.

A photograph of construction progress over the month of November at the Macaulay Point Pump Station is shown in Figure 8.



Figure 8 − Macaulay Point Pump Station - Demolition of old Pump Station completed

2.9.3.3 Residual Solids Conveyance Line

The RSCL is being delivered through two construction contracts:

- Residual Solids Pipes; and
- Residual Solids Pump Stations

Residual Solids Pipes: Don Mann Excavating Ltd. (“Don Mann” as the Construction Contractor for the Residual Solids Pipes) continued construction activities over the reporting period for the Saanich infrastructure improvement being undertaken at Peers Creek, and began construction of a BC Hydro access road in the Township of Esquimalt.

Key construction activities in progress or completed by Don Mann in November were as follows:

- Peers Creek culvert replacement:
  - pumps were set up to lower the water level on the west side of the culvert;
  - inverts of both culverts were cut out to lower the effective invert elevation;
  - installed guardrails at both headwalls; and
  - completed line painting including replacement of crosswalk lines, fog lines, and centreline.
- BC Hydro access road:
  - installed lawn basin at Bewdley Ave and tied into the existing drain main;
  - commenced tree removal;
  - commenced roadwork at Bewdley Ave; and
  - drilled new anchor hole for a conflicting guywire anchor.

A photograph of construction progress over the month of November on the construction of the BC Hdyro access road is shown in Figure 9.



Figure 9 − Residual Solids Pipes – Building BC Hydro Access Road.

Residual Solids Pump Stations: Knappett Projects Inc. (“Knappett” as the Construction Contractor for the Residual Solids Pump Stations) continued construction and commissioning activities over the reporting period.

Key construction activities in progress or completed by Knappett in November included:

- installed RTF leachate chamber castings, and final restoration on Willis Point Road;
- commenced irrigation work at pump stations 1 and 2;
- installed odour control unit (OCU) heat trace and insulation at pump stations 1, 2 and 3;
- Installed surge tank heat trace and insulation at pump stations 1, 2 and 3;
- landscape restoration, trail screening and OCU damper installation at Marigold Pump Station; and
- pipe tested and chlorinated at Hartland Pump Station.

Photographs of construction progress over the month of November on the Residual Solids Pump Stations are shown in Figures 10 and 11.



Figure 10 − Residual Solids Pump Stations–Pump Station 2 – Installation of irrigation and sprinkler heads.



Figure 11 −Residual Solids Pump Stations – Restoration of Willis Point Road Laydown area.

2.9.3.4 Arbutus Attenuation Tank

NAC Constructors Ltd. (as the Construction Contractor for the Arbutus Attenuation Tank) continued construction activities over the reporting period.

Key construction activities in progress or completed by NAC Constructors Ltd. in November included:

- installed Attenuation Tank interior room divider walls lower floor reinforcing steel;
- caisson wall system cleaning;
- installed column reinforcing steel;
- ongoing concrete pours for the majority of columns;
- installed wall formwork; and
- perimeter wall and interior room divider walls concrete pours.

Photographs of construction progress during the month of November at the Arbutus Attenuation Tank are shown in Figures 12 and 13.



Figure 12 – Arbutus Attenuation Tank- Column reinforcing installation process.



Figure 13 – Arbutus Attenuation Tank- Attenuation Tank Overview.

2.9.3.5 Trent Forcemain

Jacob Bros. Construction Inc. (as the Construction Contractor for the Trent Forcemain) progressed construction activities over the reporting period.

Key construction activities in progress or completed by Jacob Bros. in November included:

- completed gravity main low-pressure air test;
- installation of approximately 60m of sheet piles along Ross Bay seawall;
- excavate pipe trench;
- pre-fused high density polyethylene pipe at laydown area;
- installed electrical conduit and light post bases on Memorial Crescent;
- completed Lower Memorial Green sidewalk;
- restoration on St. Charles Street of curb, gutter, sidewalk, pavement and topsoil;
- restoration on Dallas Road at Eberts Street of curb, gutter, and pavement; and
- restoration on Memorial crescent of pavement and topsoil.

A photograph of construction progress during the month of November at the Trent Forcemain is shown in Figure 14.



Figure 14 – Trent Forcemain - Fusion of High Density Polyethylene Pipe.

Appendix A− McLoughlin Point: BC Hydro Access Road (November 6, 2020)

Wastewater Treatment Project
Treated for a cleaner future

Construction Notice

November 6, 2020

McLoughlin Point: BC Hydro Access Road

As part of construction for the McLoughlin Point Wastewater Treatment Plant, BC Hydro and the Capital Regional District will be installing new power lines and an access road. The power lines will run along Munro Street, Anson Street, and Thomas Street and a new gravel access road will be built between Thomas Street and Bewdley Avenue (please see map on reverse).

Work is expected to begin on the access road in the week of November 9 and is expected to be complete in approximately 10 weeks. Once the access road is in place BC Hydro will begin working to install the power lines.

What to Expect for the Construction of the Access Road

- The access road route will be cleared and the area prepared for construction.
- Rock will be removed by blasting and mechanical means.
- Pre- and post-blast surveys will be conducted when blasting is required. Notification will be provided to residents directly.
- The road will be graded and the gravel surface will be installed.
- Noise associated with this work includes blasting, excavation machinery, and truck back-up beepers.
- Equipment will be temporarily stored in the area.

Blasting Procedure

- Each blast will last less than 60 seconds
- All blasts will be covered with blast mats. Blasting signs will be posted, and warning signals will be used as follows:
  - 12 short whistles at one second intervals followed by a two minute pause
  - Blast will be detonated
  - One long whistle signals all is clear
  - Blasting Hours: Monday to Friday, 8:00 a.m. to 4:30 p.m.

Work Hours

- Monday to Friday 7:00 a.m. to 7:00 p.m.

Traffic Impacts

- There are no traffic impacts anticipated for work on the BC Hydro access road.

About the Wastewater Treatment Project

The Wastewater Treatment Project will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations by the end of 2020.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

BC Hydro Power Line and Access Road Route



Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix B− Trent Forcemain: Dallas Road Update Letter (November 23, 2020)

Wastewater Treatment Project

November 23, 2020

Dear Resident,

We would like to provide an update about the construction on the Dallas Road Seawall and acknowledge concerns we have heard regarding impacts on the neighbourhood.

Unfortunately, the construction along the seawall causes some unavoidable noise and vibration due to the nature of the work and location of infrastructure.

While vibrations have and will occur, the contractor is required to ensure that no damage is caused by construction activities. The vibrations are being monitored to ensure that they remain below the threshold for damage.

The work along the seawall is taking place in segments. It takes approximately two weeks for the contractor to install the sheet piles in one segment. For the following two weeks, after the sheet piles are installed, the work changes and a trench is excavated, pipe is installed and the trench is backfilled within that segment. The work then moves onto the next segment and the sheet piling begins once again. This approach means that the vibrations experienced due to the sheet piling activities will pause for approximately two weeks at a time.

Another concern we have been hearing is that the contractor is stockpiling materials in a parking area along Dallas Road. This location was approved by the City of Victoria and was selected for a number of reasons including safety. While the location for this stockpile won't change the contractor is looking into ways to reduce the noise and vibrations caused by working in this area.

Construction on the Trent Forcemain is nearly 80% complete and we expect the work along Dallas Road should be finished by early next year.

We appreciate your patience as this work is being completed. Please feel free to contact us at our 24/7 phone line 1-844-815-6132 or email wastewater@crd.bc.ca if you have any questions.

Thank you,

Wastewater Treatment Project Team

Appendix C– Macaulay Point Pump Station Sign

Macaulay Point Pump Station Update

The Wastewater Treatment Project Team wants to thank you for your patience during the construction of the Macaulay Point Pump Station. We are close to the end of the Project and are now in the final restoration stage.

Construction on the new Macaulay Point Pump Station is coming to an end and it is undergoing the commissioning (or testing) phase. This means that the new pump station is now pumping wastewater to the McLoughlin Point Wastewater Treatment Plant for treatment rather than releasing untreated sewage into the ocean. During this phase some short-term increases in odour may occur. Thanks to the state-of-the-art odour control system, there should be no discernible odour in the community once testing is complete.

Landscaping

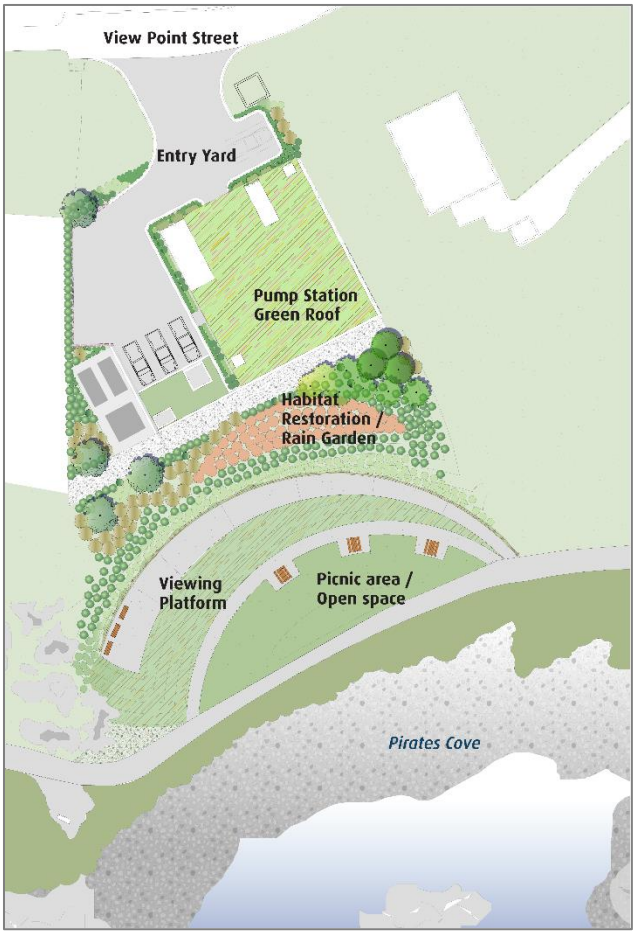
The next steps include landscaping and restoration. The landscaping will create an attractive and welcoming waterfront space to be enjoyed.

Thank you

We recognize construction has been disruptive and want to thank you for your patience. We hope you will enjoy the new park-like setting once it is complete.

About the Wastewater Treatment Project

The Wastewater Treatment Project will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations by the end of 2020.



Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix D- Monthly Cost Report (November)

MONTHLY COST REPORT
as at November 30, 2020

Description	BUDGET		COST EXPENDED					COMMITMENTS			FORECAST		VARIANCE	
	Control Budget	Allocated Budget	Expended to October 31, 2020	Expended over reporting period (November 2020)	Expended to November 30, 2020	Expended to November 30, 2020 as a % of Allocated Budget	Remaining (Unexpended) Allocated Budget at November 30, 2020	Total Committment at November 30, 2020	Unexpended Commitment at November 30, 2020	Uncommitted Allocated Budget at November 30, 2020	Forecast to Complete	Forecast at Completion	Variance at Completion $	Variance at Completion as a % of Allocated Budget
McLoughlin Point Wastewater Treatment Plant	**331.4**	**329.7**	**313.3**	**(0.1)**	**313.2**	**95%**	**16.5**	**322.3**	**9.1**	**7.4**	**16.5**	**329.7**	**-**	**0%**
Construction	306.7	321.7	312.9	0.0	312.9	97%	8.8	321.7	8.7	0.1	8.8	321.7	-	0%
Contingency	14.9	1.1	-	-	-	0%	1.1	-	-	1.1	1.1	1.1	-	0%
Financing	9.8	6.9	0.4	(0.1)	0.3	4%	6.6	0.7	0.4	6.2	6.6	6.9	-	0%
Residuals Treatment Facility	**159.4**	**140.7**	**11.8**	**0.3**	**12.1**	**9%**	**128.6**	**139.3**	**127.2**	**1.4**	**128.6**	**140.7**	**-**	**0%**
Construction	145.4	139.3	11.8	0.3	12.1	9%	127.2	139.3	127.2	0.0	127.2	139.3	-	0%
Contingency	12.3	1.0	-	-	-	0%	1.0	-	-	1.0	1.0	1.0	-	0%
Financing	1.7	0.4	-	-	-	0%	0.4	0.0	0.0	0.4	0.4	0.4	-	0%
Conveyance System	**158.0**	**213.4**	**184.2**	**3.6**	**187.7**	**88%**	**25.6**	**198.8**	**11.1**	**14.6**	**25.6**	**213.4**	**-**	**0%**
Macaulay Point Pump Station	25.4	31.1	29.6	0.4	30.0	96%	1.2	31.1	1.2	0.0	1.2	31.1	-	0%
Macaulay Forcemain	5.6	7.4	7.4	-	7.4	100%	-	7.4	-	-	-	7.4	-	0%
Craigflower Pump Station	12.5	12.4	12.4	-	12.4	100%	-	12.4	-	-	-	12.4	-	0%
Clover Point Pump Station	23.7	27.3	24.7	1.0	25.8	95%	1.5	27.3	1.5	0.0	1.5	27.3	-	0%
Currie Pump Station^	2.8	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
Arbutus Attenuation Tank	14.2	24.6	18.8	0.8	19.6	80%	4.9	23.8	4.2	0.8	4.9	24.6	-	0%
Clover Forcemain	14.6	31.9	31.6	0.1	31.7	99%	0.2	31.9	0.2	0.0	0.2	31.9	-	0%
Currie Forcemain^	3.3	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
Trent Forcemain	9.5	11.7	6.0	0.9	6.9	59%	4.8	9.4	2.5	2.3	4.8	11.7	-	0%
Residual Solids Conveyance Line	19.1	36.8	36.5	-	36.5	99%	0.3	36.8	0.3	0.0	0.3	36.8	-	0%
Residual Solids Pump Stations & Bridge Crossings	4.6	17.8	16.3	0.3	16.6	93%	1.2	17.7	1.1	0.1	1.2	17.8	-	0%
Residual Solids Conveyance Line – Highway Crossing	-	0.3	0.3	-	0.3	100%	-	0.3	-	-	-	0.3	-	0%
Contingency	16.8	7.6	-	-	-	0%	7.6	-	-	7.6	7.6	7.6	-	0%
Financing	5.8	4.1	0.1	-	0.1	3%	3.9	0.3	0.2	3.7	3.9	4.1	-	0%
Project Management Office ("PMO")	**75.8**	**77.9**	**61.2**	**1.0**	**62.2**	**80%**	**15.7**	**71.3**	**9.1**	**6.5**	**15.7**	**77.9**	**-**	**0%**
Project costs Aug 2016-Dec 2016	2.2	2.2	2.2	-	2.2	100%	-	2.2	-	-	-	2.2	-	0%
Owner's Engineering	17.2	17.9	16.0	0.3	16.3	91%	1.6	17.9	1.5	0.0	1.6	17.9	-	0%
Conveyance Design	5.0	9.3	8.3	0.0	8.4	90%	0.9	9.1	0.7	0.2	0.9	9.3	-	0%
Advisors & Professional Support	7.0	14.8	10.7	0.1	10.7	73%	4.0	11.7	0.9	3.1	4.0	14.8	-	0%
Project Board	2.0	1.3	1.0	0.0	1.0	79%	0.3	1.0	-	0.3	0.3	1.3	-	0%
Project Board Expenses	0.3	0.1	0.1	-	0.1	64%	0.0	0.1	-	0.0	0.0	0.1	-	0%
Project Team	29.1	23.2	17.6	0.4	18.0	78%	5.2	23.2	5.2	-	5.2	23.2	-	0%
Project Leadership Team Expenses	0.7	0.4	0.2	-	0.2	65%	0.1	0.2	-	0.1	0.1	0.4	-	0%
Project Support Team Expenses	0.5	0.2	0.1	-	0.1	73%	0.0	0.1	-	0.0	0.0	0.2	-	0%
CRD Financial Services	1.5	1.4	1.0	0.0	1.0	75%	0.4	1.4	0.4	-	0.4	1.4	-	0%
CRD Human Resources	0.3	0.3	0.3	0.0	0.3	100%	0.0	0.3	0.0	-	0.0	0.3	-	0%
CRD Corporate Communications	0.2	0.2	0.2	-	0.2	95%	-	0.2	-	-	-	0.2	-	0%
CRD Real Estate	0.3	0.3	0.3	-	0.3	96%	-	0.3	-	-	-	0.3	-	0%
CRD Information Technology	0.4	0.4	0.3	0.0	0.3	79%	0.1	0.4	0.1	-	0.1	0.4	-	0%
CRD Insurance	0.1	0.0	0.0	-	0.0	100%	-	0.0	-	-	-	0.0	-	0%
CRD Operations	0.6	0.6	0.5	0.0	0.5	93%	0.0	0.6	0.0	-	0.0	0.6	-	0%
CRD Legislative Services	0.1	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
CRD Corporate Safety	0.2	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
CRD Executive Services	-	0.1	0.1	-	0.1	86%	-	0.1	-	-	-	0.1	-	0%
Office Lease	1.9	1.3	1.0	0.0	1.0	76%	0.3	1.2	0.2	0.1	0.3	1.3	-	0%
Office Supplies	0.1	0.2	0.2	-	0.2	92%	0.0	0.2	-	0.0	0.0	0.2	-	0%
Vehicles	0.2	0.2	0.2	-	0.2	95%	-	0.2	-	-	-	0.2	-	0%
Connections Call Center	-	0.0	0.0	-	0.0	100%	-	0.0	-	-	-	0.0	-	0%
Communication support materials	0.5	0.2	0.1	-	0.1	61%	0.1	0.1	-	0.1	0.1	0.2	-	0%
Computer Hardware, Software & Training	1.0	1.0	0.7	0.0	0.7	69%	0.3	0.7	-	0.3	0.3	1.0	-	0%
Contingency	4.8	2.3	-	-	-	0%	2.3	-	-	2.3	2.3	2.3	-	0%
BC Hydro	**12.9**	**4.3**	**2.1**	**(0.0)**	**2.1**	**48%**	**2.2**	**2.1**	**0.0**	**2.2**	**2.2**	**4.3**	**-**	**0%**
Third Party Commitments	**8.1**	**8.1**	**4.3**	**0.1**	**4.3**	**53%**	**3.8**	**6.9**	**2.5**	**1.3**	**3.8**	**8.1**	**-**	**0%**
Program Reserves	**19.2**	**0.9**	**-**	**-**	**-**	**0%**	**0.9**	**-**	**-**	**0.9**	**0.9**	**0.9**	**-**	**0%**
Core Area Wastewater Treatment Project	**765.0**	**775.0**	**576.8**	**4.8**	**581.6**	**75%**	**193.4**	**740.7**	**159.1**	**34.3**	**193.4**	**775.0**	**-**	**0%**

* Values presented in $millions, results in minor rounding differences
** Cost report presents approved expenditures
^ Component no longer required, and would not provide any value therefore removed from Project Scope; Costs include Seaterra initiation, planning and design

REPORT TO CORE AREA WASTEWATER TREATMENT PROJECT BOARD
MEETING OF TUESDAY, OCTOBER 27, 2020

SUBJECT **Wastewater Treatment Project Q3 2020 Quarterly Report**

ISSUE

To provide the Core Area Wastewater Treatment Project Board with the Wastewater Treatment Project Q3 2020 Quarterly Report.

BACKGROUND

On May 25, 2016 the Regional Board of the CRD:

i) Adopted by resolution the Core Area Wastewater Treatment Project Board Terms of Reference (Project Board Terms of Reference) for the purposes of establishing principles governing the Core Area Wastewater Treatment Project (the Wastewater Treatment Project or the WTP);
ii) Established the Core Area Wastewater Treatment Project Board (Project Board) under Bylaw 4109 (the CRD Core Area Wastewater Treatment Board Bylaw No. 1, 2016) for the purposes of administering the Core Area Wastewater Treatment Project; and
iii) Delegated certain of its powers, duties and functions to the Project Board under Bylaw 4110 (the CRD Core Area Wastewater Treatment Project Board Delegation Bylaw No. 1, 2016).

On September 14, 2016 the Regional Board of the CRD:

i) Received the final report of the Project Board with respect to its recommendation for the CAWTP, dated September 7, 2016 (the Final Report); and
ii) Approved the business case attached as Appendix 1 (the Business Case) to the Final Report.

DISCUSSION

The Core Area Wastewater Treatment Project Board (the Project Board) Terms of Reference requires, amongst other things: that the Project Board provide the CRD Board with monthly progress reports and a comprehensive quarterly report on the Project.

The Quarterly report for the period of July- September 2020 is attached as Appendix A.

RECOMMENDATION

That the Core Area Wastewater Treatment Project Board approve the following resolution:

RESOLVED that:

The Staff Report, 'Wastewater Treatment Project Q3 2020 Quarterly Report', be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.



Elizabeth Scott, Deputy Project Director
Wastewater Treatment Project



Dave Clancy, Project Director
Wastewater Treatment Project
Concurrence

Attachments: 1

Appendix A: Wastewater Treatment Project Q3 2020 Quarterly Report

ES:er

Wastewater Treatment Project
Treated for a cleaner future

CRD Wastewater Treatment Project

Quarterly Report

Reporting Period: July - September 2020

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1 Executive Summary

1.1 Introduction

This Quarterly Report covers the reporting period of July - September 2020 and outlines the progress made on the Wastewater Treatment Project over this time.

The Wastewater Treatment Project (the "Project") includes three main Project Components (the "Project Components"): the McLoughlin Point Wastewater Treatment Plant (the "McLoughlin Point WWTP"), the Residuals Treatment Facility (the "RTF") and the Conveyance System (which includes upgrades to the conveyance network including the construction of pump stations and pipes). The Project scope is being delivered through a number of contracts with a variety of contracting strategies.

Over the reporting period the COVID-19 public health emergency continued to have impacts on the Project. The Project Team and Project contractors are actively monitoring the status of the COVID-19 public health emergency and are taking additional precautions to protect our staff, contractors, and the public. Construction is ongoing at all of the Project's sites in accordance with guidelines established by the Provincial Health Officer.

While construction is ongoing, the public health emergency is impacting the Project. However, based on current progress the Wastewater Treatment Project remains on schedule to meet the regulatory deadline for treatment by the end of 2020, and over the reporting period an important step was taken towards meeting the deadline: wastewater was pumped from the Clover Point and Macaulay Point Pump Stations to the McLoughlin Point WWTP for the first time, and residuals solids were conveyed to the Residuals Treatment Facility, allowing commissioning of the treatment system to commence.

The McLoughlin Point WWTP Project Component is continuing with Harbour Resource Partners ("HRP" as the Design-Build contractor for the McLoughlin Point WWTP) progressing: installation of the disk filter system piping and equipment; wet commissioning of Densadegs, 1, 2, and 3; commissioning of the primary odour control systems, plate settler one and two, sludge tank, plant drain tank and valve vault, biological aerated filter (BAF) cell nine; commissioning of wastewater treatment processes in the primary, secondary and tertiary treatment areas; and commissioning of the outfall and building automation systems in the Operations and Maintenance (O&M) building.

The RTF Project Component is continuing with Hartland Resource Management Group ("HRMG" as the Design-Build-Finance-Operate-Maintain contractor for the RTF) progressing construction activities including: introduction of residual solids into the facility; installation of insulation for Digesters 2 and 3, pneumatic and hydro testing of Digester 1; erection of scaffolding for gas membrane installation; installation of biogas piping on the roof of the Digester building to tie into the Digester tanks in the Digester area; installation of hopper, and piping modifications in the Other Municipal Solids Receiving Facility; commissioning of various system including boilers and insulation of hot water piping; and air balancing in the Residuals Handling Building; installation of external stairs; commissioning of various systems in the Residuals Drying Facility; and continued the insulation of the fiberglass reinforced plastic (FRP) ductwork in the Residuals Storage and Odour Control Area.

The Conveyance System is being delivered through seven construction contracts: two design-build contracts and five design-bid-build contracts.

The two design-build Conveyance System contracts progressed over the reporting period as follows:

- Clover Point Pump Station: Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressed construction and commissioning activities over the reporting period including: installation of grit separation equipment, installation of new diesel generator, exhaust and fuelling system, and completed functional and operational test for upgrades at the existing pump station; commencing pumping of wastewater to the McLoughlin Point WWTP; forming, pouring and stripping of concrete benches and upper plaza retaining walls; installation of stone exterior of the pump station; installed crane stops for electrical room monorail; completed exterior finishes to public washroom; installing landscape retaining walls in public plaza; installing stone exterior retaining walls of pump stations; and installing emergency egress corridor in generator room.

- Macaulay Point Pump Station: Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressed construction and commissioning activities over the reporting period including: installation of flow splitters in the wet well; completion of wood siding installation; commenced fiberglass reinforced concrete (FRP) grating in the bin room; commencing pumping of wastewater to the McLoughlin Point WWTP; installation of vent pipes and backfill around the existing structure at the Diversion Chamber; installation of FRP platform and stairs in the pump room; installation of acoustic insulation panels in the genset and pump rooms; installation of electrical sleeves to the low level chamber; demolition of the old pump station; completed green roof installation; and completed backfill on east side.

The design-bid-build Conveyance System contracts progressed over the reporting period, as follows:

- Clover Forcemain: Windley Contracting Ltd. ("Windley" as the Construction Contractor) continued construction and commissioning activities including: installation of new aluminium fence and bollards; supporting the commencement of pumping of wastewater from the Clover Point Pump Station, through the Clover Forcemain to the McLoughlin Point WWTP; top lift of paving in front of seawall and line painting; and completed construction of the seawall balustrade replacement and new plaza.

- Residual Solids Conveyance Line ("RSCL"): the RSCL is being delivered through two construction contracts, with work progressing as follows:

    - Residual Solids Pipes: Don Mann Excavating Ltd. ("Don Mann" as the Construction Contractor) continued construction activities over the reporting period for the Saanich infrastructure improvement being undertaken at Peers Creek, including: utility locates, survey layout and equipment mobilization to site; realignment of a section of existing watermain; replacing existing sewer pipe with ductile iron pipe within a casing; removal of existing storm drain manhole and culvert pipes; installation of new culverts and storm drain manhole; installation of

eight micro piles in the headwall locations; and formed and poured east and west headwalls.

- Residual Solids Pump Stations: Knappett Projects Inc. ("Knappett" as the Construction Contractor) continued construction and commissioning activities including: installation of curbing at pump station 1; installed odour control vent piping at all pump stations; fencing installed at pump stations 2 and 3; completed commissioning of pipes and pump stations including pigging of the lines; replaced threaded hangar rods on Admirals and Tillicum Bridges; forming and pouring new pump bases and continued installation of mechanical equipment and piping and installed pumps for the Hartland water system improvements.

- Arbutus Attenuation Tank ("AAT"): NAC Constructors Ltd. (as the Construction Contractor) continued construction activities including: commencing drilling, grouting and installation of rock anchors; completing the final excavation within the tank; pouring sections of mud mat; completing valve chamber excavation and subbase placement; backfill of culvert extension; completed base slab pours for the valve chamber, lower sump and trough areas of the main tank; commenced perimeter walls and divider wall reinforcing steel installation; and poured concrete for valve chamber walls.

- Trent Forcemain: Jacob Bros. Construction Inc. (as the Construction Contractor) progressed construction activities including: installing forcemain along Fairfield Road, Memorial Crescent, Stannard Avenue, Brooke Street and Dallas Road; installing an air valve chamber on Memorial Crescent; reinstatement of three external drop structure manholes on Brooke Street; completing Fairfield Road watermain realignment with City of Victoria.

1.2 Dashboard

Table 1 indicates the high level status of the Project and each Project Component with regards to the six Key Performance Indicators ("KPI") that were defined within the Project Charter.

There were no changes made to the KPIs over the reporting period.

The safety KPI for the Project and the conveyance system remains yellow. Over the reporting period one recordable safety incident occurred and the total recordable incident frequency decreased from 1.6 at the end of the second quarter of 2020 to 1.5.

The Project Team continues to work with and ensure that all of the prime contractor partners maintain safety as their number one priority. The Project Team is also actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. The BC Government has designated construction as an essential service, and issued guidelines for construction sites to minimize the risks of COVID-19 transmission or illness. All Project contractors have implemented additional precautions to ensure the health and safety of their workers. These measures follow the direction set by the BC Government, including emphasizing the importance of maintaining social distance, increasing handwashing stations, reducing in-person meetings and increasing cleaning of common areas. The Project Team will continue to monitor contractors' compliance with the direction of the government as the situation evolves.

The schedule KPI for the Project overall and the Project components remains green. The COVID-19 public health emergency is impacting the Project. However, construction is ongoing in accordance with provincial guidelines and commissioning of each of the key facilities commenced over the reporting period, and based on current progress the Wastewater Treatment Project remains on schedule to meet the regulatory deadline for treatment by the end of 2020.

The cost KPI for the Project overall and the conveyance system remained red over the reporting period, and are expected to remain red for the duration of the Project, primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020. As a result of these budget pressures, the Project Team forecast the cost to complete the Project at $775M, or $10M over the Project's control budget. In May 2019 the CRD Board approved an increase in the Project's budget by $10M to $775M.

Subsequent to May 2019 the Project Team have continued to manage risks and there have been two main opposing budget drivers:

i) The Project's financing costs to-date have been lower than budgeted for two reasons: firstly as a result of low interest rates since the start of the Project, and secondly due to the receipt of funding from the provincial government earlier than forecast; and

ii) The Project's construction costs may be higher than budgeted as many contractors have advised that there are cost impacts from the COVID-19 public health emergency. Impacts include labour availability, work modifications to comply with provincial guidelines, and delays to the delivery of equipment and supplies.

It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

Table 1- Executive Summary Dashboard

Key Performance Indicators		Project Overall	WWTP	RTF	Conveyance System	Comments
Safety	Deliver the Project safely with zero fatalities and a total recordable incident frequency (TRIF) of no more than 1*.					One recordable incident occurred over the period. Site inspections are ongoing. The Project Team is actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. All Project contractors have implemented additional precautions to ensure the health and safety of their workers. The Project Team will continue to monitor and follow the direction of the government during this evolving situation.
Environment	Protect the environment by meeting all legislated environmental requirements and optimizing opportunities for resource recovery and greenhouse gas reduction.					Two minor environmental incident occurred over the reporting period: flows at the Clover Point Pump Station were temporarily diverted from the long outfall to the short outfall, and there was a small fuel leak from a compressor at the Arbutus Attenuation Tank site.
Regulatory Requirements	Deliver the Project such that the Core Area complies with provincial and federal wastewater regulations.					No regulatory issues.
Stakeholders	Continue to build and maintain positive relationships with First Nations, local governments, communities, and other stakeholders.					Engagement activities were ongoing over the reporting period. Significant efforts were made to provide accurate and timely information to stakeholders.
Schedule	Deliver the Project by December 31, 2020.					The COVID-19 public health emergency has and is impacting the Project. The schedule KPI for the Project overall and the Project components remains green. The COVID-19 public health emergency is impacting the Project's progress. However, construction is ongoing in accordance with provincial guidelines and commissioning of each of the key facilities commenced over the reporting period, and based on current progress the Wastewater Treatment Project remains on schedule to meet the regulatory deadline for treatment by the end of 2020.
Cost	Deliver the Project within the Control Budget ($765 million).					The CRD Board approved an increase to the Project's budget by $10M, to $775M, based on the Project Team's forecast of the cost to complete the Project. The increase was required primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020. Many contractors have advised that there are cost impacts from the COVID-19 public health emergency. It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

* A TRIF of no more than 1 means that there is 1 or fewer recordable incidents (being a work-related injury or illness that requires medical treatment beyond first aid or causes death, days away from work, restricted work or transfer to another job, or loss of consciousness) for every 200,000 person-hours of work	
Status	Description
	KPI unlikely to be met
	KPI at risk unless correction action is taken
	KPI at risk but corrective action has been identified/is being implemented
	Good progress against KPI

2 Wastewater Treatment Project Progress

2.1 Safety

Safety information for the reporting period and cumulative for the Project from January 1, 2017 is summarized in Table 3.

The Project Team is actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. The BC Government has designated construction as an essential service, and issued guidelines for construction sites to minimize the risks of COVID-19 transmission or illness.

All Project contractors have implemented additional precautions to ensure the health and safety of their workers. These measures follow the direction set by the BC Government, including emphasizing the importance of maintaining social distance, increasing handwashing stations, reducing in-person meetings and increasing cleaning of common areas. The Project Team will continue to monitor contractors' compliance with the direction of the government during this evolving situation.

Site safety tours and weekly safety inspections were carried out by Project Management Office ("PMO") construction and safety personnel over the reporting period at all active worksites: McLoughlin Point WWTP, RTF, Macaulay Point Pump Station, Clover Point Pump Station, Clover Forcemain, Residual Solids Pipes; Residual Solids Pump Stations; Arbutus Attenuation Tank and Trent Forcemain.

Over the quarterly reporting period (July - September 2020) 26 safety incidents occurred, comprising: nine first-aid, one medical aid, one near miss, one high potential near miss, and fourteen report-only incidents, as summarized in Table 2.

Table 2: Safety Incidents over the Reporting Period

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
July 3, 2020	RTF	Report Only	Minor damage caused by telehandler to parked vehicle.	Scratches to the paint on the driver's side rear quarter panel occurred. Contractor will cover cost of repairs. No one was injured or required first aid.	Tool-box talk with crews to remind them to use spotters when backing equipment or working in restricted areas.

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
July 7, 2020	Residual Solids Pump Stations	Report Only	Access by public to a construction site.	Members of the public on bikes entered a restricted construction site. When asked to leave a verbal confrontation ensued.	Signage to be placed in a more visible area so the public is aware of the site closure. Site security was enhanced to prevent unauthorized entry by the public.
July 8, 2020	McLoughlin Pt WWTP	Report Only	Lifting equipment shut-off while in use.	Unit was not loaded at the time. No injuries to any workers reported.	Tags placed on controls and a worker was placed in the area to prevent accidental shut-down of equipment.
July 10, 2020	McLoughlin Pt WWTP	First Aid	Worker lowering equipment into a tank.	Worker felt pain in lower back. Reported to first aid for evaluation. No follow up actions were required.	Tool-box talk to remind workers of the correct way to lift and lower materials and equipment.
July 10, 2020	McLoughlin Pt WWTP	First Aid	Worker was kneeling for a prolonged duration.	Worker felt pain in lower back. Reported to first aid for evaluation. No follow up actions were required.	Workers reminded of proper ergonomics and stretching prior to task in the event they may be in a fixed position for a period of time.
July 13, 2020	McLoughlin Pt WWTP	First Aid	Worker tripped on a fitting that was left under a pipe stand.	Worker sustained a minor injury to their foot. Reported to first aid for evaluation. No follow up actions were required.	Tool-box talk reviewing the importance of always being aware of your work space and ensuring housekeeping practices are followed.
July 13, 2020	Trent Forcemain	Report Only	Minor damage caused by excavator to parked vehicle.	An excavator reversed and contacted a City of Victoria garbage truck which was parked behind the equipment, causing minor damage to the truck.	Tool-box talk conducted to remind workers that spotters are required prior to backing up any equipment.
July 14, 2020	McLoughlin Pt WWTP	First Aid	Worker sustained a hand injury when pinched between scissor lift and steel trough.	Worker reported to first aid where a small cut to their hand was attended to. No follow up was required.	Tool-box talk to remind workers to be aware of their work area at all times.
July 15, 2020	McLoughlin Pt WWTP	Report Only	Worker bumped a ventilation duct while working overhead.	Falling object damaged equipment below.	Workers reminded to perform a risk assessment and identify any potential hazards that may be associated with task. Loose items to be secured with extra caution used when working around them if there is potential for them to fall if bumped.
July 17, 2020	McLoughlin Pt WWTP	First Aid	Worker sustained a hand injury while working in a panel.	Worker reported to first aid to have a small cut on their finger attended to. Worker was wearing gloves at time of incident which limited the injury. No further follow up was required.	Workers reminded to be more aware of hand positioning when opening and closing panel doors.

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
July 22, 2020	Arbutus Attenuation Tank	First Aid	Worker sustained an ankle injury while crossing site.	Worker stepped on a rock causing the foot to twist. Worker reported to first aid for evaluation. No follow up was required.	Workers reminded to be aware of their surroundings when walking on uneven ground and to ensure that traffic areas are kept free and clear of tripping hazards.
July 27, 2020	McLoughlin Pt WWTP	First Aid	Worker experienced a strain.	While attempting to adjust a louver installed in a wall the worker felt pain in forearm. They reported to first aid and no follow up was required.	Tool box talk conducted on the proper techniques for lifting and working overhead.
August 13, 2020	McLoughlin Pt WWTP	First Aid	Worker chipping concrete sustained minor eye injury.	A small piece of concrete entered right eye. Worker was wearing safety glasses, but was not wearing a face shield.	Tool-box talk with crews to remind them of personal protective equipment requirement of wearing a face-shield over safety glasses when chipping or grinding.
August 13, 2020	McLoughlin Pt WWTP	First Aid	While moving a door on a rack the load shifted pinching the worker's left index finger.	Worker reported to first aid where the small laceration was attended to. No follow up was required. Worker was wearing gloves at time of incident which lessened the injury.	Reminder to crews to always be aware of their surrounding and potential for injury when undertaking activities
August 17, 2020	McLoughlin Pt WWTP	High Potential Near Miss	A worker fell through an opening in the Tertiary building floor when a fiberglass cover panel that was not secured correctly gave way.	The channel cover panel was not secured properly, nor cordoned off and gave way beneath the worker. Worker fell approximately 15 feet into a water filled channel. Prime Contractor's Emergency Response Plan was initiated and worker was quickly retrieved from the channel area with minor abrasions. Worker was assessed onsite by first aid and paramedics and then transported to hospital for further assessment. Site stand down was initiated. Worker returned to work the following day, no further medical follow up required.	WorkSafeBC called, attended site and full investigation completed. Control zone established around the loose channel covers. All channel covers were inspected and covers not fastened were immediately done.

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
August 17, 2020	McLoughlin Pt WWTP	Report Only	During commissioning clean water was directed to the effluent channel, instead of the dirty backwash tank.	Personnel working in the tertiary area noticed water level rise in channel and reported it to operations team.	Procedures review with staff to ensure awareness of systems and operations protocols to prevent unintended direction of flows.
August 17, 2020	Residual Solids Pump Station	Report Only	Car damaged from contractors temporary fence.	Fencing blew over and landed on the vehicle	Additional securing of the fencing was completed to prevent a reoccurrence.
August 17, 2020	McLoughlin Pt WWTP	Report Only	A loader carrying pipe contacted a parked vehicle causing minor damaged.	Owner contacted and contractor will be responsible for the repairs	Tool-box talk to remind loader operator to be aware of their surroundings and proximity in and around the work area. Crews to avoid travel on non-project roads as they are narrow with cars are parked on both sides.
September 1, 2020	Trent Forcemain	Report Only	Overhead Utility struck by Excavator.	While completing force main installation an excavator boom came into contact with a low hanging communication line. Utility was contacted and line repaired.	Tool-Box talk to discuss having a spotter available for operator if there is limited visibility or restricted work area.
September 2, 2020	McLoughlin Pt WWTP	Report Only	A driver reversed their truck and struck a piece of equipment.	While there was some damage sustained to the equipment no one was injured.	Tool-Box talk was held with the employee and emphasis placed on the requirement for a spotter to be in position before moving vehicle.
September 17, 2020	Macaulay Point Pump Station	Medical Aid	Worker injured their finger while moving a cabinet.	Worker was examined and treated by First Aid and taken to medical aid where they received stitches. The worker was wearing gloves at the time of the injury.	Tool-Box talk to review the safe practices of moving any tools/equipment on site was held.
September 24, 2020	Trent Forcemain	Report Only	A buried utility was struck by an excavator.	Locates were obtained but the utility was not identified.	City of Victoria was called to repair the line.
September 25, 2020	McLoughlin Pt WWTP	Report Only	The Electrical Contractor at the McLoughlin site had a Subcontractor on site conducting some programming work,	Worker did not have an orientation and no permit submitted for work being conducted.	Safety meeting with Electrical Company to ensure that no workers access site without a proper orientation conducted and a permit issued for any work that needs to be performed.

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
September 25, 2020	Residual Solids Pump Stations	Report Only	A Sub-contractor employee did not sign out on the accountability list before leaving the Hartland site.	This caused an accountability check to be performed to locate the worker to check on their well-being.	Worker was located and talked to by the Prime Contractor in regard to their responsibility when it comes to signing in/out on the Hartland Site. Worker was required to re-take their site safety orientation to refresh them on the site rules.
September 26, 2020	McLoughlin Pt WWTP	Near Miss	An employee had locked out the valves on the MBBR and was preparing to enter the cell.	An issue downstream backed flow into the MBBR overflow channel prior to the employee entering.	The flow backup was resolved and additional valves isolated in order to mitigate any future issues.
September 29, 2020	McLoughlin Pt WWTP	Report Only	Electrical Subcontractor identified a failure of the motor control center protection relays	It was determined that the safe path forward was to disconnect the line power and transfer to generator power to maintain plant operations in order to repair the relays.	The relays were replaced and the plant was reconnected to line power.

Key safety activities conducted during July included:

- bi-weekly project update meetings with prime contractors: HRMG, Kenaidan, Windley, Don Mann, HRP, Knappett, Jacob Bros and NAC;
- monthly Incident Investigation reviews;
- reviewed site specific safety plans and high risk tasks;
- WTP Safety Manager and/or Construction Manager conducting regular site inspections at all active Project work sites;
- office safety orientation for all WTP staff as they returned to working in the office, with a focus on COVID-19 protocols;
- host Prime Contractor Safety Coordination Meeting with Project safety representatives;
- heat stress safety notice issued to Prime Contractors;
- review of Prime Contractor Training Safe Work Practice protocols to be used on site; and
- site tour at Macaulay, McLoughlin and Clover Point for CRD Corporate Safety Manager and Emergency Response Coordinator.

Key safety activities conducted during August included:

- bi-weekly project update meetings with prime contractors: Kenaidan, Windley, Don Mann, HRP, Knappett, Jacob Bros and NAC;
- monthly update meetings with prime contractors: Don Mann, HRP;
- monthly Incident Investigation reviews;
- reviewed site specific safety plans and high risk tasks;
- WTP Safety Manager and/or Construction Manager conducting regular site inspections at all active Project work sites; and
- hosted Prime Contractor Safety Coordination Meeting with Project safety representatives.

Key safety activities conducted during September included:

- bi-weekly project update meetings with prime contractors: Knappett, NAC, HRMG, Kenaidan, Jacobs Brothers;
- monthly update meetings with prime contractors: Don Mann, HRP;
- monthly Incident Investigation reviews;
- close out meeting with Prime Contractor and CRD for High Potential For Harm Incident;
- issued Safety Notices covering: the non-Project-related worker fatality that occurred on a construction site in downtown Victoria, reminding contractors of fall protection and inspection requirements when using aerial work platforms; and a safety recall notice for a specific type of fall protection equipment;
- reviewed site specific safety plans and high risk tasks; and
- WTP Safety Manager and/or Construction Manager conducting regular site inspections at all active Project work sites.

Table 3: WTP Safety Information

	Reporting Period (Q3 2020)	Project Totals
Person Hours		
PMO	9,496	158,228
Project Contractor	213,190	2,185,789
Total Person Hours	222,686	2,344,017
PMO	28	
Project Contractors (& Project Consultants) working on Project Sites	328	
Total Number of Employees	356	
Near Miss Reports	1	47
High Potential Near Miss Reports	1	7
Report Only	14	179
First Aid	9	67
Medical Aid	1	11
Medical Aid (Modified Duty)	0	2
Lost Time	0	5
Total Recordable Incidents	1	18
		Project Frequency (from January 1, 2017)
First Aid Frequency		5.7
Medical Aid Frequency		1.1
Lost time Frequency		0.4
Total Recordable Incident Frequency		1.5

2.2 Environment and Regulatory Management

Environmental and regulatory activities continued over the reporting period relating primarily to the execution of current work.

2.2.1 Environment

Environmental work progressed as planned over the reporting period. The focus was on environmental monitoring of construction activities.

Key environmental management activities completed in July included:

- The CRD, Parsons (as Design Consultant), Don Mann (as Construction Contractor) and McElhanney (as the Construction Contractor's environmental consultant) met at the site of a culvert at Peers Creek on Interurban Road, that is being replaced as a Saanich infrastructure improvement. The purpose of the meeting was to discuss the environmental protection measures that would be implemented during the work.
  The CRD, District of Saanich and Don Mann (as Construction Contractor) visited the site adjacent to the Admirals Bridge to assess the restoration completed by Don Mann. The CRD and District of Saanich were satisfied with the restoration, with plans

to revisit the site later in the fall, once the rains return and the seeding begins to germinate.

Key environmental management activities completed in August included:

- Don Mann and their environmental consultant McElhanney completed in-stream work at the site of the Peers Creek culvert replacement on Interurban Road. The in-stream work involved isolating the stream from fish and installing dewatering equipment in preparation for culvert construction. There were no fish present in the isolation zone.

Key environmental management activities completed in September included:

- In preparation for the first heavy rainfall of the season, all contractors were reminded to check their erosion and sediment control measures. It was determined that most erosion and sediment control measures were functioning properly, and some improvements were identified that were immediately implemented.

Over the reporting period, there were two minor environmental incidents:

- Overnight on July 23rd flows at Clover Point Pump Station where diverted from the long outfall to the short outfall as a result of loss of power to the screens. The CRD's overflow response procedure was implemented: the CRD posted public health advisory signs and closed nearby beaches to swimming for approximately 6 days.
- In July, NAC Constructors Ltd. (NAC) experienced a minor fuel leak from a compressor at the Arbutus Attenuation Tank site. The amount was less than a litre, and was therefore not reportable. A spill kit was used to clean-up the spilled material and the used components of the spill kit were disposed of at an appropriate facility. The compressor was placed on a drip tray and crews were reminded of that requirement for all small equipment.

2.2.2 Regulatory Management

Over the reporting period, the Project Team continued to support or lead the advancement of remaining permit applications.

Key permitting activities over the reporting period included:

- In July, the CRD and Transport Canada met to discuss the Harbour Crossing Licence Agreement.
- In August, the CRD provided a draft Statutory Right-of-Way Plan to the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development. The Plan would be used to convert the current Licence of Occupation for the McLoughlin Point outfall into a long term tenure.
- In September, the CRD met with Transport Canada to discuss the McLoughlin Point outfall Licence Agreement.

The status of key Project permits are summarized in Table 4. The table is not a list of all required Project permits, but rather a summary of the status of key Project permits. There were no changes made to the status of the key outstanding permits from the table presented in the Project's Q2 2020 Quarterly Report.

Table 4- Key Permits Status

Permit/Licence	*Anticipated Date*	*Status*	*Party Responsible for Obtaining Perming*
McLoughlin Point Harbour Crossing			
Transport Canada Lease	Following completion of construction	On track	HRP
McLoughlin Point Outfall			
Transport Canada Lease	Following completion of construction	On track	HRP

2.3 First Nations

First Nations communication and engagement was ongoing over the reporting period. Meetings with the Esquimalt and Songhees' liaisons continued, as did meetings with the W̱SÁNEĆ Leadership Council's (WLC) liaison. The meetings are a forum for covering both Project-related issues with the potential to impact First Nations, as well as an opportunity for broader discussion of CRD-related issues.

Key activities in July included:

- The CRD, Knappett (as Construction Contractor), Millennia Research (CRD's archaeological consultant) and members of the WLC met to discuss the screening of archaeological material that was excavated from the site of one of the Residual Solids Pump Stations. The purpose of the meeting was discuss methods and schedule.

Key activities in August included:

- The CRD and the Esquimalt, Songhees and WLC, during their respective meetings, discussed screening of archaeological material that was encountered during construction. The purpose of these discussions was to identify potential locations for the material that remained after screening.

Key activities in September included:

- Millennia and members of the Songhees, Esquimalt, Tsartlip, Tsawout and Pauquachin Nations began screening archaeological soils at two separate locations. The archaeological soils were previously recovered from Dallas Road and Interurban Road.

2.4 Stakeholder Engagement

The Project maintained its ongoing two-way Communications and Engagement Plan to provide Project information to stakeholders, communities and the public and to respond to public inquiries. The key focus of the communications and engagement activities over the period was to keep residents and stakeholders informed of Project plans, progress and construction information, and to receive and respond to questions and concerns raised by the community. A variety of communications tools and engagement activities were utilized to support the implementation of the plan, including stakeholder meetings, Project website updates and notifications of construction through notices and a public inquiry program, among other methods.

July Overview

Two construction notices were issued to stakeholders in July:

- Trent Forcemain: Road Closure at Fairfield and Stannard (July 15, 2020) (Appendix A); and
- Macaulay Point Pump Station: Transition to New Pump Station (July 13, 2020) (Appendix B)

The construction notices were hand delivered in the community. The Trent Forcemain notice was delivered to 75 residences along the closure and detour route and the Macaulay Point Pump Station notice was delivered to 46 residences near the pump station. In addition, as part of ongoing construction communications, residents affected by localized, temporary disruptions, such as driveway impacts, were notified by hand delivery of notices.

One public service announcement was distributed to local media and posted online as an alert:

- Core Area Wastewater Discharge Notice (July 24, 2020) (Appendix C)

Over the month of July, the Project website, wastewaterproject.ca, was updated with information about the Project. Two construction notices were posted. A map showing the progress of construction along the Residual Solids Conveyance Line (Appendix D) was updated to show that pipe installation is complete. One alert was added and resolved for the wastewater discharge out of the short outfall at Clover Point, in accordance with the CRD's response protocol.

The CRD's Twitter and Facebook accounts were used to provide Project information to the public, including updates about the wastewater discharge at the Clover Point Pump Station and traffic advisories for the work on the Trent Forcemain.

Over the month of July, the Project Team held meetings with the following community groups and representatives, and municipality representatives:

- James Bay Neighbourhood Association;
- City of Victoria Technical Working Group;
- City of Victoria staff;
- District of Saanich Technical Working Group; and
- Township of Esquimalt Liaison Committee.

August Overview

A letter providing information to residents about a change in working hours for the Trent Forcemain was hand delivered to 142 residents along the route (Appendix E). In addition, as part of ongoing construction communications, residents affected by localized, temporary disruptions, such as driveway impacts, were notified by hand delivery of notices.

Signs were posted near the entrances to the Dallas Road seawall pedestrian path describing the work that would be taking place for the Trent Forcemain (Appendix F).

A postcard was mailed to 2,959 households in James Bay and Fairfield providing residents with an update regarding the timing for the remaining construction work and public amenities along Dallas Road (Appendix G).

Over the month of August, the Project website, wastewaterproject.ca, was updated with information about the Project. The Dallas Road Update postcard and Dallas Road Seawall sign were posted.

The CRD's Twitter and Facebook accounts were used to provide Project information to the public, including an update on the work taking place along Dallas Road.

Over the month of August, the Project Team held meetings with the following municipality representatives:

- City of Victoria Technical Working Group; and
- District of Saanich Technical Working Group;

September Overview

Three construction notices and an update letter were issued to stakeholders in September:

- Arbutus Attenuation Tank: Overnight Work (September 11, 2020) (Appendix H)
- Pump Station: Construction Update (September 17, 2020) (Appendix I)
- Trent Forcemain: Dallas Road Closure (September 18, 2020) (Appendix J)
- Macaulay Point Update (September 28, 2020) (Appendix K)

The construction notices were hand delivered in the communities around the respective construction sites: Arbutus Attenuation Tank (53 residences near Haro Woods); Residual Solids Conveyance Line Pump Station (16 residences on Courtland Avenue and three residences on West Saanich Road); and Trent Forcemain (four buildings, including an apartment building, on Dallas Road near the road closure). The Arbutus Attenuation Tank notice was also circulated to stakeholders via email. In addition, as part of ongoing construction communications, residents affected by localized, temporary disruptions, such as driveway impacts, were notified by hand delivery of notices.

The Macaulay Point update letter provided information to residents in the Work Point area about the remaining work in their neighbourhood including an upcoming pathway closure. It was distributed through the Department of National Defence and emailed to the Township of Esquimalt.

Over the month of September, the Project website, wastewaterproject.ca, was updated with information about the Project. Three construction notices and an update letter were posted. The CRD's Twitter and Facebook accounts were used to provide Project information to the public, including: a traffic advisory about the closure of Dallas Road for the Trent Forcemain work; an update on the progress of the Trent Forcemain; and information on the closure of the waterfront pathway at Macaulay Point.

Over the reporting period, the Project Team held meetings with the following community groups and representatives, and municipality representatives:

- Esquimalt Liaison Committee meeting;
- City of Victoria Transportation Group;
- City of Victoria Technical Working Group; and
- District of Saanich Technical Working Group.

Public Inquiries

Public inquiry numbers from the Project email address and 24/7 information phone line (1 844 815-6132) are noted in Table 5.

Table 5 – Project Inquiries- Q3 2020

Inquiry Source	Contacts for Q3 2020
Information phone line inquiries	69
Email inquiries responded to	68

Key themes of the public inquiries were as follows:

- interest in restoration, landscaping and public amenities;
- questions regarding noise associated with construction; and
- interest in when construction in specific areas will be finished.

2.5 Resolutions from Other Governments

There were no resolutions related to the Project passed by other governments during the reporting period.

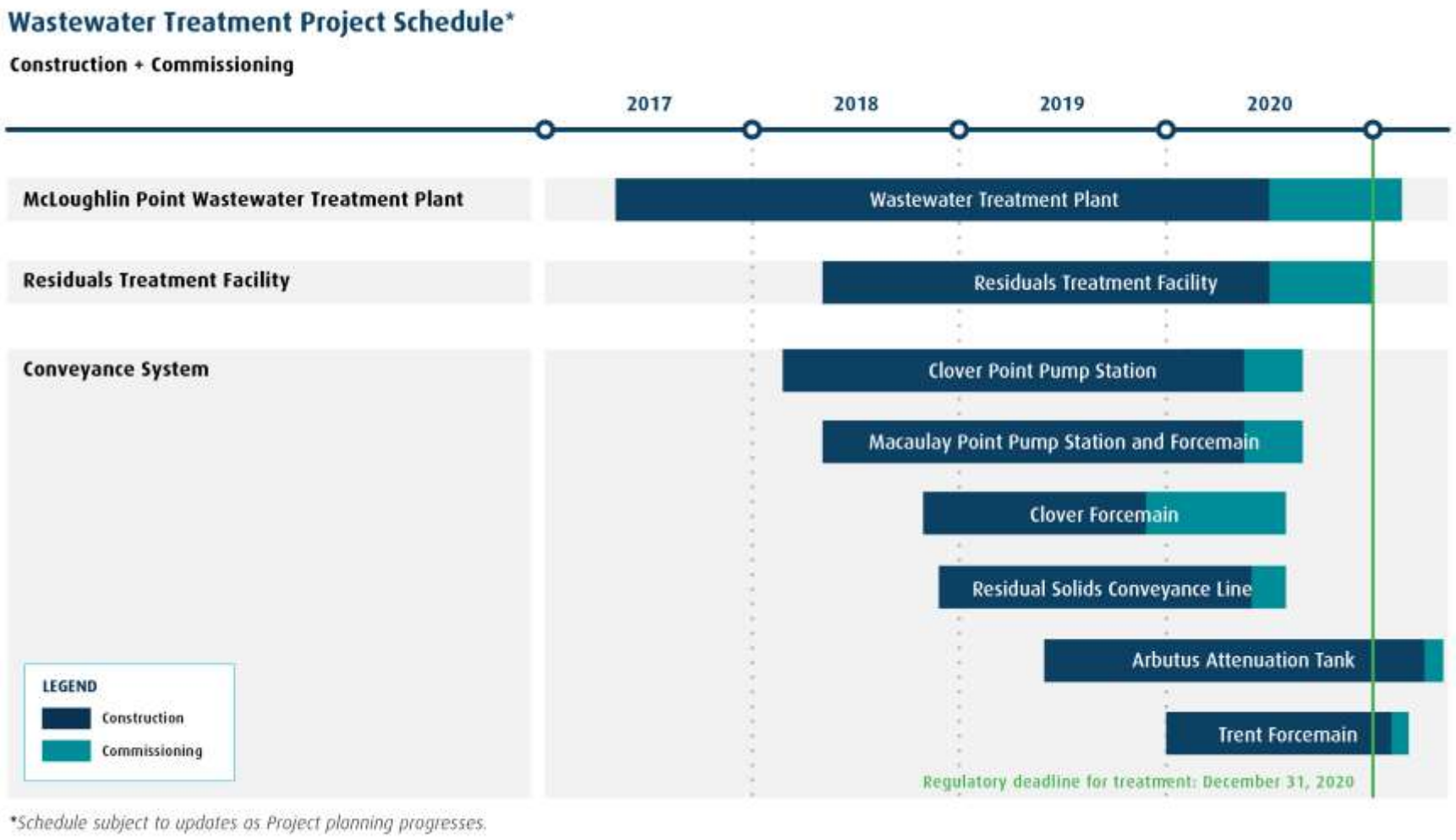
2.6 Schedule

Progress over the reporting period is summarized in Section 2.9.

Figure 1 shows the high-level Project schedule. This schedule has been changed from that shown in the Q2 2020 Quarterly Report with the following updates: the forecast completion of the Arbutus Attenuation Tank and Trent Forcemain conveyance components are now in 2021. This schedule change does not impact the Project's ability to meet the regulatory deadline for wastewater treatment by December 31, 2020.

Over the reporting period the COVID-19 public health emergency continued to have impacts on the Project. However, construction is ongoing at all of the Project's sites, in accordance with provincial guidelines, and based on current progress the Wastewater Treatment Project remains on schedule to meet the provincial and federal regulations for treatment for the Core Area's wastewater by December 31, 2020.

Figure 1- High-Level Project Schedule



2.6.1 30 day look ahead

Key activities and milestones for the next 30 days (October) are outlined below by function.

Safety

- prime contractor progress meetings;
- review of any site specific safety plans or high risk tasks;
- review prime contractor document submissions;
- issue Safety Notices for trending observations or similar incidents occurring on project sites;
- review any new COVID-19 document submissions;
- WTP Safety Manager and/or Construction Manager will conduct regular site inspections at all active Project work sites; and
- incident reporting review with prime contractors at active work locations.

Environment and Regulatory Management

- finalizing a long term tenure with the Province for the portion of the McLoughlin Point outfall that is outside of the Victoria Harbour boundary.

First Nations

- delivering archaeological screening material to the Tsartlip Nation.

Stakeholder Engagement

- ongoing construction communications with stakeholders; and
- ongoing community liaison meetings.

Cost Management and Forecast

- prepare cost reports;
- prepare Q3 financial close reporting;
- prepare for interim audit; and
- balance and confirm all funding claims to Infrastructure Canada (under the Building Canada Fund and Green Infrastructure Fund) are submitted.

Construction

McLoughlin Point

- achieve functional completion;
- complete landscaping;
- complete commissioning;
- complete integration of remote SCADA; and
- commence acceptance testing.

Clover Point Pump Station

- install grass pavers;
- reinstate curbs, walkway and roadways;
- install pathways;
- form and pour upper plaza level; and
- install water fountain, City of Victoria benches, trash cans and bike maintenance station.

Macaulay Point Pump Station

- plant trees and shrubs;
- place topsoil and finish grading;
- install gravel pathways;
- install boardwalk and viewing plaza; and
- place seeded turf.

Residuals Treatment Facility

- commence seeding of digester;
- continue process commissioning with residuals;
- complete odour control bio trickling filter acclimation period; and
- complete retention ponds, perimeter fencing and commence site landscaping.

Clover Forcemain

- final clean up; and
- demobilizing from site.

Residual Solids Pipes

- Complete work on Peers Creek culvert.

Residual Solids Pump Stations

- Install site fencing and clean up.

Arbutus Attenuation Tank (AAT)

- install curb, pipe supports, monorail and aluminium platform for the valve chamber;
- commence installation of attenuation exterior walls; and
- commence installation of attenuation tank interior walls and columns.

Trent Forcemain

- install secant and soldier pile walls;
- removal of existing retaining wall and walkway at Dallas Road; and
- install curb and gutter and sidewalk at Memorial Crescent.

2.6.2 60 day look ahead

Key activities and milestones for the next 60 days (November) are outlined below by function.

Safety

- bi-weekly and monthly prime contractor progress meetings;
- review of any site specific safety plans or high risk tasks;
- review prime contractor document submissions;
- issue Safety Notices for trending observations or similar incidents occurring on project sites;
- WTP Safety Manager and/or Construction Manager will conduct regular site inspections at all active Project work sites; and
- incident reporting review with prime contractors at active work locations.

Environment and Regulatory Management

- Complete restoration of riparian areas at Colquitz River and Peers Creek.

First Nations

- Songhees and Esquimalt to host a ceremonial burning to honour the ancestors that were encountered during project construction prior to their reburial.

Stakeholder Engagement

- ongoing construction communications with stakeholders; and
- ongoing community liaison meetings.

Cost Management and Forecast

- prepare cost reports;
- monitor schedule;
- interim audit, auditors on site.

Construction

McLoughlin Point

- complete Operations & Maintenance (O&M) Building work to allow for occupancy;
- continue acceptance testing;
- coordinate with CRD for installation of Corporate IT equipment; and
- coordinate with CRD for move of Core Area SCADA servers to McLoughlin Point WWTP.

Clover Point Pump Station

- install feature railings;
- Install pathway;
- landscaping and hydro seeding;
- install grass pavers; and
- commence demobilization.

Macaulay Point Pump Station

- commence demobilization;
- landscaping, plant trees, shrubs, and hydro seeding;
- install gravel pathways; and

- install boardwalk and viewing plaza.

Residuals Treatment Facility

- complete process commissioning with residuals;
- complete biogas commissioning;
- commence acceptance testing; and
- complete site landscaping.

Residual Solids Pump Stations

- Hartland water reservoir commissioning; and
- clean up and demobilize.

Arbutus Attenuation Tank (AAT)

- install fiberglass reinforced plastic (FRP) walls and divider walls;
- install FRP columns;
- continue with concrete wall pours; and
- commence install of FRP overflow channel.

Trent Forcemain

- asphalt pavement restoration at St. Charles Street;
- continue City of Victoria improvements on Memorial Crescent; and
- commence concrete reinforced pipe shoring support, excavation and backfill along the seawall.

2.7 Cost Management and Forecast

The monthly cost report for September and the quarterly cost report for the reporting period (July - September 2020) are attached in Appendices L and M, respectively. The cost reports summarize Project expenditures and commitments by Project Components and the major cost centres common to the Project Components.

The Project Team has been reporting budget pressures through its monthly reports to the Project Board (and CRD Board) since September 2017, primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020.

The Project Team forecast the cost to complete the Project at $775M, or $10M (1.3%) over the Project's control budget. In May 2019 the CRD Board approved an increase in the Project's budget by $10M to $775M, and on August 14, 2019, the associated amendment to the 2019-2023 Financial Plan was approved.

Subsequent to May 2019 the Project Team have continued to manage risks and there have been two opposing budget drivers:

i) The Project's financing costs to-date have been lower than budgeted for two reasons: firstly as a result of low interest rates since the start of the Project, and secondly due to the receipt of funding from the provincial government earlier than forecast; and

ii) The Project's construction costs may be higher than budgeted as many contractors have advised that there are cost impacts from the COVID-19 public health emergency. Impacts include labour availability, work modifications to comply with provincial guidelines, and delays to the delivery of equipment and supplies.

It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

2.7.1 Commitments

Commitments were made over the reporting period in furtherance of delivering the Project. The net commitments made during the reporting period resulted in an increase in committed costs of $3.2 million. The significant commitments made in the reporting period include the conversion of DND temporary Area D into a permanent facility, changes at the Arbutus Attenuation Tank, the approval of provisional items in construction contracts and contract change orders.

2.7.2 Expenses and Invoicing

The Project expenditures for the reporting period were as expected and were within the budget allocations for each of the budget areas. The main Project expenditures incurred over the reporting period were associated with commissioning, construction activities and project management office-related costs.

2.7.3 Contingency and Program Reserves

Over the reporting period contingency draws of $0.54M were made and $0.6M in credits were added; $0.2M from a control and instrumentation initial deployment credit and $0.4M was reallocated from savings in a budgeted line item (RTF financing) into contingency, as summarised in Table 6. The draws to-date, remaining contingency and program reserve balances are summarized in Table 6.

Table 6- Contingency and Program Reserve Draw-Down Table

WTP Contingency and Program Reserve Draws and Reallocations	Draw Date	$ Amount
Contingency and Program Reserve (in Control Budget)		**$ 69,318,051**
Net Contingency and Program Reserve draws to June 30, 2020		$ (54,479,967)
Contingency and Program Reserve balance as at June 30, 2020		**$ 14,838,084**
Control and Instrumentation OSI Pi Initial Deployment Credit	Jul-20	199,327
Residual Solids Discharge Line Connection to the Secondary Bypass Line	Aug-20	(281,522)
Convert DND Temporary Area D works yard into permanent facility	Sep-20	(127,922)
WWTP Total Increase		$ (210,117)
Reallocation - RTF contingency from RTF Financing for HRMG Lime Stabilization and Strain Press	Aug-20	$ 400,000
RTF Total Increase		$ 400,000
Enhance Macaualy Power Supply	Sep-20	$ (134,583)
Conveyance Total Draw		$ (134,583)
PMO Total Draw		$ -
BC Hydro Total Draw		$ -
WTP Program Reserve Draw		$ -
Contingency and Program Reserve credits in the reporting period (July 1 - Sept 30, 2020)		$ 599,327
Contingency and Program Reserve draws in the reporting period (July 1 - Sept 30, 2020)		$ (544,027)
Contingency and Program Reserve balance as at September 30, 2020		**$ 14,893,384**

2.7.4 Project Funding

The federal and provincial governments are assisting the Capital Regional District in funding the Project.

The Government of British Columbia will provide $248 million towards the three components of the Project, while the Government of Canada is contributing:

- $120 million through the Building Canada Fund Major infrastructure Component towards the McLoughlin Point WWTP;
- $50 million through the Green Infrastructure Fund towards the conveyance system; and
- up to $41 million towards the RTF through the P3 Canada Fund.

The Project Team has applied to the Federation of Canadian Municipalities (FCM) for additional funding and has executed a grant agreement for the contribution of up to $346,900 towards the delineation of the contamination and remediation and risk assessment for the McLoughlin Point Wastewater Treatment Plant.

The status of funding claims is summarised in Table 7. Note that the timing for the provision of Government of British Columbia and Government of Canada's funding differs by funding source. The Project Team will submit claims to the funding partners in accordance with the relevant funding agreements. In accordance with the funding agreements, funding from the P3 Canada Fund and the remainder of the funding from the Government of British Columbia cannot be claimed until relevant Project components are substantially complete. Both the Building Canada Fund and the Green Infrastructure Fund grants were maximized during the reporting period.

Table 7- Project Funding Status

Funding Source	Maximum Contribution	Funding Received in the Reporting Period	Funding Received to Date
Government of Canada (Building Canada Fund)	$120M	$4.7M	$108M
Government of Canada (Green Infrastructure Fund)	$50M	$0.7M	$45M
Government of Canada (P3 Canada Fund)	$41M	-	-
Government of British Columbia	$248M	-	$186M
Federation of Canadian Municipalities	$0.3M	-	-
TOTAL	**$459.3M**	**$5.4M**	**$339M**

2.8 Key Risks and issues

The Project Team actively identified and managed Project risks over the reporting period. Table 8 summarizes the highest-level risks that were actively managed over the reporting period, as well as the mitigation steps identified and/or undertaken over the reporting period.

The following changes were made to the active risks summary over the quarterly reporting period:

- The risk of "Downstream works delays – WWTP delays the commissioning of the conveyance system or the delivery of residual solids to the RTF" was closed as the WWTP has commenced commissioning;
- The risk of "Delay to the commissioning of either the WWTP or the RTF impacts the commissioning of the other plant" was closed as the WWTP and RTF have commenced commissioning; and
- The risk of "Public directly contacting contractors at sites" was reduced (from medium to low) as the number of active construction sites has reduced.

The COVID-19 public health emergency continued to have impacts on the Project over the reporting period. It is anticipated that these impacts may affect several of the Project's risks.

The Project Team are currently evaluating the impact of the public health emergency on the Project's risks, and anticipates that changes may be made to several of the risks as the situation evolves. Those risks that the Project Team have identified as potentially impacted, and that are currently under review, are identified in Table 8.

Table 8- Project Active Risks Summary

Risk Event	Description of Risk Event	Risk mitigation activities undertaken or planned in the reporting period	Assessed risk level	Trend in risk level from previous reporting period
Project				
Misalignment between First Nations' interests and the implementation of the Project.	The assessed risk level reflects the Project Team's priority of establishing strong and effective relationships with First Nations interfacing with, or interested in, the Project.	First Nations engagement activities remained ongoing over the reporting period (see section 2.3 for further details).	L	No change
Divergent interests between multiple parties and governance bodies whose co-operation is required to successfully deliver the Project.	The assessed risk level reflects the Project Team's priority of establishing strong and effective relationships with municipal, provincial and federal government departments.	The Project Team continued engagement with municipal, provincial and federal government departments throughout the reporting period.	L	No change
Misalignment between Project objectives/scope and stakeholder expectations.	The assessed risk level reflects the Project Team's priority of establishing strong and effective community stakeholder engagement.	Community engagement activities were ongoing over the reporting period (see section 2.4 for further details).	L	No change
Lack of integration between Project Components.	Planning challenges and system integration between the McLoughlin point WWTP, RTF and Conveyance System components of the Project results in schedule delays and/or additional Project costs.	Physical and schedule interfaces are clearly delineated in all construction contracts along with the requirement for commissioning and control plans. The Project Team has used a single Owner's engineer (Stantec) to develop the indicative design for all critical project components with significant interfaces. Commissioning and control plans are under development	L	No change
Senior government funds issue delayed.	The assessed risk level reflects the Project Team's priority of ensuring Project funding commitments are honoured.	Responsibility for meeting funding commitments has been assigned and is being monitored.	L	No change

Risk Event	Description of Risk Event	Risk mitigation activities undertaken or planned in the reporting period	Assessed risk level	Trend in risk level from previous reporting period
Downstream works delays.	Delay to the commissioning of the conveyance projects delays commissioning of the WWTP and the RTF.	Schedule has sufficient time allowance to ensure conveyance elements complete prior to requirement. Contractor agreements will include terms that require the contractor to recover schedule delays and/or allow for CRD acceleration.	**C**	Closed as the WWTP has commenced commissioning
Upstream works delays.	Delay to the commissioning of either the WWTP or the RTF impacts the commissioning of the other plant.	Contracts with HRP (as the Design-Build Contractor for the McLoughlin Point WWTP) and HRMG (as the Design-Build-Finance-Operate Maintain contractor for the RTF) include terms that require the contractor to recover schedule delays and/or allow for CRD acceleration. Liquidated damages for late delivery are included in both HRP and HRMG contracts.	**C**	Closed as the WWTP and RTF have commenced commissioning
Public directly contacting contractors at sites.	Direct contact between the public and contractors could expose both parties to worksite hazards and potential injuries.	Communications and engagement plan and coverage of communications in contractor orientations.	L	Reduced (from medium to low) as the number of active construction sites has reduced.
Change in law.	A change in law impacts the scope, cost or schedule of the Project.	Keep apprised of proposed modifications to relevant regulations so as to do the following as appropriate: submit comments on proposed modifications; and/or consider including anticipated modifications in contracts.	H	No change: this risk has been impacted by the COVID-19 public health emergency
Labour - availability and/or cost escalation.	There is insufficient labour available to construct the Project, and/or there is significant labour cost.	The Project Team will, through the use of competitive selection processes for all construction contracts, ensure that all Project contractors have appropriate experience and therefore understand labour risk.	L	No change

Risk Event	Description of Risk Event	Risk mitigation activities undertaken or planned in the reporting period	Assessed risk level	Trend in risk level from previous reporting period
Disagreement on contractual obligations of the construction contractors.	There is a disagreement between the Project Team and a contractor regarding the performance of their contractual obligations.	The Project Team takes a proactive management approach to the resolution of any changes, claims and disputes that arise, working expeditiously to achieve resolution with the goal of minimizing any impacts to budget and schedule while ensuring adherence to the terms of the construction contracts.	M	No change but this risk may be impacted by the COVID-19 public health emergency (assessment is currently underway)

Risk Level Key - Assessed risk level (based on likelihood and potential impact			
Low	**Medium**	**High**	**Closed**
L	**M**	**H**	**C**

2.9 Status (Engineering, Procurement and Construction)

2.9.1 Wastewater Treatment Plant (McLoughlin Point WWTP)

The McLoughlin Point WWTP Project Component continued with Harbour Resource Partners ("HRP" as the Design-Build contractor for the McLoughlin Point WWTP) progressing construction and commissioning activities, including commencing commissioning with wastewater.

Key activities in progress or completed by HRP in July were as follows:

- Primary treatment area:
  - dry commissioned, and commencing wet commissioning at Densadegs 1, 2, & 3;
  - primary odour control system ready for influent;
  - plate settler 1 & 2 ready for influent;
  - sludge tank, plant drain tank and valve vault ready for influent;
  - untreated wash down water system ready for influent;
  - fine screens ready for influent; and
  - treated wash down water system progressed.

- Secondary treatment area:
  - moving bed bio reactor ready for influent;
  - biological aerated filter cell 9 progressed;
  - blower dry commissioning complete, ready for wet commissioning; and
  - heat recovery room steady progression, nearing construction completion.

- Tertiary treatment area:
  - outfall and clean water tank ready for influent;
  - backwash and clean water pumping systems dry commissioned and ready for wet commissioning;
  - progressed installation of disk filter system piping and disk filter equipment;
  - untreated wash down water system ready for influent; and
  - progressed treated wash down water system.

- O&M building:
  - lower level interior south of the workshop approaching completion;
  - building envelope is nearing completion; and
  - green roofing continued.

- Site Works:
  - progressed final north planter and tsunami walls;
  - continued backfill on site;
  - completed Fortis gas tie-in; and
  - completed BC Hydro inspection of generator start-up.

Key activities in progress or completed by HRP in August were as follows:

- Primary treatment area:
  - completed wet commissioning of Densadeg 1, 3 and 2;
  - commenced commissioning of Plate settler 1 & 2 process;
  - commenced Sludge tank, plant drain tank process commissioning; and
  - commenced fine screens process commissioning.

- Secondary treatment area:
  - commenced moving bed bio reactor (MBBR) process commissioning;
  - commenced biological aerated filter (BAF) process commissioning;
  - BAF cell 9 biolite installed, final covers and piping install underway;
  - commenced Blower process commissioning; and
  - Suez continued progressing through their pre-commissioning and commissioning tasks.

- Tertiary treatment area:
  - commenced outfall and clean water tank process commissioning;
  - commenced Backwash and Clean water pumping systems process commissioning;
  - disk filter system turned over to the commissioning team;
  - untreated wash down water system ready for influent; and
  - treated wash down water system progressed.

- O&M building:
  - lower level interior south of the workshop nearing completion;
  - second level throughout is nearing completion; and
  - green roof system is complete.

- Site Works:
  - completed final north planter and tsunami walls; and
  - continued miscellaneous backfill on site.

Key activities in progress or completed by HRP in September were as follows:

- Primary treatment area:
  - systems running in automatic; and
  - systems complete for biological commissioning.

- Secondary treatment area:
  - systems running in automatic; and
  - systems complete for biological commissioning.

- Tertiary treatment area:
  - systems running in automatic;
  - systems complete for biological commissioning; and
  - disk filter system ready to be placed in service.

- O&M building:
  - building automation systems commissioning underway, HVAC, fire alarm, security; and
  - work continues in the shop space.

- Site Works:
  - tsunami planters are now landscaped;
  - Patricia Way and main plant site paved;
  - main waterline complete; and
  - continued backfill on site.

Photographs of construction progress over the month of September at McLoughlin Point WWTP are shown in Figures 2-5.



Figure 2− McLoughlin Point Wastewater Treatment Plant – Railing installation in Operations & Maintenance building main entrance stairway.



Figure 3– McLoughlin Point Wastewater Treatment Plant- Lighting controls installation in general office level 2.



Figure 4– McLoughlin Point Wastewater Treatment Plant- Planting shrubs in planter next to Operations & Maintenance building workshops.



Figure 5− McLoughlin Point Wastewater Treatment Plant- Handrail installed in Operations & Maintenance main entrance stairwell.

2.9.2 Residuals Treatment Facility

The RTF Project Component continued with Hartland Resource Management Group ("HRMG" as the Design-Build-Finance-Operate-Maintain contractor for the RTF) progressing construction and commissioning activities.

Key activities in progress or completed by HRMG in July were as follows:

- Digester Area
  - erect scaffolding for gas membrane installation; and
  - commissioning systems and install of biogas piping on roof of Digester Building.

- Other Municipal Solids Receiving Facility
  - insulation of piping; and
  - installation of receiving hopper.

- Residuals Handling Building
  - commissioning of various systems; and
  - insulation of hot water piping.

- Residuals Drying Facility
  - completed installation of external stairs; and
  - commissioning of various systems in progress.

- Residuals Storage & Odour Control
  - completed installation of fiberglass reinforced plastic (FPR) duct installation; and
  - chemical piping installation complete.

- Operations Building
  - commenced fire alarm verification.

Key activities in progress or completed by HRMG in August were as follows:

- Digester Area
  - installation of insulation at Digesters 2 and 3;
  - commenced filling Digested Solids storage tanks with water for hydro test and installation of gas membrane; and
  - installation of biogas piping on roof of Digester Building tying into digester tanks.

- Other Municipal Solids Receiving Facility
  - completed install of hopper.

- Residuals Handling Building
  - commissioning of various systems including boilers; and
  - completed insulation of hot water piping.

- Residuals Drying Facility
  - commissioning of various systems in progress.

- Residuals Storage & Odour Control
  - commenced insulation of fiberglass reinforced plastic (FRP) ductwork.

- Operations Building
  - Fire alarm verification is progressing.

Key activities in progress or completed by HRMG in September were as follows:

- Digester Area
  - completed Digester 1 Hydro and Pneumatic tests;
  - completed Digester 2 insulation;
  - completed Digester 3 insulation;
  - completed DSST hydro test and install of gas membrane; and
  - introduction of residual solids into the RTF.

- Other Municipal Solids Receiving Facility
  - Piping modifications.

- Residuals Handling Building
  - Completed air balancing.

- Residuals Drying Facility
  - Commissioning of various systems in progress.

- Residuals Storage & Odour Control
  - Continued with insulation of FRP ductwork.

- Operations Building
  - Building complete no further activities planned.

Photographs of construction progress over the month of September at the Residuals Treatment Facility are shown in Figures 6 - 7.



Figure 6− Residuals Treatment Facility- Pipe insulation being installed on Dryer building process piping.



Figure 7− Residuals Treatment Facility- Ongoing installation of site perimeter fencing.

2.9.3 Conveyance System

2.9.3.1 Clover Point Pump Station

The Clover Point Pump Station continued with Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressing construction and commissioning activities over the reporting period, including commencing the pumping of wastewater from the Clover Point Pump Station, through the Clover Forcemain to the McLoughlin Point WWTP.

Key construction activities in progress or completed by Kenaidan in July included:

- completed seismic upgrades;
- completed installation of new diesel generator exhaust, fuelling system, and diesel generator;
- completed installation of grit separation equipment;
- completed works in the new wastewater channel;
- progressed electro-mechanical works in the public plaza washroom; and
- completed functional and operational test for upgrades at existing pump station.

Key construction activities in progress or completed by Kenaidan in August included:

- formed, placed and stripped concrete benches and upper plaza retaining walls;
- formed and poured north retaining wall;
- installed stone exterior to pump station;
- installed pipe supports to storm pumps;
- installed crane stops for electrical room monorail;
- installed public washroom accessories and finishes;
- completed installation of pigging chamber; and
- installed acoustic panels in generator room.

Key construction activities in progress or completed by Kenaidan in September included:

- completed exterior finishes to public washroom;
- install grinder pump to public washroom;
- installing landscape retaining walls and concrete benches in public plaza area;
- backfill and grading to public plaza area;
- installing stone to exterior retaining walls of pump station;
- complete coatings in Odour Control/Screening room;
- install emergency egress corridor in generator room;
- install gypsum wall cover over existing aluminium stairs in generator room; and
- demolish wall between old transformer room/control/electrical room.

Photographs of construction progress over the month of September at Clover Point are shown in Figures 8-10.



Figure 8−Clover Point Pump Station- Exterior of public washroom.



Figure 9−Clover Point Pump Station- Concrete pour of north retaining wall.



Figure 10- Clover Point Pump Station – Control room concrete slab infills.

2.9.3.2 Macaulay Point Pump Station and Forcemain

The Macaulay Point Pump Station and Forcemain continued with Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressing construction and commissioning activities over the reporting period, including commencing the pumping of wastewater from the Macaulay Point Pump Station, through the Macaulay Forcemain, to the McLoughlin Point WWTP.

Key construction activities in progress or completed by Kenaidan in July were as follows:

- Diversion Chamber
  - completed concrete work around the slide gate;
  - commenced grout around the slide gate; and
  - installed slide gate.

- Pump Station
  - completed installation of turning vanes in wet well;
  - installation of fiberglass reinforced plastic (FRP) platform and stair in the pump room;
  - completed wood siding installation;
  - completed installation of all doors;
  - installed flow splitters in the wet well;
  - completed grout for the flow splitter; and
  - commenced FRP grating installation in the bin room.

Key construction activities in progress or completed by Kenaidan in August were as follows:

- Diversion Chamber:
  - backfill around the existing drop structure; and
  - installation of vent pipes.

- Pump Station:
  - installed additional air release valves in the pump room;
  - installation of FRP platform and stairs in the pump room;
  - FRP grating installation in the bin room;
  - installation of Acoustic Insulation Panels in Genset Room and Pump Rooms;
  - vent pipe installation on the East side;
  - continued backfill on the East side; and
  - installation of electrical sleeves to the low level chamber.

Key construction activities in progress or completed by Kenaidan in September were as follows:

- Diversion Chamber
  - backfill around the existing drop structure; and
  - box Manhole Concrete formwork.

- Pump Station
  - demolition of the old pump station;
  - installed lifting brackets for two flow meters;
  - installation of the FRP grating clips;
  - complete green roof installation;
  - completed backfill on the East side;
  - hydro seeding restoration; and
  - electrical works for the low level overflow chamber.

Photographs of construction progress over the month of September at Macaulay Point Pump Station are shown in Figures 11-12.



Figure 11−Macaulay Point Pump Station- Macaulay signage installed.



Figure 12−Macaulay Point Pump Station- Green roof complete.

2.9.3.3 Clover Forcemain (CFM)

Windley Contracting Ltd. ("Windley" as the Construction Contractor) continued construction and commissioning activities over the reporting period, including supporting the commencement of pumping of wastewater from the Clover Point Pump Station, through the Clover Forcemain to the McLoughlin Point WWTP.

Key construction activities in progress or completed by Windley in July included:

- continued seawall balustrade replacement construction;
- removed old wall;
- completed new concrete wall;
- completed new sidewalk;
- installed new aluminium fence; and
- progressed bollard installation.

Key construction activities in progress or completed by Windley in August included:

- seawall balustrade replacement construction continues; and
- construction of enhanced sidewalk.

Key construction activities in progress or completed by Windley in September included:

- seawall replacement construction and new plaza completed;
- finishing top lift paving in front of seawall;
- line painting nearing completion;
- site office being removed; and
- final clean up underway.

Photographs of construction progress over the month of September on the Clover Forcemain are shown in Figures 13-14.



Figure 13−Clover Forcemain- Cycle track and Dallas Road paving complete.



Figure 14−Clover Forcemain- Sidewalk complete with benches and lounge chairs.

2.9.3.4 Residual Solids Conveyance Line

The RSCL is being delivered through two construction contracts:

- Residual Solids Pipes; and
- Residual Solids Pump Stations

Residual Solids Pipes: Don Mann Excavating Ltd. ("Don Mann" as the Construction Contractor for the Residual Solids Pipes) continued construction activities over the reporting period for the Saanich infrastructure improvement being undertaken at Peers Creek.

Key construction activities in progress or completed by Don Mann in July were as follows:

- All pipe work was completed.
- Peers Creek: utility locates and survey layout were conducted along with equipment mobilization in preparation for construction activity to replace a culvert as part of a Saanich infrastructure improvement.

Key construction activities in progress or completed by Don Mann in August were as follows:

- fish salvage and creek dewatering was conducted with supervision by McElhanney;
- existing concrete-encased BC Hydro transmission duct bank was exposed, and more concrete was added to the surround;
- realigned a section of an existing watermain, the new section was successfully tested and tied in to the existing main by Saanich with support from Don Mann;
- existing sewer pipe was replaced with ductile iron pipe within a casing;
- removal of existing storm drain manhole and culvert pipes;
- installed twin culverts across Interurban Road;
- installation and connection of a new storm drain manhole; and
- two boreholes were advanced to assess soil conditions as part of concrete
- Headwall design.

Key construction activities in progress or completed by Don Mann in September were as follows:

- installed eight micro piles (four per headwall) in the headwall locations;
- formed and poured west (outlet) headwall;
- formed and poured east headwall; and
- storm drain redesign was approved by Saanich, and DME began construction on Sept 28.

Photographs of construction progress over the month of September on the Residual Solids Pipes are shown in Figure 15.



Figure 15−Residual Solids Pipes – Peers Creek – Forming east side headwall.

Residual Solids Pump Stations: Knappett Projects Inc. ("Knappett" as the Construction Contractor for the Residual Solids Pump Stations) continued construction and commissioning activities over the reporting period.

Key construction activities in progress or completed by Knappett in July included:

- completed commissioning of the pipes and pump stations;
- completed pigging of the lines;
- at the pump stations, the odour control unit (OCU) installation was completed and stainless steel stacks were erected;
- OCU advanced start up began;
- completed and pressure tested pig receiver piping at Marigold Pump Station;
- completed Admirals Bridge installation;
- completed final paving and line painting on Willis Point Road;
- installed curbing at Pump Station1; and
- Hartland Reservoir underground pipe work.

Key construction activities in progress or completed by Knappett in August included:

- form and pour new pump bases and continue installation of mechanical equipment and piping for the Hartland water system improvements;
- replaced threaded hanger rods on Admirals and Tillicum bridges;
- installed valve chamber hatch drains at pump stations 2 & 3;
- install odour control unit vent piping at all pump stations; and
- completed site grading at the Marigold pump station.

Key construction activities in progress or completed by Knappett in September included:

- RTF chamber grading and casting work on Willis Point Rd
- Pump Station 3: OCU fence posts were dug in;
- Pump Station 2: pump bases were epoxy coated and OCU fencing was erected and the handrail was installed along the retaining wall;
- Tillicum and Admirals Bridges: hanger rods were swapped out with the correct ones, and the thrust block was poured at Admirals Bridge;
- Marigold Pump Station: work continued on the Odour Control Unit system, landscaping took place, and the sump manhole received its epoxy coating;
- Hartland Reservoir saw the completion of the watermains, sanitary forcemain work, and electrical conduits were laid; and
- Hartland Pump Station, pumps were installed on the new support pads and pipe installation continued.

Photographs of construction progress over the month of September on the Residual Solids Pump Stations are shown in Figures 16-17.



Figure 16−Residual Solids Pump Stations–Admirals Bridge additional pipe support bracket installed.



Figure 17 −Residual Solids Pump Stations – Pump Station 2- Tower Fence on-site installing fence on the retaining wall.

2.9.3.5 Arbutus Attenuation Tank

NAC Constructors Ltd. (as the Construction Contractor for the Arbutus Attenuation Tank) continued construction activities over the reporting period.

Key construction activities in progress or completed by NAC Constructors Ltd. in July included:

- completed final excavation within attenuation tank;
- commence drilling / grouting / installation of rock anchors; and
- complete installation of mud matt at base of attenuation tank.

Key construction activities in progress or completed by NAC Constructors Ltd. in August include:

- sections of Attenuation Tank mud mat poured and completed;
- completed valve chamber excavation, subbase placement, and mud mat placement;
- commenced coring of valve chamber piping and doorway;
- completed 90% of the main tank and 100% of the valve chamber base slab reinforcing steel, injection and PVC water stop;
- completed and backfilled installation of culvert extension;
- additional anchors were proof tested to resolve the failed anchor along with supplementary reinforcing steel installation around adjacent anchors; and
- completed base slab pours of the valve chamber, the lower sump and trough area of the main tank.

Key construction activities in progress or completed by NAC Constructors Ltd. in September include:

- completed installation of valve chamber walls reinforcing steel, waterstop, and formwork;
- completed installation of Attenuation Tank base slab reinforcing steel and water stop;
- Caisson Wall system cleaning;
- completed coring of valve chamber penetration;
- poured Attenuation Tank base slab;
- commenced Attenuation Tank Perimeter Walls and divider wall reinforcing steel installation; and
- poured valve chamber walls.

Photographs of construction progress during the month of September at the Arbutus Attenuation Tank are shown in Figures 18 and 19.



Figure 18−Arbutus Attenuation Tank- Valve chamber wall formwork installed.



Figure 19−Arbutus Attenuation Tank- Valve chamber wall reinforcing steel installation.

2.9.3.6 Trent Forcemain

Jacob Bros. Construction Inc. (as the Construction Contractor for the Trent Forcemain) progressed continued construction activities over the reporting period.

Key construction activities in progress or completed by Jacob Bros. in July included:

- installed 202m on Bushby Street including concrete cap running the entire length;
- installed 59m pipe at Fairfield Road, including the installation of three bends and corresponding thrust blocks;
- installed 210m of pipe along Memorial Crescent;
- installed air release valve chamber at the intersection of Fairfield Road and Stannard Avenue; and
- completed Fortis BC gas main relocation at Brooke Street.

Key construction activities in progress or completed by Jacob Bros. in August included:

- installed Memorial Crescent air valve chamber and internal hardware setup ready for commissioning;
- installation of forcemain on Stannard Avenue and Brooke Street;
- reinstated three external drop structure manholes on Brooke Street prior to backfill; and
- completed Memorial Crescent watermain grade adjustment work.

Key construction activities in progress or completed by Jacob Bros. in September included:

- completed Fairfield Road watermain realignment in conjunction with City of Victoria;
- re-commenced pipe work on Memorial Crescent;
- installed 108m of Dallas Road pipe; and
- re-commenced Bushby Street Gravity Main at intersection with Memorial Crescent.

A photograph of construction progress during the month of September at the Trent Forcemain is shown in Figure 20.



Figure 20−Trent Forcemain- Curb work completed on Memorial Crescent.

Appendix A− Trent Forcemain: Road Closure at Fairfield and Stannard (July 15, 2020)

Wastewater Treatment Project
Treated for a cleaner future

Construction Notice

July 15, 2020

Trent Forcemain: Road Closure at Fairfield and Stannard

As part of the Wastewater Treatment Project, an air valve chamber is being constructed at Stannard Avenue and Fairfield Road. This work will require the closure of Fairfield Road between the Fairfield Shopping Centre and Arnold Avenue. The closure is expected to take place during work hours starting on Thursday, July 16 and be complete within approximately two days. A detour will be in place (see map on reverse).

What to Expect

- The area will be excavated, the chamber installed, and the site will be temporarily restored.
- Final restoration will take place after the section of forcemain along Fairfield Road has been tested and completed.
- Noise associated with this work includes excavation machinery and truck back-up beepers.
- Pipes and equipment will be temporarily stored in the area while this work is completed.

Traffic Impacts

- A signed detour will be in place during work hours.
- On-street parking along Memorial Crescent and St Charles Street will be removed to allow for detour traffic.
- Traffic control areas will be delineated by cones and signs and controlled by flaggers.

Access

- Vehicle access to residences will not be impacted.
- Emergency services will have access at all times.
- Garbage and recycling services will be picked up as usual.

Work Hours

- Monday to Friday from 7:00 a.m. to 7:00 p.m.
- Saturday from 10:00 a.m. to 7:00 p.m.

Thank you for your patience as this work is completed.

About the Wastewater Treatment Project
The Wastewater Treatment Project will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations by the end of 2020.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

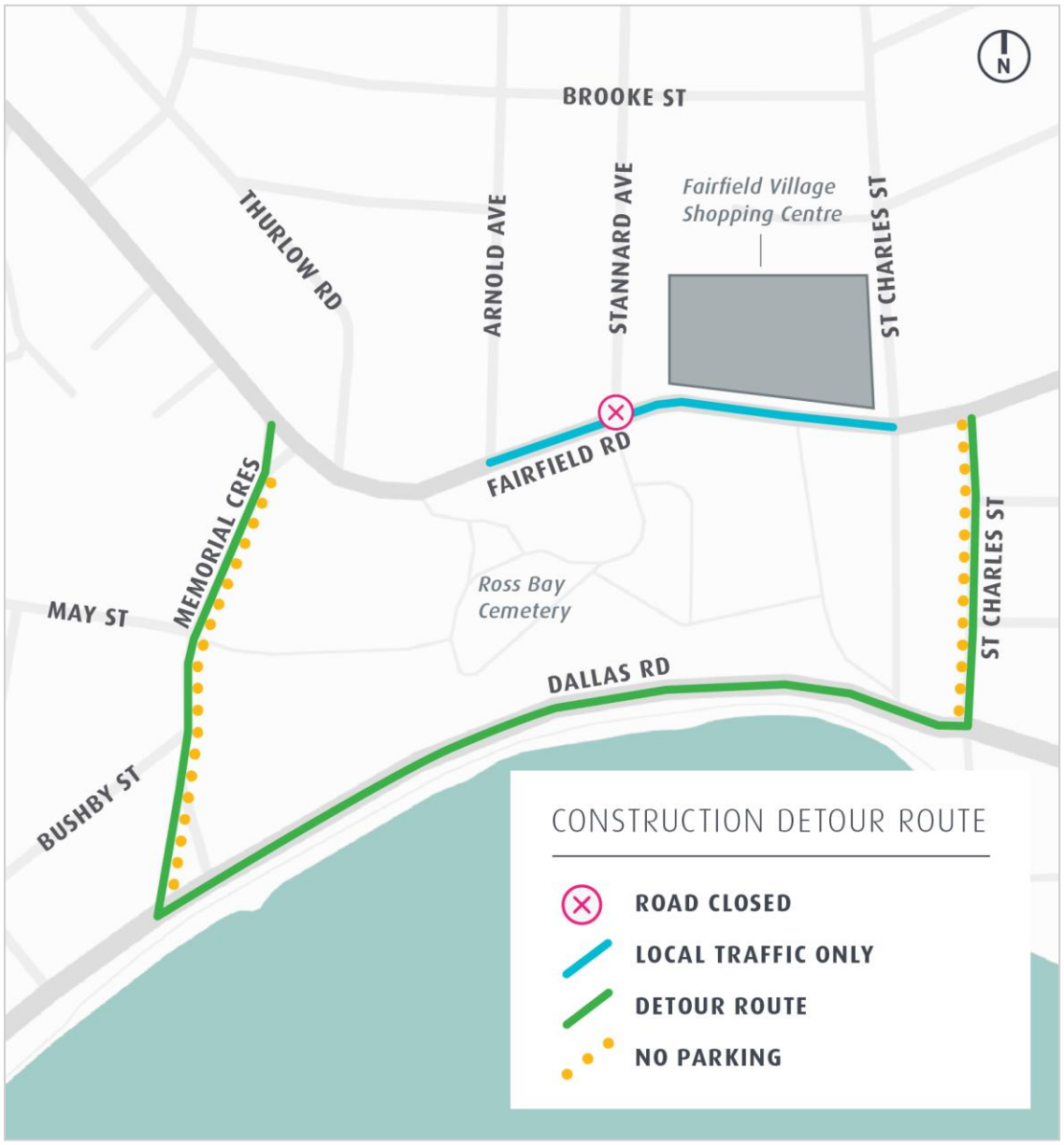
Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Wastewater Treatment Project
Treated for a cleaner future

Construction Notice

Detour Route



Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix B− Macaulay Point Pump Station: Transition to New Pump Station (July 13, 2020)

Wastewater Treatment Project
Treated for a cleaner future

Construction Notice

July 13, 2020

Macaulay Point Pump Station: Transition to New Pump Station

The Macaulay Point Pump Station is starting commissioning and wastewater will soon be diverted from the existing pump station to the new pump station. Diesel-powered pumps outside the pump station will be operating during the day beginning July 14 for one week, and will then operate continuously for an anticipated three weeks. Some overnight work, anticipated to begin the week of July 20, will also be required.

What to Expect

- Diesel-powered pumping units will operate outside the Macaulay Point Pump Station.
  - Beginning July 14, the pumps will operate during the day.
  - Beginning the week of July 20, the pumps will operate 24 hours a day until the work is complete (anticipated to be by the end of the first week of August)
- The pumps are equipped with acoustic enclosures to reduce noise.
- For overnight work, construction equipment will be in operation, including lights and truck back-up beepers.
- Increased short-term odour may occur intermittently during this work.

Work Hours

- Monday to Friday from 7:00 a.m. to 7:00 p.m.
- Saturday from 7:00 a.m. to 5:00 p.m.
- Some overnight work will be required for short periods the week of July 20.

Traffic Impacts

- No traffic impacts are expected.

About the Wastewater Treatment Project

The Wastewater Treatment Project will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations by the end of 2020.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix C− Core Area Wastewater Discharge Notice (July 24, 2020)

Making a difference...together

Public Service Announcement

For Immediate Release
July 24 2020

Core Area Wastewater Discharge Notice

Victoria, BC- Construction at the Clover Point Pump Station resulted in an unplanned wastewater discharge out the short outfall for intermittent periods overnight on July 23, 2020, and into the morning of July 24, 2020. The shorelines affected are along Dallas Road between Government Street and Crescent Road including Holland Point, Clover Point, Ross Bay and Gonzales Bay. This pump station is currently undergoing upgrades related to the Wastewater Treatment Project.

As a result of this discharge, residents are advised to avoid entering the waters along the affected shorelines, as the wastewater may pose a health risk.

As a precaution and in consultation with Island Health and the local municipalities, beaches within the affected areas will be posted with public health advisory signs until sample results indicate enterococci levels are below the 70CFU/100mL recreational limit.

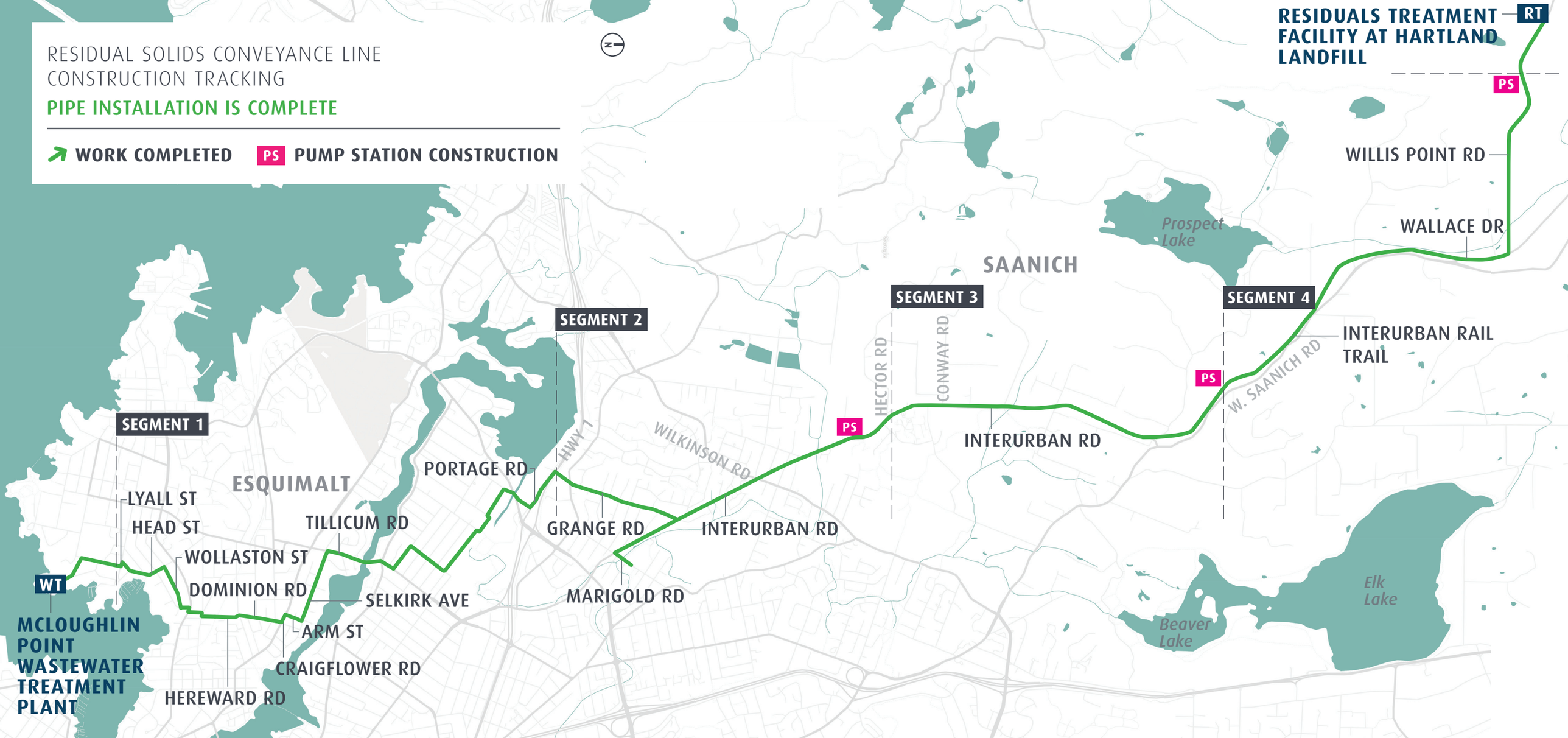
For updates, please visit www.crd.bc.ca and follow us on Twitter @crd_bc

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

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For media inquiries, please contact:
Andy Orr, Senior Manager
CRD Corporate Communications
Office 250.360.3229
Cell 250.216.5492

Appendix D− Residual Solids Conveyance Line Map (July 20, 2020)


RESIDUAL SOLIDS CONVEYANCE LINE
CONSTRUCTION TRACKING
PIPE INSTALLATION IS COMPLETE
WORK COMPLETED
PS PUMP STATION CONSTRUCTION
RESIDUALS TREATMENT FACILITY AT HARTLAND LANDFILL
RT
PS
WILLIS POINT RD
WALLACE DR
Prospect Lake
SAANICH
SEGMENT 4
SEGMENT 3
SEGMENT 2
SEGMENT 1
INTERURBAN RAIL TRAIL
W. SAANICH RD
HECTOR RD
CONWAY RD
INTERURBAN RD
WILKINSON RD
HWY 1
PORTAGE RD
GRANGE RD
INTERURBAN RD
MARIGOLD RD
ESQUIMALT
LYALL ST
HEAD ST
TILLICUM RD
WOLLASTON ST
DOMINION RD
SELKIRK AVE
ARM ST
CRAIGFLOWER RD
HEREWARD RD
WT
MCLOUGHLIN POINT WASTEWATER TREATMENT PLANT
Elk Lake
Beaver Lake

Appendix E− Trent Forcemain: Updated Work Hours (August 6, 2020)

Wastewater Treatment Project

August 6, 2020

Dear Resident,

We are writing to notify you that the contractor for the Trent Forcemain project will be changing their work hours on Saturdays and will be starting at 8:00 a.m. beginning August 8.

Work hours are now Monday to Friday from 7:00 a.m. to 7:00 p.m. and Saturday from 8:00 a.m. to 7:00 p.m.

Construction for the Trent Forcemain continues with over 50% of the pipes installed (1,000m of 1,900m).

We appreciate your patience while this work is being completed. Please feel free to contact us at our 24/7 phone line 1-844-815-6132 or email wastewater@crd.bc.ca if you have any questions.

Thank you,

Wastewater Treatment Project Team



Appendix F− Dallas Road Update (August 6, 2020)

Wastewater Treatment Project
Treated for a cleaner future

Dallas Road Update
August 2020

Clover Point

The majority of construction on the pump station is complete and commissioning (or system testing) is underway.

Public space improvements are currently being built: a new viewing plaza, connecting pathways, benches, water fountain, public art, bike racks, and a new public washroom. Anticipated opening: November 2020.

Clover Point Road remains closed and the City of Victoria will determine when it will reopen.

The site trailer and laydown area will be fully restored to its original condition in fall 2020.

Dallas Road

The City of Victoria is replacing the seawall balustrade near Ogden Point on Dallas Road and adding a plaza to the sidewalk. Anticipated completion: September 2020.

The City of Victoria has designated the new bike path along Dallas Road as a multi-use path for cyclists and pedestrians to share as a pilot project, similar to the Galloping Goose or E&N Rail Trail. Signs and pathway markings anticipated to be complete: end of August 2020.

Final paving of Dallas Road between Lewis and Dock streets: September. Standard and accessible parking stalls marked on Dallas Road: fall 2020.

Pathway lighting, garbage cans, and bike racks have been installed along the path and 88 trees have been planted in Beacon Hill Park.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix G− Trent Forcemain: Dallas Road Seawall (August 17, 2020)

Dallas Road Seawall

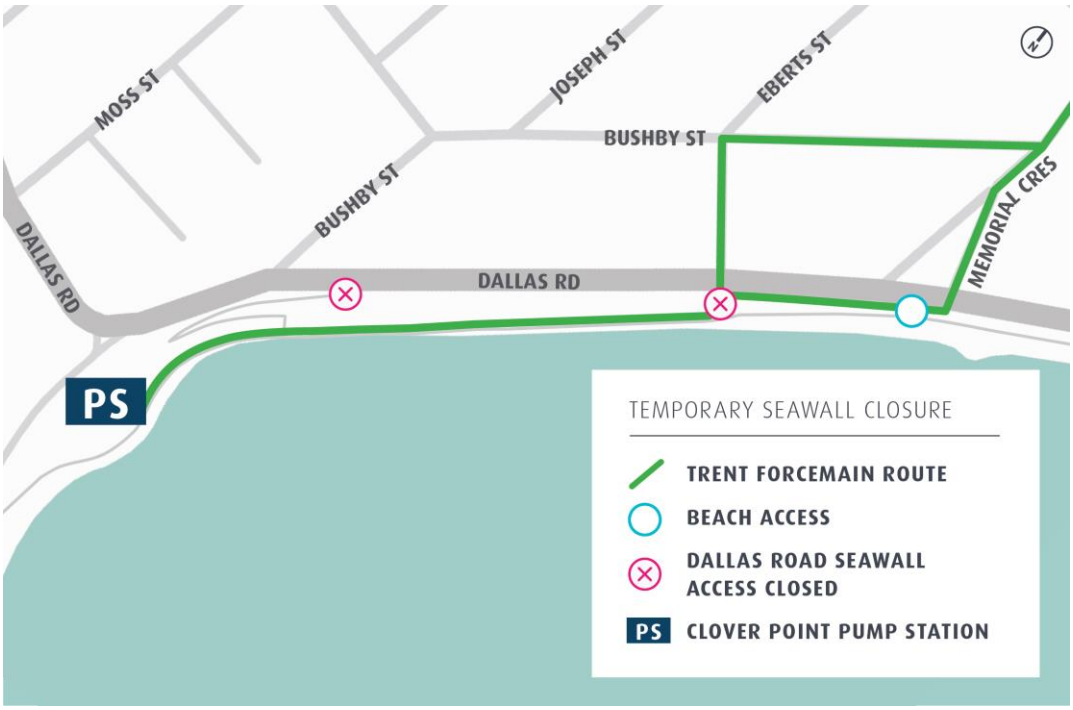
The Wastewater Treatment Project includes construction of the Trent Forcemain, 1.9km of pipes that will be installed from the intersection of Chandler Avenue and St. Charles Street to the Clover Point Pump Station. This work includes installing a pipe under the pedestrian path on the Dallas Road Seawall. The path will be temporarily closed and some parking will be restricted during construction. Beach access will be maintained.

What's Happening

- The Dallas Road Seawall between Memorial Crescent and the Clover Point Pump Station will be excavated and a pipe will be installed.
- Final restoration of the pedestrian path will take place after this section has been tested and completed.

Timeline

- Pipe installation is expected to begin in August 2020.
- Restoration of the seawall is anticipated to be complete in fall 2020.



Thank you for your patience as this work is completed.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix H- Arbutus Attenuation Tank Overnight Work (September 11, 2020

Wastewater Treatment Project
Treated for a cleaner future

Construction Notice

September 11, 2020

Arbutus Attenuation Tank: Overnight Work

Construction of the Arbutus Attenuation Tank is progressing well with the majority of the excavation work complete. The contractor has started installing the base of the storage tank. In order to maintain the quality of the concrete, a large pour will take place overnight on the following date:

- Monday, September 14, 2020.

Once the concrete has cured, the contractor will begin to work on the walls of the storage tank.

What to Expect

- Noise associated with construction will be ongoing overnight. Concrete pumping trucks and back-up beepers will be in operation.
- Flood lights will be used to safely illuminate the work area.

Work Hours

- Construction will take place overnight.
- Once this work is complete, normal work hours will resume Monday to Saturday from 7:00 a.m. to 7:00 p.m.

If you have any questions about this work, please contact the Project Superintendent, Nicholas Ellis, at 250-208-6772.

Construction at this site is expected to be complete in early 2021. Once finished, the site will be planted with vegetation appropriate for the local woodland setting.

Thank you for your patience as this work is completed. We apologize for any disruption this work may cause.

About the Wastewater Treatment Project
The Wastewater Treatment Project will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations by the end of 2020.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix I- Pump Station: Construction Update (September 17, 2020)

Wastewater Treatment Project
Treated for a cleaner future

Construction Notice

September 17, 2020

Pump Station: Construction Update

Construction of the Wastewater Treatment Project is nearing completion on all major components. As part of the transition to operations, the next phase involves testing of the system which is now underway. For the next two to three weeks, there will be more activity at the pump stations along the Residual Solids Conveyance Line.

What to Expect

- A temporary increase in noise coming from the pump station.
- Possible short-term odour may occur.
- Increased activity at the site.

Work Hours

- Monday to Saturday from 7:00 a.m. to 7:00 p.m.

Traffic Impacts

- No traffic impacts are expected.

Once this phase is complete, final cleanup and landscaping work will be done. This work is anticipated to be complete by the end of November.

Thank you for your continued patience while this work is completed. If you have any questions, please contact the Project Team.

About the Wastewater Treatment Project

The Wastewater Treatment Project will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations by the end of 2020.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix J -Trent Forcemain: Dallas Road Closure (September 18, 2020)

Wastewater Treatment Project
Treated for a cleaner future

Construction Notice

September 18, 2020

Trent Forcemain: Dallas Road Closure

As part of construction for the Trent Forcemain, a pipe will be installed along Dallas Road and under the pedestrian path on the Dallas Road Seawall. This work will require the closure of Dallas Road at Memorial Crescent during work hours on the following dates:

- Monday, September 21
- Tuesday, September 22
- Wednesday, September 23

Parking will be restricted during this work. Please refer to construction signage.

What to Expect

- A trench will be excavated, the pipe will be installed, and the trench will be backfilled.
- Steel road plates may be installed overnight in some locations.
- Noise associated with this work includes excavation machinery and truck back-up beepers.
- Equipment will be temporarily stored in the area.

Traffic Impacts

- Dallas Road will be closed during work hours for approximately three days. A detour will be in place.
- Traffic control areas will be delineated by cones and signs and controlled by flaggers.

Access

- On street parking along Dallas Road between Eberts Street and Memorial Crescent will be removed for approximately three weeks while construction is taking place on Dallas Road.
- Access to your property may be impacted for short periods of time due to the presence of equipment.

Work Hours

- Monday to Friday from 7:00 a.m. to 7:00 p.m.
- Saturday 8:00 a.m. to 7:00 p.m.

Thank you for your patience while we complete this work. We apologize for any inconvenience this may cause.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix K- Macaulay Point Update (September 28, 2020)

Macaulay Point Update

Dear Resident,

We wanted to provide an update on the remaining work in your neighbourhood. We are close to the end of the Project and into the final restoration stage. Construction at Macaulay Point is anticipated to be completed by the end of November. The new pump station is currently operational and the remaining work includes completing demolition of the old pump station, landscaping, and restoration of the area.

Upcoming Pathway Closure

September 30 – October 21

A portion of the waterfront trail in Macaulay Point Park will be closed for three weeks to facilitate the demolition of the old pump station and restoration of the area.

A few days of blasting will be required in early October. Notification will be provided to neighbours in close proximity.



Final Paving

Final road paving of Peters Street and Patricia Way will be done in October.

Temporary Odour

The McLoughlin Point Wastewater Treatment Plant is currently undergoing commissioning (or testing) so residents may smell odour in the area until end of October. Thanks to the state-of-the-art odour control system, there will be no discernible odour in the community once testing is complete.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Tree Planting

Thirty-two trees will be planted this fall replacing the trees that were removed to accommodate installation of the forcemain on Anson Street. The majority of the trees will be Green Ash with some Garry Oak and Red Maples also planted.

Thank you!

We recognize construction has been disruptive to your daily lives over the past couple years and we want to thank you for your patience while this work has been completed. We hope you will be able to enjoy the new waterfront park area in front of the new pump station once it is complete.

In the meantime, we remain available to answer any questions or address any concerns you may have.

Wastewater Treatment Project Team

Appendix L− Monthly Cost Report (September)

MONTHLY COST REPORT
as at September 30, 2020

Description	BUDGET		COST EXPENDED					COMMITMENTS			FORECAST		VARIANCE	
	Control Budget	Allocated Budget	Expended to August 31, 2020	Expended over reporting period (September 2020)	Expended to September 30, 2020	Expended to September 30, 2020 as a % of Allocated Budget	Remaining (Unexpended) Allocated Budget at September 30, 2020	Total Committment at September 30, 2020	Unexpended Commitment at September 30, 2020	Uncommitted Allocated Budget at September 30, 2020	Forecast to Complete	Forecast at Completion	Variance at Completion $	Variance at Completion as a % of Allocated Budget
McLoughlin Point Wastewater Treatment Plant	**331.4**	**329.7**	**307.2**	**3.8**	**311.0**	**94%**	**18.7**	**321.7**	**10.8**	**8.0**	**18.7**	**329.7**	**-**	**0%**
Construction	306.7	321.2	306.8	3.8	310.6	97%	10.6	321.1	10.5	0.1	10.6	321.2	-	0%
Contingency	14.9	1.6	-	-	-	0%	1.6	-	-	1.6	1.6	1.6	-	0%
Financing	9.8	6.9	0.5	(0.1)	0.4	6%	6.5	0.7	0.3	6.2	6.5	6.9	-	0%
Residuals Treatment Facility	**159.4**	**140.6**	**11.4**	**0.0**	**11.5**	**8%**	**129.2**	**139.2**	**127.8**	**1.4**	**129.2**	**140.6**	**-**	**0%**
Construction	145.4	139.2	11.4	0.0	11.5	8%	127.7	139.2	127.7	0.0	127.7	139.2	-	0%
Contingency	12.3	1.0	-	-	-	0%	1.0	-	-	1.0	1.0	1.0	-	0%
Financing	1.7	0.4	0.0	(0.0)	-	0%	0.4	0.0	0.0	0.4	0.4	0.4	-	0%
Conveyance System	**158.0**	**213.5**	**175.6**	**5.2**	**180.8**	**85%**	**32.7**	**196.7**	**15.9**	**16.8**	**32.7**	**213.5**	**-**	**0%**
Macaulay Point Pump Station	25.4	31.0	28.5	0.2	28.7	92%	2.3	31.0	2.3	0.0	2.3	31.0	-	0%
Macaulay Forcemain	5.6	7.4	7.4	-	7.4	100%	-	7.4	-	-	-	7.4	-	0%
Craigflower Pump Station	12.5	12.4	12.4	-	12.4	100%	-	12.4	-	-	-	12.4	-	0%
Clover Point Pump Station	23.7	27.3	24.7	-	24.7	91%	2.5	27.3	2.5	0.0	2.5	27.3	-	0%
Currie Pump Station^	2.8	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
Arbutus Attenuation Tank	14.2	24.6	15.7	2.3	18.0	73%	6.5	23.6	5.6	1.0	6.5	24.6	-	0%
Clover Forcemain	14.6	32.5	30.6	0.6	31.1	96%	1.3	31.7	0.6	0.7	1.3	32.5	-	0%
Currie Forcemain^	3.3	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
Trent Forcemain	9.5	11.3	4.8	1.3	6.0	53%	5.3	8.5	2.4	2.8	5.3	11.3	-	0%
Residual Solids Conveyance Line	19.1	36.6	35.2	0.6	35.8	98%	0.8	36.6	0.8	0.0	0.8	36.6	-	0%
Residual Solids Pump Stations & Bridge Crossings	4.6	17.9	15.5	0.3	15.7	88%	2.2	17.2	1.4	0.7	2.2	17.9	-	0%
Residual Solids Conveyance Line – Highway Crossing	-	0.4	0.3	-	0.3	76%	0.1	0.4	0.0	0.1	0.1	0.4	-	0%
Contingency	16.8	7.8	-	-	-	0%	7.8	-	-	7.8	7.8	7.8	-	0%
Financing	5.8	4.1	0.1	(0.0)	0.1	3%	3.9	0.3	0.2	3.7	3.9	4.1	-	0%
Project Management Office ("PMO")	**75.8**	**77.9**	**59.1**	**1.1**	**60.1**	**77%**	**17.8**	**70.8**	**10.6**	**7.1**	**17.8**	**77.9**	**-**	**0%**
Project costs Aug 2016-Dec 2016	2.2	2.2	2.2	-	2.2	100%	-	2.2	-	-	-	2.2	-	0%
Owner's Engineering	17.2	17.7	15.4	0.3	15.7	89%	2.0	17.7	2.0	0.0	2.0	17.7	-	0%
Conveyance Design	5.0	9.5	8.0	0.3	8.3	88%	1.2	8.9	0.6	0.6	1.2	9.5	-	0%
Advisors & Professional Support	7.0	14.8	10.4	0.1	10.5	71%	4.3	11.6	1.0	3.2	4.3	14.8	-	0%
Project Board	2.0	1.3	1.0	0.0	1.0	77%	0.3	1.0	-	0.3	0.3	1.3	-	0%
Project Board Expenses	0.3	0.1	0.1	-	0.1	64%	0.0	0.1	-	0.0	0.0	0.1	-	0%
Project Team	29.1	23.2	16.9	0.3	17.1	74%	6.1	23.2	6.1	-	6.1	23.2	-	0%
Project Leadership Team Expenses	0.7	0.4	0.2	0.0	0.2	62%	0.1	0.2	-	0.1	0.1	0.4	-	0%
Project Support Team Expenses	0.5	0.2	0.1	-	0.1	67%	0.0	0.1	-	0.0	0.0	0.2	-	0%
CRD Financial Services	1.5	1.4	1.0	0.0	1.0	72%	0.4	1.4	0.4	-	0.4	1.4	-	0%
CRD Human Resources	0.3	0.3	0.2	0.0	0.2	92%	0.0	0.3	0.0	-	0.0	0.3	-	0%
CRD Corporate Communications	0.2	0.2	0.2	-	0.2	90%	0.0	0.2	0.0	-	0.0	0.2	-	0%
CRD Real Estate	0.3	0.3	0.2	-	0.3	96%	0.0	0.3	0.0	-	0.0	0.3	-	0%
CRD Information Technology	0.4	0.4	0.3	0.0	0.3	74%	0.1	0.4	0.1	-	0.1	0.4	-	0%
CRD Insurance	0.1	0.0	0.0	-	0.0	100%	-	0.0	-	-	-	0.0	-	0%
CRD Operations	0.6	0.6	0.5	0.0	0.5	89%	0.1	0.6	0.1	-	0.1	0.6	-	0%
CRD Legislative Services	0.1	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
CRD Corporate Safety	0.2	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
CRD Executive Services	-	0.1	0.1	-	0.1	86%	0.0	0.1	0.0	-	0.0	0.1	-	0%
Office Lease	1.9	1.3	0.9	0.0	0.9	73%	0.4	1.2	0.3	0.1	0.4	1.3	-	0%
Office Supplies	0.1	0.2	0.2	-	0.2	92%	0.0	0.2	-	0.0	0.0	0.2	-	0%
Vehicles	0.2	0.2	0.2	-	0.2	95%	0.0	0.2	-	-	0.0	0.2	-	0%
Connections Call Center	-	0.0	0.0	-	0.0	50%	-	0.0	-	-	-	0.0	-	0%
Communication support materials	0.5	0.2	0.1	-	0.1	61%	0.1	0.1	-	0.1	0.1	0.2	-	0%
Computer Hardware, Software & Training	1.0	1.0	0.7	0.0	0.7	69%	0.3	0.7	-	0.3	0.3	1.0	-	0%
Contingency	4.8	2.3	-	-	-	0%	2.3	-	-	2.3	2.3	2.3	-	0%
BC Hydro	**12.9**	**4.3**	**2.1**	**-**	**2.1**	**48%**	**2.2**	**2.1**	**0.0**	**2.2**	**2.2**	**4.3**	**-**	**0%**
Third Party Commitments	**8.1**	**8.1**	**4.1**	**0.1**	**4.2**	**52%**	**3.9**	**6.9**	**2.7**	**1.3**	**3.9**	**8.1**	**-**	**0%**
Program Reserves	**19.2**	**0.9**	**-**	**-**	**-**	**0%**	**0.9**	**-**	**-**	**0.9**	**0.9**	**0.9**	**-**	**0%**
Core Area Wastewater Treatment Project	**765.0**	**775.0**	**559.4**	**10.1**	**569.6**	**73%**	**205.4**	**737.3**	**167.7**	**37.7**	**205.4**	**775.0**	**-**	**0%**

* Values presented in $millions, results in minor rounding differences
** Cost report presents approved expenditures
^ Component no longer required, and would not provide any value therefore removed from Project Scope; Costs include Seaterra initiation, planning and design

Appendix M- Quarterly Cost Report

QUARTERLY COST REPORT
as at September 30, 2020

Description	BUDGET		COST EXPENDED					COMMITMENTS			FORECAST		VARIANCE	
	Control Budget	Allocated Budget	Expended to June 30, 2020	Expended over reporting period (Q3 2020 July-Sept)	Expended to September 30, 2020	Expended to September 30, 2020 as a % of Allocated Budget	Remaining (Unexpended) Allocated Budget at September 30, 2020	Total Committment at September 30, 2020	Unexpended Commitment at September 30, 2020	Uncommitted Allocated Budget at September 30, 2020	Forecast to Complete	Forecast at Completion	Variance at Completion $	Variance at Completion as a % of Allocated Budget
McLoughlin Point Wastewater Treatment Plant	**331.4**	**329.7**	**298.8**	**12.2**	**311.0**	**94%**	**18.7**	**321.7**	**10.8**	**8.0**	**18.7**	**329.7**	**-**	**0%**
Construction	306.7	321.2	298.2	12.3	310.6	97%	10.6	321.1	10.5	0.1	10.6	321.2	-	0%
Contingency	14.9	1.6	-	-	-	0%	1.6	-	-	1.6	1.6	1.6	-	0%
Financing	9.8	6.9	0.5	(0.1)	0.4	6%	6.5	0.7	0.3	6.2	6.5	6.9	-	0%
Residuals Treatment Facility	**159.4**	**140.6**	**11.3**	**0.2**	**11.5**	**8%**	**129.2**	**139.2**	**127.8**	**1.4**	**129.2**	**140.6**	**-**	**0%**
Construction	145.4	139.2	11.3	0.2	11.5	8%	127.7	139.2	127.7	0.0	127.7	139.2	-	0%
Contingency	12.3	1.0	-	-	-	0%	1.0	-	-	1.0	1.0	1.0	-	0%
Financing	1.7	0.4	0.0	(0.0)	-	0%	0.4	0.0	0.0	0.4	0.4	0.4	-	0%
Conveyance System	**158.0**	**213.5**	**166.3**	**14.5**	**180.8**	**85%**	**32.7**	**196.7**	**15.9**	**16.8**	**32.7**	**213.5**	**-**	**0%**
Macaulay Point Pump Station	25.4	31.0	27.7	1.0	28.7	92%	2.3	31.0	2.3	0.0	2.3	31.0	-	0%
Macaulay Forcemain	5.6	7.4	7.4	-	7.4	100%	-	7.4	-	-	-	7.4	-	0%
Craigflower Pump Station	12.5	12.4	12.4	-	12.4	100%	-	12.4	-	-	-	12.4	-	0%
Clover Point Pump Station	23.7	27.3	24.7	-	24.7	91%	2.5	27.3	2.5	0.0	2.5	27.3	-	0%
Currie Pump Station^	2.8	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
Arbutus Attenuation Tank	14.2	24.6	13.5	4.6	18.0	73%	6.5	23.6	5.6	1.0	6.5	24.6	-	0%
Clover Forcemain	14.6	32.5	30.0	1.2	31.1	96%	1.3	31.7	0.6	0.7	1.3	32.5	-	0%
Currie Forcemain^	3.3	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
Trent Forcemain	9.5	11.3	2.6	3.5	6.0	53%	5.3	8.5	2.4	2.8	5.3	11.3	-	0%
Residual Solids Conveyance Line	19.1	36.6	34.3	1.6	35.8	98%	0.8	36.6	0.8	0.0	0.8	36.6	-	0%
Residual Solids Pump Stations & Bridge Crossings	4.6	17.9	13.0	2.8	15.7	88%	2.2	17.2	1.4	0.7	2.2	17.9	-	0%
Residual Solids Conveyance Line – Highway Crossing	-	0.4	0.3	-	0.3	76%	0.1	0.4	0.0	0.1	0.1	0.4	-	0%
Contingency	16.8	7.8	-	-	-	0%	7.8	-	-	7.8	7.8	7.8	-	0%
Financing	5.8	4.1	0.2	(0.1)	0.1	3%	3.9	0.3	0.2	3.7	3.9	4.1	-	0%
Project Management Office ("PMO")	**75.8**	**77.9**	**56.8**	**3.3**	**60.1**	**77%**	**17.8**	**70.8**	**10.6**	**7.1**	**17.8**	**77.9**	**-**	**0%**
Project costs Aug 2016-Dec 2016	2.2	2.2	2.2	-	2.2	100%	-	2.2	-	-	-	2.2	-	0%
Owner's Engineering	17.2	17.7	14.5	1.2	15.7	89%	2.0	17.7	2.0	0.0	2.0	17.7	-	0%
Conveyance Design	5.0	9.5	7.6	0.7	8.3	88%	1.2	8.9	0.6	0.6	1.2	9.5	-	0%
Advisors & Professional Support	7.0	14.8	10.3	0.2	10.5	71%	4.3	11.6	1.0	3.2	4.3	14.8	-	0%
Project Board	2.0	1.3	0.9	0.0	1.0	77%	0.3	1.0	-	0.3	0.3	1.3	-	0%
Project Board Expenses	0.3	0.1	0.1	-	0.1	64%	0.0	0.1	-	0.0	0.0	0.1	-	0%
Project Team	29.1	23.2	16.3	0.9	17.1	74%	6.1	23.2	6.1	-	6.1	23.2	-	0%
Project Leadership Team Expenses	0.7	0.4	0.2	0.0	0.2	62%	0.1	0.2	-	0.1	0.1	0.4	-	0%
Project Support Team Expenses	0.5	0.2	0.1	-	0.1	67%	0.0	0.1	-	0.0	0.0	0.2	-	0%
CRD Financial Services	1.5	1.4	0.9	0.1	1.0	72%	0.4	1.4	0.4	-	0.4	1.4	-	0%
CRD Human Resources	0.3	0.3	0.2	0.0	0.2	92%	0.0	0.3	0.0	-	0.0	0.3	-	0%
CRD Corporate Communications	0.2	0.2	0.2	0.0	0.2	90%	0.0	0.2	0.0	-	0.0	0.2	-	0%
CRD Real Estate	0.3	0.3	0.2	0.0	0.3	96%	0.0	0.3	0.0	-	0.0	0.3	-	0%
CRD Information Technology	0.4	0.4	0.3	0.0	0.3	74%	0.1	0.4	0.1	-	0.1	0.4	-	0%
CRD Insurance	0.1	0.0	0.0	-	0.0	100%	-	0.0	-	-	-	0.0	-	0%
CRD Operations	0.6	0.6	0.5	0.0	0.5	89%	0.1	0.6	0.1	-	0.1	0.6	-	0%
CRD Legislative Services	0.1	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
CRD Corporate Safety	0.2	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
CRD Executive Services	-	0.1	0.1	0.0	0.1	86%	0.0	0.1	0.0	-	0.0	0.1	-	0%
Office Lease	1.9	1.3	0.9	0.1	0.9	73%	0.4	1.2	0.3	0.1	0.4	1.3	-	0%
Office Supplies	0.1	0.2	0.2	0.0	0.2	92%	0.0	0.2	-	0.0	0.0	0.2	-	0%
Vehicles	0.2	0.2	0.2	0.0	0.2	95%	0.0	0.2	-	-	0.0	0.2	-	0%
Connections Call Center	-	0.0	0.0	-	0.0	50%	-	0.0	-	-	-	0.0	-	0%
Communication support materials	0.5	0.2	0.1	-	0.1	61%	0.1	0.1	-	0.1	0.1	0.2	-	0%
Computer Hardware, Software & Training	1.0	1.0	0.6	0.0	0.7	69%	0.3	0.7	-	0.3	0.3	1.0	-	0%
Contingency	4.8	2.3	-	-	-	0%	2.3	-	-	2.3	2.3	2.3	-	0%
BC Hydro	**12.9**	**4.3**	**2.0**	**0.0**	**2.1**	**48%**	**2.2**	**2.1**	**0.0**	**2.2**	**2.2**	**4.3**	**-**	**0%**
Third Party Commitments	**8.1**	**8.1**	**4.0**	**0.2**	**4.2**	**52%**	**3.9**	**6.9**	**2.7**	**1.3**	**3.9**	**8.1**	**-**	**0%**
Program Reserves	**19.2**	**0.9**	**-**	**-**	**-**	**0%**	**0.9**	**-**	**-**	**0.9**	**0.9**	**0.9**	**-**	**0%**
Core Area Wastewater Treatment Project	**765.0**	**775.0**	**539.2**	**30.4**	**569.6**	**73%**	**205.4**	**737.3**	**167.7**	**37.7**	**205.4**	**775.0**	**-**	**0%**

* Values presented in $millions, results in minor rounding differences
** Cost report presents approved expenditures
^ Component no longer required, and would not provide any value therefore removed from Project Scope; Costs include Seaterra initiation, planning and design

REPORT TO CORE AREA WASTEWATER TREATMENT PROJECT BOARD
MEETING OF THURSDAY, NOVEMBER 26, 2020

SUBJECT **Wastewater Treatment Project October 2020 Monthly Report**

ISSUE

To provide the Core Area Wastewater Treatment Project Board with the Wastewater Treatment Project October 2020 Monthly Report.

BACKGROUND

On May 25, 2016 the Regional Board of the CRD:

i) Adopted by resolution the Core Area Wastewater Treatment Project Board Terms of Reference (Project Board Terms of Reference) for the purposes of establishing principles governing the Core Area Wastewater Treatment Project (the Wastewater Treatment Project or the WTP);
ii) Established the Core Area Wastewater Treatment Project Board (Project Board) under Bylaw 4109 (the CRD Core Area Wastewater Treatment Board Bylaw No. 1, 2016) for the purposes of administering the Core Area Wastewater Treatment Project; and
iii) Delegated certain of its powers, duties and functions to the Project Board under Bylaw 4110 (the CRD Core Area Wastewater Treatment Project Board Delegation Bylaw No. 1, 2016).

On September 14, 2016 the Regional Board of the CRD:

i) Received the final report of the Project Board with respect to its recommendation for the CAWTP, dated September 7, 2016 (the Final Report); and
ii) Approved the business case attached as Appendix 1 (the Business Case) to the Final Report.

DISCUSSION

The Core Area Wastewater Treatment Project Board (the Project Board) Terms of Reference requires, amongst other things: that the Project Board provide the CRD Board with monthly progress reports and a comprehensive quarterly report on the Project.

The monthly report for the period of October 2020 is attached as Appendix A.

RECOMMENDATION

That the Core Area Wastewater Treatment Project Board approve the following resolution:

RESOLVED that:

The Staff Report, 'Wastewater Treatment Project October 2020 Monthly Report', be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.



Elizabeth Scott, Deputy Project Director
Wastewater Treatment Project



Dave Clancy, Project Director
Wastewater Treatment Project
Concurrence

Attachments: 1

Appendix A: Wastewater Treatment Project October 2020 Monthly Report

ES:er

Wastewater Treatment Project
Treated for a cleaner future

CRD Wastewater Treatment Project

Monthly Report

Reporting Period: October 2020

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1 Executive Summary

1.1 Introduction

This Monthly Report covers the reporting period of October 2020 and outlines the progress made on the Wastewater Treatment Project over this time.

The Wastewater Treatment Project (the "Project") includes three main Project Components (the "Project Components"): the McLoughlin Point Wastewater Treatment Plant (the "McLoughlin Point WWTP"), the Residuals Treatment Facility (the "RTF") and the Conveyance System (which includes upgrades to the conveyance network including the construction of pump stations and pipes). The Project scope is being delivered through a number of contracts with a variety of contracting strategies.

Over the reporting period the COVID-19 public health emergency continued to have impacts on the Project. The Project Team and Project contractors are actively monitoring the status of the COVID-19 public health emergency and are taking additional precautions to protect our staff, contractors, and the public. Construction is ongoing at all of the Project's sites in accordance with guidelines established by the Provincial Health Officer.

While construction is ongoing, the public health emergency is impacting the Project. However, based on current progress the Wastewater Treatment Project remains on schedule to meet the regulatory deadline for treatment by the end of 2020.

The McLoughlin Point WWTP Project Component is continuing with Harbour Resource Partners ("HRP" as the Design-Build contractor for the McLoughlin Point WWTP) progressing: air flushing of the heating ventilation and air conditioning (HVAC) system; preparation for final commissioning of safety systems in the Operations and Maintenance Building; commissioning of biological systems; and functional completion was achieved.

The RTF Project Component is continuing with Hartland Resource Management Group ("HRMG" as the Design-Build-Finance-Operate-Maintain contractor for the RTF) progressing construction activities including: installation of roof handrails on Digester Building; installation of canopy on the Other Municipal Solids Receiving Facility; main gate foundation was poured; and the storm ponds were hydro seeded.

The Conveyance System is being delivered through seven construction contracts: two design-build contracts and five design-bid-build contracts.

The two design-build Conveyance System contracts progressed over the reporting period as follows:

- Clover Point Pump Station: Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressed construction and commissioning activities over the reporting period including: progressing exterior stone veneer, grading for walkways outside of pump station; fine tuning performance of screen and degritting system; and demobilization of site compound commenced.

- Macaulay Point Pump Station: Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressed construction and commissioning activities over the reporting period including: backfilling around existing drop structure and new diversion

chamber; new diversion chamber was completed; demolition of the old pump station continued; and installation of genset stair.

The design-bid-build Conveyance System contracts progressed over the reporting period, as follows:

- Clover Forcemain: Windley Contracting Ltd. ("Windley" as the Construction Contractor) completed construction and commissioning activities including: final clean-up of the lay down area.

- Residual Solids Conveyance Line ("RSCL"): the RSCL is being delivered through two construction contracts, with work progressing as follows:

  Residual Solids Pipes: Don Mann Excavating Ltd. ("Don Mann" as the Construction Contractor) continued construction activities over the reporting period for the Saanich infrastructure improvement being undertaken at Peers Creek, including: backfilling both headwalls, removing west side cofferdam, and area clean-up; archaeological material was replaced on site and east side area was topped with screened topsoil; the concrete curb and sidewalk on the east side was replaced and final paving was completed.

  - Residual Solids Pump Stations: Knappett Projects Inc. ("Knappett" as the Construction Contractor) continued construction and commissioning activities including: regraded and backfilling the centrate return line on Willis Point Road near the RTF entrance; odour control unit fences at pump stations 1, 2 and 3 were completed; scaffolding was removed from the Tillicum and Admirals Bridges; the Hartland Flow Control Bypass was installed; and piping at Hartland Pump Station was completed and pressure tested.

- Arbutus Attenuation Tank ("AAT"): NAC Constructors Ltd. (as the Construction Contractor) continued construction activities including: completing installation of attenuation tank perimeter walls and divider wall reinforcing steel; ongoing cleaning of caisson wall system; installation of attenuation tank column reinforcing steel was commenced; and concrete pours were ongoing on the perimeter wall and divider wall.

- Trent Forcemain: Jacob Bros. Construction Inc. (as the Construction Contractor) progressed construction activities including: installation of 35m of forcemain; recommenced Eberts Street gravity main at intersection with Dallas Road; completed final restoration of sidewalk, curb and gutter on Memorial Crescent and Bushby Street, and Bushby Street and Memorial Crescent; and completed top-soil restoration at Ross Bay Cemetery.

1.2 Dashboard

Table 1 indicates the high level status of the Project and each Project Component with regards to the six Key Performance Indicators ("KPI") that were defined within the Project Charter.

There were no changes made to the KPIs over the reporting period.

The safety KPI for the Project and the conveyance system remains yellow. Over the reporting period one recordable safety incident occurred and the total recordable incident frequency increased from 1.5 at the end of the second quarter of 2020 to 1.6 at the end of the reporting period.

The Project Team continues to work with and ensure that all of the prime contractor partners maintain safety as their number one priority. The Project Team is also actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. The BC Government has designated construction as an essential service, and issued guidelines for construction sites to minimize the risks of COVID-19 transmission or illness. All Project contractors have implemented additional precautions to ensure the health and safety of their workers. These measures follow the direction set by the BC Government, including emphasizing the importance of maintaining social distance, increasing handwashing stations, reducing in-person meetings and increasing cleaning of common areas. The Project Team will continue to monitor contractors' compliance with the direction of the government as the situation evolves.

The schedule KPI for the Project overall and the Project components remains green. The COVID-19 public health emergency is impacting the Project. However, construction is ongoing in accordance with provincial guidelines and commissioning of each of the key facilities continued over the reporting period, and based on current progress the Wastewater Treatment Project remains on schedule to meet the regulatory deadline for treatment by the end of 2020.

The cost KPI for the Project overall and the conveyance system remained red over the reporting period, and are expected to remain red for the duration of the Project, primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020. As a result of these budget pressures, the Project Team forecast the cost to complete the Project at $775M, or $10M over the Project's control budget. In May 2019 the CRD Board approved an increase in the Project's budget by $10M to $775M.

Subsequent to May 2019 the Project Team have continued to manage risks and there have been two main opposing budget drivers:

i) The Project's financing costs to-date have been lower than budgeted for two reasons: firstly as a result of low interest rates since the start of the Project, and secondly due to the receipt of funding from the provincial government earlier than forecast; and

ii) The Project's construction costs may be higher than budgeted as many contractors have advised that there are cost impacts from the COVID-19 public health emergency. Impacts include labour availability, work modifications to comply with provincial guidelines, and delays to the delivery of equipment and supplies.

It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

Table 1- Executive Summary Dashboard

Key Performance Indicators		Project Overall	WWTP	RTF	Conveyance System	Comments
Safety	Deliver the Project safely with zero fatalities and a total recordable incident frequency (TRIF) of no more than 1*.					One recordable incident occurred over the period. Site inspections are ongoing. The Project Team is actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. All Project contractors have implemented additional precautions to ensure the health and safety of their workers. The Project Team will continue to monitor and follow the direction of the government during this evolving situation.
Environment	Protect the environment by meeting all legislated environmental requirements and optimizing opportunities for resource recovery and greenhouse gas reduction.					Three environmental incidents occurred over the reporting period. There were two releases of residual solids (one at the Residuals Treatment Facility and one at a valve chamber on the Residual Solids Conveyance Line), and a release of wastewater at the McLoughlin Point Wastewater Treatment Plant. All three releases were reported to Emergency Management BC, in accordance with the Spill Reporting Regulation, and in each case environmental professionals assessed the affected area and provided oversight over remediation activities, including on the appropriate monitoring and testing protocols.
Regulatory Requirements	Deliver the Project such that the Core Area complies with provincial and federal wastewater regulations.					No regulatory issues.
Stakeholders	Continue to build and maintain positive relationships with First Nations, local governments, communities, and other stakeholders.					Engagement activities were ongoing over the reporting period. Significant efforts were made to provide accurate and timely information to stakeholders.
Schedule	Deliver the Project by December 31, 2020.					The COVID-19 public health emergency has and is impacting the Project. The schedule KPI for the Project overall and the Project components remains green. The COVID-19 public health emergency is impacting the Project's progress. However, construction is ongoing in accordance with provincial guidelines and commissioning of each of the key facilities commenced over the reporting period, and based on current progress the Wastewater Treatment Project remains on schedule to meet the regulatory deadline for treatment by the end of 2020.
Cost	Deliver the Project within the Control Budget ($765 million).					The CRD Board approved an increase to the Project's budget by $10M, to $775M, based on the Project Team's forecast of the cost to complete the Project. The increase was required primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020. Many contractors have advised that there are cost impacts from the COVID-19 public health emergency. It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

* A TRIF of no more than 1 means that there is 1 or fewer recordable incidents (being a work-related injury or illness that requires medical treatment beyond first aid or causes death, days away from work, restricted work or transfer to another job, or loss of consciousness) for every 200,000 person-hours of work

Status	Description
	KPI unlikely to be met
	KPI at risk unless correction action is taken
	KPI at risk but corrective action has been identified/is being implemented
	Good progress against KPI

2 Wastewater Treatment Project Progress

2.1 Safety

Safety information for the reporting period and cumulative for the Project from January 1, 2017 is summarized in Table 3.

The Project Team is actively monitoring the status of the COVID-19 public health emergency and is taking additional precautions to protect our staff, contractors, and the public. The BC Government has designated construction as an essential service, and issued guidelines for construction sites to minimize the risks of COVID-19 transmission or illness.

All Project contractors have implemented additional precautions to ensure the health and safety of their workers. These measures follow the direction set by the BC Government, including emphasizing the importance of maintaining social distance, increasing handwashing stations, reducing in-person meetings and increasing cleaning of common areas. The Project Team will continue to monitor contractors' compliance with the direction of the government during this evolving situation.

Site safety tours and weekly safety inspections were carried out by Project Management Office ("PMO") construction and safety personnel over the reporting period at all active worksites: McLoughlin Point WWTP, RTF, Macaulay Point Pump Station, Clover Point Pump Station, Clover Forcemain, Residual Solids Pipes; Residual Solids Pump Stations; Arbutus Attenuation Tank and Trent Forcemain.

Over the reporting period (October 2020) 5 safety incidents occurred, comprising: one first-aid, one medical aid recordable, three report-only incidents, as summarized in Table 2.

Table 2: Safety Incidents over the Reporting Period

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
October 2, 2020	McLoughlin Pt WWTP	Report Only	Water hose developed a leak allowing potable water to escape.	An operator that was in the immediate area was sprayed by the potable water.	Tool-Box talk to discuss inspection of hoses and replacing anything that looks defective was held.
October 12, 2020	RTF	Medical Aid Recordable	While grinding a worker had a small sliver of steel enter their eye.	The worker went to first aid where they flushed the eye, but were unable to remove the object. The worker was then sent to the hospital where the sliver was removed.	Worker was wearing appropriate safety glasses at the time of the incident. Upon review of the activity use of a face shield for further protection was added to the job task description.

Date	Work Site	Incident Type	Description	Outcome	Corrective Action Taken
October 15, 2020	McLoughlin Pt WWTP	Report Only	Drainage of a waterline in the Tertiary Building in order to perform repairs resulted in the Tertiary Building basement flooding causing equipment damage.	Area was drained of water and equipment was removed to be inspected and repaired. Workers were never at risk.	Tool-Box talk to discuss isolation procedures and ensuring personnel are available to monitor activity. Also reminded team that a permit review is to be performed prior to commencement of work.
October 20, 2020	McLoughlin Pt WWTP	First Aid	While cutting rebar a worker received a small cut to their forearm from a portable saw.	Worker reported to first aid where the cut was cleaned and bandaged. No further treatment was required.	Tool-box talk to remind workers that hazard assessments of the work activity must be conducted prior to commencement.
October 28, 2020	Clover Point Pump Station	Report Only	Sub-contractors inadvertently interrupted operations of the grit system.	While maneuvering scaffolding in a restricted space part of their scaffold hit the emergency STOP button for the grit pump. No damage occurred and the operators restarted the equipment.	Tool-box talk to discuss proper care and control while moving materials in a restricted area.

Key safety activities conducted during October included:

- bi-weekly project update meetings with prime contractors: Knappett, NAC, HRMG, Kenaidan, Jacob Brothers
- monthly update meetings with prime contractors: HRP
- monthly Incident Investigation reviews;
- Great Shake Out Earthquake and Annual Emergency Evacuation Drill;
- reviewed site specific safety plans and high risk tasks; and
- Safety Manager and/or Construction Manager conducting regular site inspections at all active Project work sites.

Table 3: WTP Safety Information

	Reporting Period (October 2020)	Project Totals
Person Hours		
PMO	3,041	161,269
Project Contractor	49,577	2,235,366
Total Person Hours	52,618	2,396,635
PMO	27	
Project Contractors (& Project Consultants) working on Project Sites	265	
Total Number of Employees	292	
Near Miss Reports	0	47
High Potential Near Miss Reports	0	7
Report Only	3	182
First Aid	1	68
Medical Aid	1	12
Medical Aid (Modified Duty)	0	2
Lost Time	0	5
Total Recordable Incidents	1	19
		Project Frequency (from January 1, 2017)
First Aid Frequency		5.7
Medical Aid Frequency		1.1
Lost time Frequency		0.4
Total Recordable Incident Frequency		1.6

2.2 Environment and Regulatory Management

Environmental and regulatory activities continued over the reporting period relating primarily to the execution of current work.

2.2.1 Environment

Environmental work progressed as planned over the reporting period. The focus was on environmental monitoring of construction activities and planning for upcoming BC Hydro work.

Key environmental management activities completed in October included:

- Riparian restoration planting was completed at the Peers creek and Colquitz River sites. Plantings included replacement trees and native plants.
- The CRD submitted an Environmental Effects Determination Amendment to the Department of National Defence for the construction of an access road for new BC Hydro power lines.

Over the reporting period, there were three environmental incidents:

- On October 13, there was a release of residual solids at the Residuals Treatment Facility (RTF) site. A temporary pipe failed during the commissioning process. Some of the

residual solids were contained on-site (within Hartland Landfill) but some travelled through a culvert and collected in a nearby low area in the CRD's Mount Work Regional Park. The release was reported to Emergency Management BC, in accordance with the Spill Reporting Regulation. Environmental professionals assessed the affected area and provided oversight over remediation activities, including on the appropriate monitoring and testing protocols. It was determined that there was no surface flow to Durrance Lake but samples were taken as a precaution: microbiological indicators in the samples were present at consistent or slightly lower levels than prior to the incident, demonstrating that the release did not impact Durrance Lake.

- On October 19, there was a minor release of residual solids at a low point drain valve location on the Residual Solids Conveyance Line within Hartland Landfill, as a result of a valve failure. The valve was changed and all valve chambers on the Residual Solids Conveyance Line were inspected to confirm that the installed fail-safe mechanisms were operable. The release was mostly contained within a manhole, although some residual solids over-topped the manhole and drained through gravel. The release was reported to Emergency Management BC, in accordance with the Spill Reporting Regulation. Environmental professionals assessed the affected area and provided oversight over remediation activities, including on the appropriate monitoring and testing protocols.

- On October 27, there was a small release of wastewater into the ocean at the McLoughlin Point Site. After a power outage a gate closed resulting in wastewater flowing into the site's storm system. The majority of wastewater was collected on-site but approximately 5 cubic meters entered a planter in the site's storm system and then into the ocean. An environmental professional assessed the potential impacts to be very low, and water samples were collected to confirm this. There is no indication of public health or long-term environmental impacts. The release was reported to Emergency Management BC, in accordance with the Spill Reporting Regulation.

2.2.2 Regulatory Management

Over the reporting period, the Project Team continued to support or lead the advancement of remaining permit applications. There are few regulatory approvals remaining.

Key permitting activities over the reporting period included:

- The CRD received a Certificate of Compliance (CoC) from the Province for the Mcloughlin Point site. The CoC is a provincial legal instrument that demonstrates that a given site complies with contamination remediation standards.

The status of the two remaining key Project permits are summarized in Table 4. The table is not a list of all required Project permits, but rather a summary of the status of key Project permits. For the two permits in the table, the anticipated date and party responsible were updated from the table presented in the Project's Q3 2020 Quarterly Report:

- The anticipated date was changed from 'following completion of construction' to Q1 2021; and
- The party responsible for obtaining the two remaining key Project permits was updated from HRP to the CRD, as HRP have met their responsibilities and the CRD is finalizing the text of the leases with Transport Canada.

Table 4- Key Permits Status

Permit/Licence	*Anticipated Date*	*Status*	*Party Responsible for Obtaining Perming*
McLoughlin Point Harbour Crossing			
Transport Canada Lease	Q1 2021	On track	CRD
McLoughlin Point Outfall			
Transport Canada Lease	Q1 2021	On track	CRD

2.3 First Nations

First Nations communication and engagement was ongoing over the reporting period. Meetings with the Esquimalt and Songhees' liaisons continued, as did meetings with the W̱SÁNEĆ Leadership Council's (WLC) liaison. The meetings are a forum for covering both Project-related issues with the potential to impact First Nations, as well as an opportunity for broader discussion of CRD-related issues.

Key activities in October included:

- The CRD and the Songhees, Esquimalt and WLC liaisons discussed re-interment of Ancestral remains following Project completion. Discussions included scheduling of a burning ceremony to honour the Ancestors and planning a burning ceremony that complies with COVID protocols.

2.4 Stakeholder Engagement

The Project maintained its ongoing two-way Communications and Engagement Plan to provide Project information to stakeholders, communities and the public and to respond to public inquiries. The key focus of the communications and engagement activities over the period was to keep residents and stakeholders informed of Project plans, progress and construction information, and to receive and respond to questions and concerns raised by the community. A variety of communications tools and engagement activities were utilized to support the implementation of the plan, including stakeholder meetings, Project website updates and notifications of construction through notices and a public inquiry program, among other methods.

Construction Communications

One construction notice and was issued to stakeholders in the reporting period:

- Trent Forcemain: Dallas Road Closure (October 19, 2020) (Appendix A)

The construction notice was hand delivered to four buildings, including an apartment building, on Dallas Road near the road closure. In addition, as part of ongoing construction communications, residents affected by localized, temporary disruptions, such as driveway impacts, were notified by hand delivery of notices.

Project Website

Over the reporting period the Project website, wastewaterproject.ca, was updated with information about the Project. The construction notice and an update on the Environmental Incident at the Residual Treatment Facility (Appendix B) were posted.

The CRD's Twitter and Facebook accounts was used to provide Project information to the public, including: a traffic advisory regarding the closure of Dallas Road required for Trent Forcemain construction work; and information on the Environmental Incident at the Residual Treatment Facility.

Community Meetings

Over the reporting period, the Project Team held meetings with the following community groups and representatives, and municipality representatives:

- City of Victoria Technical Working Group;
- District of Saanich Technical Working Group; and
- meeting and site tour with representative from the Willis Point Residents Association.

Public Inquiries

Public inquiry numbers from the Project email address and 24/7 information phone line (1 844 815-6132) are noted in Table 5.

Table 5 – Project Inquiries- October 2020

Inquiry Source	Contacts for October 2020
Information phone line inquiries	22
Email inquiries responded to	21

Key themes of the public inquiries were as follows:

- questions regarding scaffolding at Gorge Bridge and Admirals Bridge;
- interest in restoration, landscaping along Dallas Road and at Clover Point; and
- questions regarding impacts to driveway access and parking due to construction and restoration work.

2.5 Resolutions from Other Governments

There were no resolutions related to the Project passed by other governments during the reporting period.

2.6 Schedule

Progress over the reporting period is summarized in Section 2.9.

Figure 1 shows the high-level Project schedule. There has been no change from that shown in the Q3 2020 Quarterly Report.

Over the reporting period the COVID-19 public health emergency continued to have impacts on the Project. However, construction is ongoing at all of the Project's sites, in accordance with provincial guidelines, and based on current progress the Wastewater Treatment Project remains on schedule to meet the provincial and federal regulations for treatment for the Core Area's wastewater by December 31, 2020.

Figure 1- High-Level Project Schedule



2.6.1 30 day look ahead

Key activities and milestones for the next 30 days (November) are outlined below by function.

Safety

- bi-weekly and monthly prime contractor progress meetings;
- review of any site specific safety plans or high risk tasks;
- review prime contractor document submissions;
- issue Safety Notices for trending observations or similar incidents occurring on project sites;
- review of any site specific safety plans or high risk tasks;
- review any new COVID-19 document submissions;
- WTP Safety Manager and/or Construction Manager will conduct regular site inspections at all active Project work sites; and
- incident reporting review with prime contractors at active work locations.

Environment and Regulatory Management

- CRD anticipates receiving end-of-spill reports for the October 13 and October 19 spills.

First Nations

- CRD and Songhees and Esquimalt liaisons to begin discussions on Support Agreement close-out documentation.

Stakeholder Engagement

- ongoing construction communications with stakeholders; and
- ongoing community liaison meetings.

Cost Management and Forecast

- prepare cost reports;
- monitor schedule;
- interim audit, auditors on site.

Construction

McLoughlin Point

- complete Operations & Maintenance (O&M) Building work to allow for occupancy;
- start acceptance testing;
- coordinate with CRD for installation of Corporate IT equipment; and
- coordinate with CRD for move of Core Area SCADA servers to McLoughlin Point WWTP.

Clover Point Pump Station

- install feature railings;
- Install pathway;
- landscaping and hydro seeding;
- install grass pavers; and
- commence demobilization.

Macaulay Point Pump Station
- commence demobilization;
- landscaping, plant trees, shrubs, and hydro seeding;
- install gravel pathways; and
- install boardwalk and viewing plaza.

Residuals Treatment Facility
- apply for Functional Completion certificate;
- continue process commissioning with residuals;
- continue biogas commissioning; and
- continue site landscaping.

Residual Solids Pump Stations
- commence landscaping;
- Hartland water reservoir commissioning; and
- commence clean up and demobilize.

Arbutus Attenuation Tank (AAT)
- install fiberglass reinforced plastic (FRP) walls and divider walls;
- install FRP columns;
- continue with concrete wall pours; and
- commence install of FRP overflow channel.

Trent Forcemain
- asphalt pavement restoration at St. Charles Street;
- continue City of Victoria improvements on Memorial Crescent; and
- commence concrete reinforced pipe shoring support, excavation and backfill along the seawall.

2.6.2 60 day look ahead

Key activities and milestones for the next 60 days (December) are outlined below by function.

Safety
- bi-weekly and monthly prime contractor progress meetings;
- review of any site specific safety plans or high risk tasks;
- review prime contractor document submissions;
- issue Safety Notices for trending observations or similar incidents occurring on project sites;
- WTP Safety Manager will conduct regular site inspections at all active Project work sites; and
- incident reporting review with prime contractors at active work locations.

Environment and Regulatory Management
- Ongoing environmental monitoring of the active construction sites.

First Nations
- Songhees and Esquimalt to host a ceremonial burning to honour the ancestors that were encountered during Project construction prior to their reburial.

Stakeholder Engagement
- ongoing construction communications with stakeholders; and
- ongoing community liaison meetings.

Cost Management and Forecast
- prepare cost reports
- prepare for year-end; and
- monitor schedule.

Construction

McLoughlin Point
- training; and
- connect servers to network at site.

Clover Point Pump Station
- install pathways;
- install water fountain, benches, garbage cans, and bike maintenance station and public art; and
- install washroom accessories.

Macaulay Point Pump Station
- complete demolition of old pump station;
- clean up and demobilize site; and
- restore area E to green space.

Residuals Treatment Facility
- complete process commissioning with residuals;
- complete biogas commissioning;
- commence acceptance testing; and
- complete site landscaping.

Residual Solids Pump Stations
- complete landscaping; and
- complete clean up and demobilization.

Arbutus Attenuation Tank (AAT)
- install electrical duct banks;
- install monorail and platform in valve chamber;
- install stainless steel piping and valves flowmeter to tank;
- form and pour suspended slab and curbs in main tank; and
- install FRP stairway.

Trent Forcemain
- install sanitary sewer on Dallas Rd between Bushby and Eberts streets;
- remove sidewalks along Dallas Road; and
- surface restoration as required.

2.7 Cost Management and Forecast

The monthly cost report for October is attached in Appendix C. The cost reports summarize Project expenditures and commitments by Project Components and the major cost centres common to the Project Components.

The Project Team has been reporting budget pressures through its monthly reports to the Project Board (and CRD Board) since September 2017, primarily as a result of inflation in the Vancouver Island construction market. Other factors that have contributed to budget pressures include: design development to incorporate stakeholder input; geotechnical considerations including removal and disposal of contaminated material; and schedule constraints associated with the requirement to provide wastewater treatment by the regulatory deadline of December 31, 2020.

The Project Team forecast the cost to complete the Project at $775M, or $10M (1.3%) over the Project's control budget. In May 2019 the CRD Board approved an increase in the Project's budget by $10M to $775M, and on August 14, 2019, the associated amendment to the 2019-2023 Financial Plan was approved.

Subsequent to May 2019 the Project Team have continued to manage risks and there have been two opposing budget drivers:

i) The Project's financing costs to-date have been lower than budgeted for two reasons: firstly as a result of low interest rates since the start of the Project, and secondly due to the receipt of funding from the provincial government earlier than forecast; and

ii) The Project's construction costs may be higher than budgeted as many contractors have advised that there are cost impacts from the COVID-19 public health emergency. Impacts include labour availability, work modifications to comply with provincial guidelines, and delays to the delivery of equipment and supplies.

It is too early to determine the cost impact to the Project, but given the ability to offset the unforeseen costs of COVID-19 through the finance cost savings, the Project Team remain confident that, if construction continues at the current pace, the Project cost will be within the Project's $775M budget.

2.7.1 Commitments

Commitments were made over the reporting period in furtherance of delivering the Project. The net commitments made during the reporting period resulted in an increase in committed costs of $1.3 million. The significant commitments made in the reporting period include work on the Trent Forcemain related to site access and, the installation of a secant pile to protect the sanitary sewer main, and the approval of provisional items in construction contracts and contract change orders.

2.7.2 Expenses and Invoicing

The Project expenditures for the reporting period were as expected and were within the budget allocations for each of the budget areas. The main Project expenditures incurred over the reporting period were associated with commissioning, construction activities and project management office-related costs.

2.7.3 Contingency and Program Reserves

Over the reporting period contingency draws of $90k were made, and $15k in credits were added, as summarised in Table 6. The draws to-date and remaining contingency and program reserve balances are also summarized in Table 6.

Table 6- Contingency and Program Reserve Draw-Down Table

WTP Contingency and Program Reserve Draws and Reallocations	Draw Date	$ Amount
Contingency and Program Reserve (in Control Budget)		**$ 69,318,051**
Net Contingency and Program Reserve draws to September 30, 2020		$ (54,424,667)
Contingency and Program Reserve balance as at September 30, 2020		**$ 14,893,384**
DND Request to Convert Temporary Area D Yard Works Laydown into Permanent Facility (CCN-021)	Oct-20	$ 15,000
WWTP- Z.48 – Sample Sinks Washdown Water	Oct-20	$ (25,595)
Costs associated with seeking the Certificate of Compliance for Remediation of WWTP Site	Oct-20	$ (64,735)
WWTP Total Draw		$ (75,330)
RTF Total Draw		$ -
Conveyance Total Draw		$ -
PMO Total Draw		$ -
BC Hydro Total Draw		$ -
WTP Program Reserve Draw		$ -
Contingency and Program Reserve credits in the reporting period		$ 15,000
Contingency and Program Reserve draws in the reporting period		$ (90,330)
Contingency and Program Reserve balance as at October 31, 2020		**$ 14,818,054**

2.7.4 Project Funding

The federal and provincial governments are assisting the Capital Regional District in funding the Project.

The Government of British Columbia will provide $248 million towards the three components of the Project, while the Government of Canada is contributing:

- $120 million through the Building Canada Fund Major infrastructure Component towards the McLoughlin Point WWTP;
- $50 million through the Green Infrastructure Fund towards the conveyance system; and
- up to $41 million towards the RTF through the P3 Canada Fund.

The Project Team has applied to the Federation of Canadian Municipalities (FCM) for additional funding and has executed a grant agreement for the contribution of up to $346,900 towards the delineation of the contamination and remediation and risk assessment for the McLoughlin Point Wastewater Treatment Plant.

The status of funding claims is summarised in Table 7. Note that the timing for the provision of Government of British Columbia and Government of Canada's funding differs by funding source. The Project Team will submit claims to the funding partners in accordance with the relevant funding agreements. In accordance with the funding agreements, the remainder of the funding cannot be claimed until relevant Project components are substantially complete.

Table 7- Project Funding Status

Funding Source	Maximum Contribution	Funding Received in the Reporting Period	Funding Received to Date
Government of Canada (Building Canada Fund)	$120M	-	$108M
Government of Canada (Green Infrastructure Fund)	$50M	-	$45M
Government of Canada (P3 Canada Fund)	$41M	-	-
Government of British Columbia	$248M	-	$186M
Federation of Canadian Municipalities	$0.3M	-	-
TOTAL	**$459.3M**	-	**$339M**

2.8 Key Risks and issues

The Project Team actively identified and managed Project risks over the reporting period. Table 8 summarizes the highest-level risks that were actively managed over the reporting period, as well as the mitigation steps identified and/or undertaken over the reporting period. The only changes made to the active risks summary were the removal of two risks (downstream and upstream work delays) that were closed in the previous reporting period.

The COVID-19 public health emergency continued to have impacts on the Project over the reporting period. It is anticipated that these impacts may affect several of the Project's risks. The Project Team are currently evaluating the impact of the public health emergency on the Project's risks, and anticipates that changes may be made to several of the risks as the situation evolves. Those risks that the Project Team have identified as potentially impacted, and that are currently under review, are identified in Table 8.

Table 8- Project Active Risks Summary

Risk Event	Description of Risk Event	Risk mitigation activities undertaken or planned in the reporting period	Assessed risk level	Trend in risk level from previous reporting period
Project				
Misalignment between First Nations' interests and the implementation of the Project.	The assessed risk level reflects the Project Team's priority of establishing strong and effective relationships with First Nations interfacing with, or interested in, the Project.	First Nations engagement activities remained ongoing over the reporting period (see section 2.3 for further details).	L	No change
Divergent interests between multiple parties and governance bodies whose co-operation is required to successfully deliver the Project.	The assessed risk level reflects the Project Team's priority of establishing strong and effective relationships with municipal, provincial and federal government departments.	The Project Team continued engagement with municipal, provincial and federal government departments throughout the reporting period.	L	No change
Misalignment between Project objectives/scope and stakeholder expectations.	The assessed risk level reflects the Project Team's priority of establishing strong and effective community stakeholder engagement.	Community engagement activities were ongoing over the reporting period (see section 2.4 for further details).	L	No change
Lack of integration between Project Components.	Planning challenges and system integration between the McLoughlin point WWTP, RTF and Conveyance System components of the Project results in schedule delays and/or additional Project costs.	Physical and schedule interfaces are clearly delineated in all construction contracts along with the requirement for commissioning and control plans. The Project Team has used a single Owner's engineer (Stantec) to develop the indicative design for all critical project components with significant interfaces. Commissioning and control plans are under development	L	No change
Senior government funds issue delayed.	The assessed risk level reflects the Project Team's priority of ensuring Project funding commitments are honoured.	Responsibility for meeting funding commitments has been assigned and is being monitored.	L	No change
Public directly contacting contractors at sites.	Direct contact between the public and contractors could expose both parties to worksite hazards and potential injuries.	Communications and engagement plan and coverage of communications in contractor orientations.	L	No change.

Risk Event	Description of Risk Event	Risk mitigation activities undertaken or planned in the reporting period	Assessed risk level	Trend in risk level from previous reporting period
Change in law.	A change in law impacts the scope, cost or schedule of the Project.	Keep apprised of proposed modifications to relevant regulations so as to do the following as appropriate: submit comments on proposed modifications; and/or consider including anticipated modifications in contracts.	H	No change: this risk has been impacted by the COVID-19 public health emergency
Labour - availability and/or cost escalation.	There is insufficient labour available to construct the Project, and/or there is significant labour cost.	The Project Team will, through the use of competitive selection processes for all construction contracts, ensure that all Project contractors have appropriate experience and therefore understand labour risk.	L	No change
Disagreement on contractual obligations of the construction contractors.	There is a disagreement between the Project Team and a contractor regarding the performance of their contractual obligations.	The Project Team takes a proactive management approach to the resolution of any changes, claims and disputes that arise, working expeditiously to achieve resolution with the goal of minimizing any impacts to budget and schedule while ensuring adherence to the terms of the construction contracts.	M	No change but this risk may be impacted by the COVID-19 public health emergency (assessment is currently underway)

Risk Level Key - Assessed risk level (based on likelihood and potential impact			
Low	**Medium**	**High**	**Closed**
L	**M**	**H**	**C**

2.9 Status (Engineering, Procurement and Construction)

2.9.1 Wastewater Treatment Plant (McLoughlin Point WWTP)

The McLoughlin Point WWTP Project Component continued with Harbour Resource Partners ("HRP" as the Design-Build contractor for the McLoughlin Point WWTP) progressing construction and commissioning activities.

Key activities in progress or completed by HRP in October were as follows:

- Primary, secondary and tertiary treatment areas: commissioned biological systems.
- O&M building:
  - heating ventilation and air conditioning (HVAC) air flush underway; and
  - safety systems nearing final commissioning.
- Site works:
  - achieved functional completion; and
  - site landscaping nearing completion.

Photographs of construction progress over the month of October at McLoughlin Point WWTP are shown in Figures 2-5.



Figure 2− McLoughlin Point Wastewater Treatment Plant – Placing topsoil before planting at North Road landscape area.

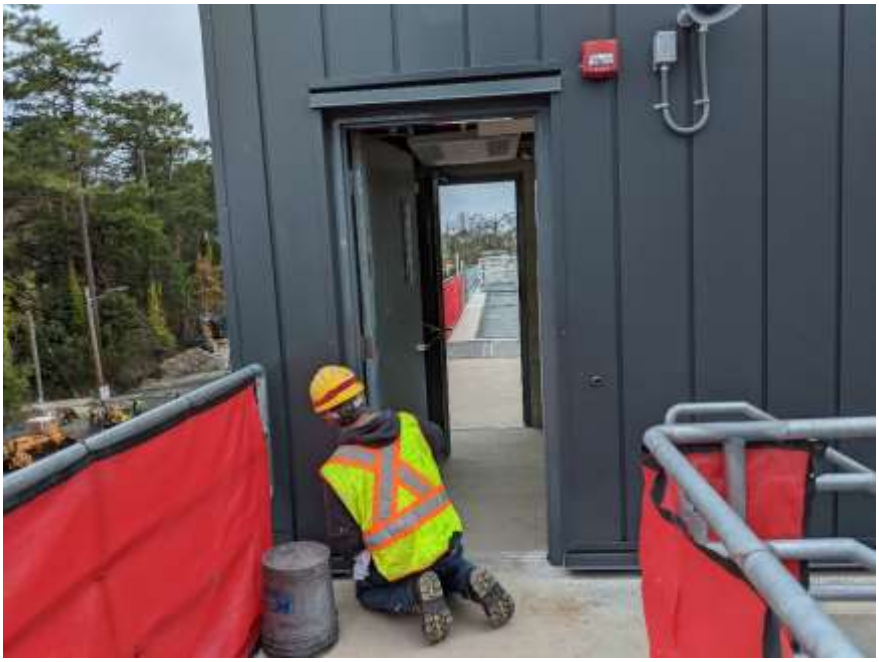


Figure 3– McLoughlin Point Wastewater Treatment Plant- Painting doors on West stairway penthouse.



Figure 4– McLoughlin Point Wastewater Treatment Plant- Planting shrubs in planter area south of biological aerated filter cell #9.



Figure 5− McLoughlin Point Wastewater Treatment Plant- Asphalt paving on Victoria View Road.

2.9.2 Residuals Treatment Facility

The RTF Project Component continued with Hartland Resource Management Group ("HRMG" as the Design-Build-Finance-Operate-Maintain contractor for the RTF) progressing construction and commissioning activities.

Key activities in progress or completed by HRMG in October were as follows:

- Digester Area: installed roof handrails on Digester Building.
- Other Municipal Solids Receiving Facility: installed canopy.
- Residuals Drying Facility: commissioning of various systems in progress.
- Site Works:
  - poured main gate foundation; and
  - hydro seeded storm ponds.

Photograph of construction progress over the month of October at the Residuals Treatment Facility are shown in Figure 6.



Figure 6− Residuals Treatment Facility- Construction of boardwalk in storm pond north of operations building.

2.9.3 Conveyance System

2.9.3.1 Clover Point Pump Station

The Clover Point Pump Station continued with Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressing construction and commissioning activities over the reporting period, including:

Key construction activities in progress or completed by Kenaidan in October included:

- progressed exterior stone veneer;
- progressed grading for walkways outside of pump station;
- commenced demobilizing site compound;
- functional testing of HVAC;
- installed pipe straps to pipe supports;
- progressing painting and coating;
- fine tuning performance of screen and degritting systems; and
- complete installation of grinder pump/forcemain for public washroom.

Photographs of construction progress over the month of October at Clover Point are shown in Figures 7-8.



Figure 7−Clover Point Pump Station- Exterior of public washroom.



Figure 8−Clover Point Pump Station- Rock face on new pump station.

2.9.3.2 Macaulay Point Pump Station and Forcemain

The Macaulay Point Pump Station and Forcemain continued with Kenaidan Contracting Limited ("Kenaidan" as the Design-Build Contractor) progressing construction and commissioning activities over the reporting period, including:

Key construction activities in progress or completed by Kenaidan in October were as follows:

- Diversion Chamber
  - completed new diversion chamber;
  - ongoing backfill around the existing drop structure and new diversion chamber; and
  - completed foreshore drain works.

- Pump Station
  - demolition for the old pump station is ongoing;
  - installed non-classified flow switches;
  - installed door sidelights;
  - completed concrete deficiency repairs;
  - installed genset stair;
  - pump station acceptance test has started and is ongoing; and
  - mechanical deficiency repairs are ongoing.

A photograph of construction progress over the month of October at Macaulay Point Pump Station is shown in Figure 9.



Figure 9−Macaulay Point Pump Station- Ongoing demolition of old pump station.

2.9.3.3 Clover Forcemain (CFM)

Windley Contracting Ltd. (“Windley” as the Construction Contractor) completed all construction and commissioning activities over the reporting period, including:

- completed final clean up.

Photographs of construction progress over the month of October on the Clover Forcemain are shown in Figures 13-16.



Figure 13−Clover Forcemain- Cycle track with lines painted, bollards installed and sidewalk and fence complete.



Figure 14−Clover Forcemain- Landscaping complete and lounge chairs installed.



Figure 15−Clover Forcemain- Dallas road paved and benches and lounge chairs installed on sidewalk.



Figure 16−Clover Forcemain- Ogden Point restoration.

2.9.3.4 Residual Solids Conveyance Line

The RSCL is being delivered through two construction contracts:

- Residual Solids Pipes; and
- Residual Solids Pump Stations

Residual Solids Pipes: Don Mann Excavating Ltd. ("Don Mann" as the Construction Contractor for the Residual Solids Pipes) continued construction activities over the reporting period for the Saanich infrastructure improvement being undertaken at Peers Creek.

Key construction activities in progress or completed by Don Mann in October were as follows:

- Peers Creek Culvert Replacement.
    - backfilled both headwalls;
    - outlet weir was shaped and cobbles placed;
    - west side cofferdam was removed and the area cleaned up, including cobble placement around the inlet;
    - all archaeological material was able to be replaced onsite and the entire east side area was topped with screened topsoil;
    - garden mulch was delivered and placed around east headwall for use by Current Environmental as they replant the riparian area;
    - coco matting was secured to the gravel embankment on either side of the west headwall;
    - storm drain installation was completed;
    - replaced concrete curb and sidewalk on the east side;
    - topsoil and grass seed were placed over the storm drain alignment adjacent to the new sidewalk; and
    - completed final paving.

A photograph of construction progress over the month of October on the Residual Solids Pipes is shown in Figure 17.



Figure 17−Residual Solids Pipes – Peers Creek – Vegetation restoration.

Residual Solids Pump Stations: Knappett Projects Inc. (“Knappett” as the Construction Contractor for the Residual Solids Pump Stations) continued construction and commissioning activities over the reporting period.

Key construction activities in progress or completed by Knappett in October included:

- regraded and backfilled the centrate return line on Willis Point Rd near the RTF entrance;
- backfilled the Residuals Treatment Facility chamber and leachate connection chamber
- completed the odour control unit fence at pump stations 1, 2 and 3;
- completed backfill and trail prep at pump station 2;
- installed dampers in the Marigold valve chamber at Marigold Pump Station;
- removed fencing from multiple locations on the project;
- scaffolding was removed and sites cleaned up at Tillicum and Admirals Bridges;
- installed Hartland Flow Control Bypass;
- completed and pressure tested piping at Hartland Pump Station; and
- commenced installation of Hartland Reservoir kiosks.

Photographs of construction progress over the month of October on the Residual Solids Pump Stations are shown in Figures 18 and 19.



Figure 18−Residual Solids Pump Stations–Pump Station 2 – Single and double gates for the Omega fence around the odour control unit were installed



Figure 19 −Residual Solids Pump Stations – Pump Station 3- Compacted the final lift of granular material on the west end of the site

2.9.3.5 Arbutus Attenuation Tank

NAC Constructors Ltd. (as the Construction Contractor for the Arbutus Attenuation Tank) continued construction activities over the reporting period.

Key construction activities in progress or completed by NAC Constructors Ltd. in October included:

- completed installation of valve chamber suspended slab reinforcing steel, water stop, and shoring;
- completed installation of attenuation tank perimeter walls and divider wall reinforcing steel;
- ongoing caisson wall system cleaning;
- commenced installation of attenuation tank column reinforcing steel;
- commenced installation of wall formwork;
- ongoing perimeter wall and divider wall concrete pours took place; and
- poured concrete for valve chamber suspended slab.

Photographs of construction progress during the month of October at the Arbutus Attenuation Tank are shown in Figures 20 and 21.



Figure 20−Arbutus Attenuation Tank- Main tank overview.



Figure 21−Arbutus Attenuation Tank- Valve chamber suspended slab pour.

2.9.3.6 Trent Forcemain

Jacob Bros. Construction Inc. (as the Construction Contractor for the Trent Forcemain) progressed construction activities over the reporting period.

Key construction activities in progress or completed by Jacob Bros. in October included:

- completed 35m of St Charles Street Forcemain;
- ongoing storm and watermain relocation;
- recommenced Eberts Street Gravity Main at intersection with Dallas Road;
- large diameter manhole installed on Dallas Road;
- completed curb and gutter restoration on Memorial Crescent, and Bushby Street and Memorial Crescent;
- completed sidewalk restoration on Memorial Crescent and Bushby Street, and Bushby Street and Eberts;
- completed pavement restoration at Bushby Street, Brooke Street and Stannard Avenue intersection, and Memorial Crescent and May Street intersection;
- completed top-soil restoration at Ross Bay Cemetery; and
- completed stop bars on Bushby Street, Brooke Street, and May Street.

A photograph of construction progress during the month of October at the Trent Forcemain is shown in Figure 22.



Figure 22−Trent Forcemain- Poured curbing at the intersection of Memorial Crescent and Bushby Street.

Appendix A− Trent Forcemain: Dallas Road Closure (October 19, 2020)

Wastewater Treatment Project
Treated for a cleaner future

Construction Notice

UPDATE

October 21, 2020

Trent Forcemain: Dallas Road Closure

As part of construction for the Trent Forcemain, a pipe will be installed along Dallas Road and under the pedestrian path on the Dallas Road Seawall. This work will require the closure of Dallas Road at Eberts Street during work hours on the following dates:

- Monday, October 19
- Tuesday, October 20
- Wednesday, October 21
- Thursday, October 22
- Friday, October 23

On street parking along Dallas Road between Eberts Street and Memorial Crescent will be restricted during this work. Please refer to construction signage.

What to Expect

- A trench will be excavated, the pipe will be installed, and the trench will be backfilled.
- Steel road plates may be installed overnight in some locations.
- Noise associated with this work includes excavation machinery and truck back-up beepers.
- Equipment will be temporarily stored in the area.

Traffic Impacts

- Dallas Road will be closed at Eberts Street during work hours for approximately one week. A detour will be in place.
- Traffic control areas will be delineated by cones and signs and controlled by flaggers.

Access

- On street parking along Dallas Road between Eberts Street and Memorial Crescent will be restricted while construction takes place on Dallas Road.
- Access to your property may be impacted for short periods of time due to the presence of equipment.

Work Hours

- Monday to Friday from 7:00 a.m. to 7:00 p.m.
- Saturday 8:00 a.m. to 7:00 p.m.

Thank you for your patience while we complete this work. We apologize for any inconvenience this may cause.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix B− Environmental Incident at the Residual Treatment Facility

Residual Treatment Facility Environmental Incident

During commissioning of the Residuals Treatment Facility, a temporary pipe failed on October 13, 2020 resulting in the release of residual solids. Some of the residual solids were contained on-site (within the Hartland Landfill) but some travelled through a culvert and collected in a nearby low area in the CRD's Mount Work Regional Park. Signs have been installed advising park users not to enter the affected area.

There is no indication of public health or long-term environmental impacts, including to Durrance Lake.

Environmental professionals assessed the affected area, are overseeing the remediation activities, and are advising on the appropriate monitoring and testing protocols.

The release was reported to Emergency Management BC, in accordance with the Spill Reporting Regulation.

Any questions about the work, please contact the Project Team.

24/7 Phone Line
1.844.815.6132

Email
wastewater@crd.bc.ca

Website
wastewaterproject.ca

Appendix C− Monthly Cost Report (October)

MONTHLY COST REPORT
as at October 31, 2020

Description	BUDGET		COST EXPENDED					COMMITMENTS			FORECAST		VARIANCE	
	Control Budget	Allocated Budget	Expended to September 30, 2020	Expended over reporting period (October 2020)	Expended to October 31, 2020	Expended to October 31, 2020 as a % of Allocated Budget	Remaining (Unexpended) Allocated Budget at October 31, 2020	Total Committment at October 31, 2020	Unexpended Commitment at October 31, 2020	Uncommitted Allocated Budget at October 31, 2020	Forecast to Complete	Forecast at Completion	Variance at Completion $	Variance at Completion as a % of Allocated Budget
McLoughlin Point Wastewater Treatment Plant	**331.4**	**329.7**	**311.0**	**2.3**	**313.3**	**95%**	**16.4**	**321.8**	**8.5**	**7.9**	**16.4**	**329.7**	**-**	**0%**
Construction	306.7	321.3	310.6	2.3	312.9	97%	8.4	321.2	8.3	0.1	8.4	321.3	-	0%
Contingency	14.9	1.5	-	-	-	0%	1.5	-	-	1.5	1.5	1.5	-	0%
Financing	9.8	6.9	0.4	-	0.4	6%	6.5	0.7	0.3	6.2	6.5	6.9	-	0%
Residuals Treatment Facility	**159.4**	**140.6**	**11.5**	**0.4**	**11.8**	**8%**	**128.8**	**139.2**	**127.4**	**1.4**	**128.8**	**140.6**	**-**	**0%**
Construction	145.4	139.2	11.5	0.4	11.8	8%	127.4	139.2	127.4	0.0	127.4	139.2	-	0%
Contingency	12.3	1.0	-	-	-	0%	1.0	-	-	1.0	1.0	1.0	-	0%
Financing	1.7	0.4	-	-	-	0%	0.4	0.0	0.0	0.4	0.4	0.4	-	0%
Conveyance System	**158.0**	**213.4**	**181.7**	**2.5**	**184.2**	**86%**	**29.3**	**197.6**	**13.4**	**15.9**	**29.3**	**213.4**	**-**	**0%**
Macaulay Point Pump Station	25.4	31.0	29.6	0.0	29.6	95%	1.4	31.0	1.4	0.0	1.4	31.0	-	0%
Macaulay Forcemain	5.6	7.4	7.4	-	7.4	100%	-	7.4	-	-	-	7.4	-	0%
Craigflower Pump Station	12.5	12.4	12.4	-	12.4	100%	-	12.4	-	-	-	12.4	-	0%
Clover Point Pump Station	23.7	27.3	24.7	-	24.7	91%	2.5	27.3	2.5	0.0	2.5	27.3	-	0%
Currie Pump Station^	2.8	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
Arbutus Attenuation Tank	14.2	24.6	18.0	0.7	18.8	76%	5.8	23.6	4.8	1.0	5.8	24.6	-	0%
Clover Forcemain	14.6	32.3	31.1	0.5	31.6	98%	0.7	31.8	0.2	0.5	0.7	32.3	-	0%
Currie Forcemain^	3.3	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
Trent Forcemain	9.5	11.6	6.0	-	6.0	52%	5.5	9.2	3.1	2.4	5.5	11.6	-	0%
Residual Solids Conveyance Line	19.1	36.6	35.8	0.7	36.5	100%	0.0	36.6	0.0	0.0	0.0	36.6	-	0%
Residual Solids Pump Stations & Bridge Crossings	4.6	17.8	15.7	0.6	16.3	91%	1.6	17.3	1.1	0.5	1.6	17.8	-	0%
Residual Solids Conveyance Line – Highway Crossing	-	0.3	0.3	-	0.3	100%	-	0.3	-	-	-	0.3	-	0%
Contingency	16.8	7.8	-	-	-	0%	7.8	-	-	7.8	7.8	7.8	-	0%
Financing	5.8	4.1	0.1	-	0.1	3%	3.9	0.3	0.2	3.7	3.9	4.1	-	0%
Project Management Office ("PMO")	**75.8**	**77.9**	**60.1**	**1.1**	**61.2**	**79%**	**16.6**	**71.0**	**9.8**	**6.8**	**16.6**	**77.9**	**-**	**0%**
Project costs Aug 2016-Dec 2016	2.2	2.2	2.2	-	2.2	100%	-	2.2	-	-	-	2.2	-	0%
Owner's Engineering	17.2	17.7	15.7	0.4	16.0	91%	1.7	17.7	1.7	0.0	1.7	17.7	-	0%
Conveyance Design	5.0	9.5	8.3	0.0	8.3	88%	1.1	9.0	0.7	0.5	1.1	9.5	-	0%
Advisors & Professional Support	7.0	14.8	10.5	0.1	10.7	72%	4.1	11.7	1.0	3.1	4.1	14.8	-	0%
Project Board	2.0	1.3	1.0	0.0	1.0	78%	0.3	1.0	-	0.3	0.3	1.3	-	0%
Project Board Expenses	0.3	0.1	0.1	-	0.1	64%	0.0	0.1	-	0.0	0.0	0.1	-	0%
Project Team	29.1	23.2	17.1	0.5	17.6	76%	5.6	23.2	5.6	-	5.6	23.2	-	0%
Project Leadership Team Expenses	0.7	0.4	0.2	-	0.2	65%	0.1	0.2	-	0.1	0.1	0.4	-	0%
Project Support Team Expenses	0.5	0.2	0.1	-	0.1	73%	0.0	0.1	-	0.0	0.0	0.2	-	0%
CRD Financial Services	1.5	1.4	1.0	0.0	1.0	73%	0.4	1.4	0.4	-	0.4	1.4	-	0%
CRD Human Resources	0.3	0.3	0.2	0.0	0.3	96%	0.0	0.3	0.0	-	0.0	0.3	-	0%
CRD Corporate Communications	0.2	0.2	0.2	-	0.2	95%	0.0	0.2	0.0	-	0.0	0.2	-	0%
CRD Real Estate	0.3	0.3	0.3	-	0.3	96%	0.0	0.3	0.0	-	0.0	0.3	-	0%
CRD Information Technology	0.4	0.4	0.3	0.0	0.3	76%	0.1	0.4	0.1	-	0.1	0.4	-	0%
CRD Insurance	0.1	0.0	0.0	-	0.0	100%	-	0.0	-	-	-	0.0	-	0%
CRD Operations	0.6	0.6	0.5	0.0	0.5	91%	0.1	0.6	0.1	-	0.1	0.6	-	0%
CRD Legislative Services	0.1	0.1	0.1	-	0.1	100%	-	0.1	-	-	-	0.1	-	0%
CRD Corporate Safety	0.2	0.2	0.2	-	0.2	100%	-	0.2	-	-	-	0.2	-	0%
CRD Executive Services	-	0.1	0.1	-	0.1	86%	-	0.1	-	-	-	0.1	-	0%
Office Lease	1.9	1.3	0.9	0.0	1.0	74%	0.3	1.2	0.3	0.1	0.3	1.3	-	0%
Office Supplies	0.1	0.2	0.2	-	0.2	92%	0.0	0.2	-	0.0	0.0	0.2	-	0%
Vehicles	0.2	0.2	0.2	-	0.2	95%	0.0	0.2	-	-	0.0	0.2	-	0%
Connections Call Center	-	0.0	0.0	-	0.0	100%	-	0.0	-	-	-	0.0	-	0%
Communication support materials	0.5	0.2	0.1	-	0.1	61%	0.1	0.1	-	0.1	0.1	0.2	-	0%
Computer Hardware, Software & Training	1.0	1.0	0.7	-	0.7	69%	0.3	0.7	-	0.3	0.3	1.0	-	0%
Contingency	4.8	2.3	-	-	-	0%	2.3	-	-	2.3	2.3	2.3	-	0%
BC Hydro	**12.9**	**4.3**	**2.1**	**0.0**	**2.1**	**48%**	**2.2**	**2.1**	**0.0**	**2.2**	**2.2**	**4.3**	**-**	**0%**
Third Party Commitments	**8.1**	**8.1**	**4.2**	**0.1**	**4.3**	**52%**	**3.9**	**6.9**	**2.6**	**1.3**	**3.9**	**8.1**	**-**	**0%**
Program Reserves	**19.2**	**0.9**	**-**	**-**	**-**	**0%**	**0.9**	**-**	**-**	**0.9**	**0.9**	**0.9**	**-**	**0%**
Core Area Wastewater Treatment Project	**765.0**	**775.0**	**570.5**	**6.3**	**576.8**	**74%**	**198.1**	**738.6**	**161.7**	**36.4**	**198.1**	**775.0**	**-**	**0%**

* Values presented in $millions, results in minor rounding differences
** Cost report presents approved expenditures
^ Component no longer required, and would not provide any value therefore removed from Project Scope; Costs include Seaterra initiation, planning and design

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ERM 21-03

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 20, 2021

SUBJECT **Results from Solid Waste Advisory Committee Self-Evaluation Surveys**

ISSUE SUMMARY

The Solid Waste Advisory Committee (SWAC) was interested in completing a self-evaluation survey to improve the effectiveness of the committee.

BACKGROUND

At its October 2, 2020 meeting, SWAC requested support and direction from the Environmental Services Committee (ESC) for the opportunity for SWAC to do a self-assessment survey. The ESC endorsed this request at its October 21 meeting. As a result, SWAC finalized the survey questions at its November meeting and the survey was distributed to SWAC members on November 23, with responses due back by December 18. Completed surveys were received from 11 of the 22 committee members (with 1 that hasn't arrived due to Canada Post delays). A summary of the feedback received is attached as Appendix A.

The survey responses are generally positive regarding the effectiveness of the Committee, with a minority expressing concerns around two main issues:

- the Environmental Services Committee/CRD Board decision not to be more aggressive with the Solid Waste Management Plan waste reduction targets; and
- SWAC Terms of Reference not allowing more direct input into Hartland Landfill/ Environmental Resource Management operational details.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:

That this report be received for information and that no changes be made to the Solid Waste Advisory Committee Terms of Reference.

Alternative 2

That the Environmental Services Committee make changes to the Solid Waste Advisory Committee Terms of Reference.

CONCLUSION

Based on the results of the survey, staff recommend maintaining the committee's Terms of Reference (attached as Appendix B) and continuing to focus committee work based on the Terms of Reference.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:

That this report be received for information and that no changes be made to the Solid Waste Advisory Committee Terms of Reference.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Steve May, P.Eng., Acting General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Summary of Self-Evaluation Feedback
Appendix B: Terms of Reference – Solid Waste Advisory Committee

APPENDIX A
SUMMARY OF SELF-EVALUATION FEEDBACK

1.	**Do you think the Advisory Committee membership, as defined in the Terms of Reference, has an appropriate balance of skills, experiences and backgrounds?** **If No or Somewhat, please comment:** • The Advisory Committee membership is well balanced in terms of skills, experiences, and backgrounds. It would be good to encourage all members to articulate the perspectives of their stakeholder group more clearly. • I think we would benefit from more First Nations voices.	**Yes** **10**	**Somewhat** **1**	**No** **0**
2.	**Do you think Advisory Committee meetings are properly focused on items identified by the SWAC Terms of Reference?** **If No or Somewhat, please comment:** • We appear to be suffering from mission drift at this point with repeated attempts to move the agenda back to items outside of scope. • I have attended only one meeting but most of the conversation dealt with the wording of this survey. Self-assessment is not listed in the Terms of Reference. • I can't really answer this accurately as I joined the committee recently and only attended one meeting • We spend a lot of time on housekeeping issues. • I think we can get off topic slightly from the big picture and end up arguing/becoming a little bit pedantic (sometimes), but overall the meetings have good focus, and we touch on the relevant points. • The Terms of Reference state that the Advisory Committee "includes advising the Environmental Services Committee regarding the following (a) providing input on major solid waste management matters, (b) serving as the advisory committee to the Steering Committee (Environmental Services Committee) on the development of Revision 3 of the SWMP, (c) acting as plan monitoring advisory committee for the new SWMP, once approved." As outlined below, the focus of the Advisory Committee has been mainly on (b), with relatively little work having been requested or initiated on (a). Activity (c) will only become relevant once the SWMP is approved.	**Yes** **5**	**Somewhat** **4**	**No** **2**

3.	**Do you believe Advisory Committee meetings allow sufficient time to discuss the business at hand?** **If No or Somewhat, please comment:** • We appear to be suffering from mission drift at this point with repeated attempts to move the agenda back to items outside of scope. • yes if the agenda is specific and the group do not get off topic • It seemed at times that the presentations of the policy by the consultants lacked an implicit invitation to get involved in discussion. They were tedious and long and did not really invite comment in their content. I may have had this reaction as a person used to vigorous discussion about ideas with input in advance of policy. And I also have little experience with this sort of presentation. It seemed mind numbing though, I expect, it was well done. • Sometimes feel like it is a large committee and not enough time to discuss issues in an in-depth manner. It is such a large group and hard to keep the thread of the discussion going. • If the Advisory Committee would meet monthly, each time with a well-defined agenda, there would be enough time to do more comprehensive work. Unfortunately, monthly meetings were frequently not convened. Specifically, there were no meetings in late 2019 and early 2020, Sep 2020 and Dec 2020. In my view, there was inadequate discussion of i. the draft SWMP achieving its main objectives, in particular, reaching the annual landfill target of 250 kg per capital. While the actions proposed in the draft SWMP will undoubtedly result in reductions in the waste destined for landfilling, the extent is largely unknown. The reductions expected from each action (a total of 69), strategy (a total of 15), and strategy area (a total of 3) should be quantified more thoroughly. ii. the solid wastes (in terms of composition and total quantity) that will have to be managed in future years, as the CRD population grows and its economic activities change. The projections should extend to the year 2100, even though the specific end date of the draft SWMP is the year 2030. The reason for having projections beyond 2030 is that the draft SWMP must align with the overarching strategy of balancing waste generation and waste management in the long term and within the capabilities of the Hartland Landfill and other CRD entities. iii. the future of the Hartland Landfill site. This is a key issue not only for residents and businesses in the area near the Landfill, but the entire CRD. The draft SWMP does not set out options,	**Yes** **6**	**Somewhat** **4**	**No** **1**

	recommendations, and implications pertaining to the Hartland Landfill. The SWMP should do so. iv. the fate of diverted wastes, notably plastics, metals, and construction wastes, most of which are expected to be ultimately processed outside the CRD. It is presently unclear what options the CRD has if some of the external entities are unwilling or unable to take CRD wastes, even if they have been properly preprocessed or separated in the CRD. v. the disposition of composted wastes. Specifically, does the CRD have the potential to use the composted wastes within the CRD or do they have to be exported on a major scale, thereby creating challenges like those stated in (iv) above? vi. innovative options, especially options of a technical nature, to address the solid waste challenges in the CRD so that the annual landfill target of 250 kg per capita can be reached with some certainty by the year 2030 and make further reductions possible beyond 2030. vii. the options regarding landfill gas utilization. As a result, the strategic implications of the options do not appear to be adequately understood from an overall environmental perspective. It is therefore unclear whether the correct decision is being made. Items (i) to (vi) pertain to the draft SWMP. I view the draft SWMP as a work in progress and open to significant enhancement.			
4.	**Do you think Advisory Committee meetings allow for candid, constructive discussion and critical questioning?** **If No or Somewhat, please comment:** • There appears to be a division of opinion that has developed, again around specific items that are outside of scope but clearly of concern to parties with an interest in local issues around the Landfill. I understand both the frustration and the concern but it is currently blocking the process of developing a constructive plan for the wider CRD community to enable the region to move forward and start actioning items. Individual municipalities are now filling the gaps where a regional plan is not in place that is sufficiently up-to-date and relevant to recent changes. • But you have to be patient if you want to raise a topic for discussion, i.e. submit a Notice of Motion in meeting and obtain approval in the next. • only based on one meeting • As the group matured and there was more comfort in participating in the discussion I think candid, constructive discussion occurred. Initially the presentations were not provocative enough to 'incite' such discussion.	**Yes** **7**	**Somewhat** **4**	**No** **0**

	• I think CRD staff are amazing and listen and do not get defensive, even when actions are being critiqued. The chair does a good job and sets a respectful tone. • The Advisory Committee has a good, collaborative, and respectful working style. This is attributable to the leadership and fairness of its Chairs as well as the collaboration and shared common purpose of its members. There are no adversarial factions or strident members. Advisory Committee deliberations are largely in the nature of information exchange; this is valuable. However, focused discussions aimed at bringing forward innovative solutions to waste management problems are largely missing. Standard solutions are presented (principally by consultants and staff), reflecting early workings of the Advisory Committee, but it is unclear that these solutions will achieve the desired level of success (see item 3 i above). The lack of discussion on future implications for the Hartland Landfill and its landfill gas (see items 3 iii to vii above) is noteworthy. Advisory Committee members regularly question and provide suggestions to staff and consultants but, in my view, with limited results. As an example, I point to the information material that was provided for the first set of public consultations in late 2019. Several important suggestions were made by members of the Advisory Committee, but not implemented. While the staff and consultants were under no obligation to act on the suggestions made, it appears from the public feedback received that adoption of the suggestions would have reduced, at a minimum, important uncertainties expressed by some respondents. No specific advice was sought from the Advisory Committee on consultation materials to be used for the second set of public consultations that are currently underway. The current draft of the SWMP was discussed by the Advisory Committee on several occasions, using a section-by-section approach. This was essential and important. However, no discussion has occurred on the overall feasibility and practicality of the draft SWMP, thereby gaining some certainty that the desired goals and targets can be achieved. In a memorandum (dated Nov 5, 2020) to the SWAC Chair and Senior Manager (Environmental Resource Management, Parks & Environmental Services Department), I raised several points regarding the draft SWMP and the second set of public consultations. No response has been received to date and the regular meeting of the Advisory			

	Committee scheduled for Dec 4, 2020, where these points could have been discussed, was cancelled.			
5.	**Do you find that pre-meeting materials clearly identify the significant issues, trends or developments for Advisory Committee discussion?** **If No or Somewhat, please comment:** • Sometimes the pre-materials are sent without much notice, but for the most part I really appreciate these materials and think they aid discussion and developments for the committee. • The materials provided to the Advisory Committee tend to be voluminous, often without identifying specific issues to be addressed. Where appropriate, alternatives to issues should be presented in advance of meetings so that they can be considered by Advisory Committee members and then discussed in meetings. Agendas would benefit from being more specific, posing issues and/or questions to be discussed. SWAC members should be encouraged to share, in particular, the perspectives of their stakeholders. For example, very little has been learnt thus far about the ability of recyclers in the CRD to increase their capacity and the conditions under which these increases can be achieved. Similarly, little has been learnt about what the regional universities, colleges, and other organizations with research, development, and innovation capabilities can contribute to addressing issues identified in the draft SWMP. The pre-meeting materials and meeting agendas should be created so that they challenge the Advisory Committee members to contribute to the solution of solid waste management problems, especially those problems for which good solutions presently do not exist.	**Yes** **9**	**Somewhat** **2**	**No** **0**
6.	**Using a scale of 1 to 5 (1=poor, 5=excellent), how would you rate overall Advisory Committee performance to date? Why?** • Feel a bit new to the process to be able to rate performance. • **4** – I think we push the Environmental Board and CRD Board to “do better” and challenge them/keep them on their toes, and also we learn things in the process of our discussions which is valuable. • **4** – Initial stages progressed quickly with good understanding of the issues and sufficient momentum. Recent changes due to COVID delays and membership turnover has begun to erode that progress. • **4** – The Committee successfully identified “what” needs to be done. More work is needed in establishing “how” it needs to be done, by “whom” and by “when”. • **4** - I rate it as a 4 (couldn’t figure out how to mark this otherwise). There are representatives present who have the expertise to comment so that they illuminate what is being asked of the committee, thus inviting others to join the discussion.			

	• **3** - Only based on one meeting • **2.5** - As stated already, the Advisory Committee works harmoniously and collaboratively. This is very positive. In collaboration with CRD staff and its consultants, the Advisory Committee can assist with the development of a SWMP that will lead to major reductions in wastes directed to the Hartland Landfill, while also reflecting the principles of sustainability and the circular economy more generally. However, these objectives cannot be achieved without major innovations. The application of current best practices, as used elsewhere in Canada and abroad, are likely insufficient. New approaches need to be developed. The CRD can do this and example possibilities should be identified in the SWMP. In my view, the Advisory Committee is working below its potential, but this can change. I give its performance to date a rating of 2.5. • **2** - The Advisory committee has performed well in my experience, however the meetings of the last several months have been mostly focussed on procedure. Perhaps there is misunderstanding by some committee members as to an "advisory" v a "decision" role.
7.	**Do you have suggestions for improving the way in which the Advisory Committee functions?** • Members may need more background to bring them up to speed with the process and progress to date before coming in to the meetings. Some expectations need to be set in advance to avoid moving out of the terms of reference. • Let me attend a few more meetings and I will have something for you next time. • There needs to be a time limit for each person, and very specific discussion items directly related to the draft document so that the meeting does not get hijacked by discussion of other items. • Give some thought to gathering input around agenda and minutes in advance of the meeting and summarize at the meeting so that this review can go quicker • I think it is helpful if we have a team who sticks around, as a lot of the discussions are cumulative – it would be nice to get new people up to speed/have a way to have all the information in one place perhaps an understanding of where each member is coming from and how that informs our recommendations. • Less presentation and more discussion. Small group discussions are good but the opportunity to share the results is sometimes cut off. Good discussion sparks more discussion and the small group ideas might not get enough time for reaction and further digestion. Presentations such as those by the consultants tend to stifle my ability to make coherent comments. I am never quite sure what is being asked of us as reaction until others make their comments. I expect this is as a result of not being in such large, bureaucratic venues. • Not sure what changes are possible given the structures / parameters of CRD. • I think staff/chair are doing an excellent job. • The Advisory Committee would benefit, in my view, by: - improving its agendas, with issues and questions clearly identified in advance of meetings and supported by accompanying documentation with potential options stated. - consulting Advisory Committee members on agenda items in advance of future meetings. - requesting consultants and staff to provide their presentation materials in advance and in more concise forms, with key questions / issues highlighted. Important suggestions from Advisory Committee members should be minuted. It is understood that not all suggestions will be followed. However, when there are significant deviations, the rationale should be provided.

	- holding regular meetings and dealing with issues more expeditiously. For example, it took well over half a year and several meetings to come to a decision on undertaking this self-evaluation. - ensuring coordination and cross-fertilization of ideas with the work of other entities in the CRD. For example, the City of Victoria has recently released an important document called 'Zero Waste Victoria'. This document contains valuable information and ideas, many of which parallel the work of CRD consultants and staff as well as of SWAC. The connections between the work of the City of Victoria and the CRD are unclear. 'Zero Waste Victoria' is a well-constructed document that will be of considerable value as the SWMP is finalized. Another opportunity for collaboration with the City of Victoria is the development of Key Performance Indicators (KPIs).
8.	**Since joining the Advisory Committee, please state the important advice that the Advisory Committee has provided.** • I believe we have developed a reasonable plan with targets that have the option to be updated as things change in the region and the wider community. • I liked the recommendation to the Environmental Services Committee to set an aggressive target of cutting per capita waste production, despite it being rejected. • I think the Advisory Committee has worked well with CRD staff. I think a sound Solid Waste Plan has been created. I think the process was well thought out and informed me enough to make good decisions and recommendations • none so far but this is only based on one meeting • Recommendation to strengthen the landfill reduction target, which I think will encourage stronger waste reduction practices. • This question is somewhat ambiguous. Are you referring to information given by the CRD to the members or other information and reactions put forward by other members of the committee? And are you interested in the presentation materials from the consultants or the summation of the reactions of the committee? The policy presentations have been overwhelming, but, I suspect, when boiled down are really much more to the point. Other than those two reactions, I would say that we are to give our ideas of waste reduction but that many of these ideas are not able to be implemented because of policy or legislative restraints. That the goals that many of us would like to achieve are out of reach because of this and the conservative expectations of a government bureaucracy. But that our thoughts are welcome. • We challenge the Boards to be more ambitious with their targets and also to word things more clearly to encourage transparency with the document before it goes out to the public. I think a lot of us are still learning – so getting feedback/information from the CRD members that are on the Board is very helpful. • I have learned a great deal about the CRD solid waste planning and initiatives and have a better understanding of the role of the extended producer responsibility programs in the bigger picture. • To have CRD be a leader in waste reduction, and to be more ambitious with the plan. • Short list of potential strategy options for the SWMP update. • I have served on the Advisory Committee since April 2018. Since then, the following 'advice' has been provided to the Environmental Services Committee:

	- Reduce the target for annual landfill waste to 125 kg per capita in the CRD by 2030. This advice was not accepted by the Environmental Services Committee and the CRD Board. However, the notion of exceeding the current annual target of 250 kg per capita is generally viewed favourably. - A draft SWMP has been created, with input from SWAC members, and commented on by SWAC. The draft SWMP describes a large number of strategies and associated actions (see 3 i). The draft plan was accepted for public consultations, the second round of which is are currently occurring. The draft SWMP is subject to public input as well as further consideration by the Advisory Committee. The Advisory Committee has discussed two options for landfill gas utilization, i.e., 'Green Electricity' and 'Green Gas – Renewable Natural Gas (RNG)'. However, to my knowledge, SWAC has not given explicit advice to the Environmental Services Committee, expressed in the form a motion or otherwise regarding the preferred option. It is unclear that the 'Green Gas' option, which is currently being pursued by the CRD, is the superior option since it rests heavily on certain assumptions.
9.	**Do you think that the suggestions provided to CRD staff and consultants are being used effectively?** • Member's recommendations were appropriately considered when developing the draft report for consultation. Regarding the consultation process I do think there were some suggestions made that were not appropriately considered that could have made the process more inclusive and robust. Overall I believe the consultants have been valuable and have developed a reasonable plan to move the region forward. • Yes, even if they are not acted upon, the advice does provide influence. • I think that the broad base of representation provides alternative points of view to CRD staff and consultants, and that these points of view are given consideration. • That remains to be seen. The policy that has been proposed as a result of the committee input take the suggestions to a certain level but cannot take them as far as the aspirations of many of the public who actually consider these matters. There is a middle road which, I suspect, a governing body feels it has to take. However, there comes a time when there has to be a push to overcome the legislated barriers to achieving waste reduction (e.g. ensuring that ICI comes under the PPP legislation and that C and D be worked into building code bylaws so that materials can be reused.). There comes a time when actions need to be very bold. • I think this is complicated because a lot of the suggestions have financial and time frame changes associated – so I think while they consider our suggestions they aren't always able to make the changes right away. I hope as time goes on we see them being incorporated in a creative way that doesn't cause major delays on the actions/major financial setbacks. • Yes, staff and consultants have been both good presenters and "good listeners" • I question a bit about use of the consultants. I came to the process late, but I think it should be more iterative. It seems like there is little room to be engaged in a meaningful manner with consultants' reports, which I find stick within narrow and acceptable standards, and are not very inspired. Everything certainly seems efficient, the next step is underway before the first one has

	had feedback but I don't think that is necessarily a good thing. • It appears to me that the CRD staff and consultants are under significant time and resource constraints to follow-up suggestions by members of the Advisory Committee. • The encouragement of Advisory Committee members for staff and consultants to think more creatively about solving problems and public consultations has had limited success. I recognize that many solid waste management problems do not have standard solutions that require only adaptation to meet CRD conditions. Finding such solutions (or, at a minimum, potential pathways leading to solutions) would be a valuable undertaking for the Advisory Committee, CRD staff, and consultants. The opportunities to do so continue to exist since the SWMP is presently in draft form and remains to be finalized. • Yes • Yes

Terms of Reference

SOLID WASTE ADVISORY COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Solid Waste Advisory Committee is an Advisory Committee established by the CRD Environmental Services Committee to provide input on solid waste management matters and meet the requirements of the Ministry of Environment's *Guide to Solid Waste Management Planning* for an advisory committee on the development and implementation of the Solid Waste Management Plan (SWMP).

The Committee's official name is to be:

Solid Waste Advisory Committee

1.0 PURPOSE

The mandate of the Committee includes advising the Environmental Services Committee regarding the following:

a) providing input on major solid waste management matters
b) serving as the advisory committee to the Steering Committee (Environmental Services Committee) on the development of Revision 3 of the SWMP
c) acting as plan monitoring advisory committee for the new SWMP, once approved

2.0 ESTABLISHMENT AND AUTHORITY

a) The Environmental Services Committee will:
   - appoint the committee members for up to a three-year term
   - act as the Steering Committee for Revision 3 of the SWMP
   - appoint a member as the liaison between the advisory committee and the Environmental Services/Steering Committee

b) The Committee will report its input to the Environmental Services Committee for consideration. The CRD Board is the final decision-making authority.

3.0 COMPOSITION

The Committee shall consist of members representing a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members, as follows:

Representation	**Number of Members**
Regional district director (member of Environmental Services Committee)	1
Municipal engineering staff who are involved in solid waste collection	2
Electoral Area representative	1
First Nations	2
Environmental organizations	1
Business groups	1
Non-profit group with an interest in solid waste (e.g. reuse organization)	1
Large waste generators (industrial, commercial, institutional)	2
Owners/operators of private waste management facilities	2
Private sector industry collection service providers	2
Composting industry representative	1
Product stewardship agency	1
Community representative (representing Prospect Lake/Hartland area)	1
Public representatives, at large	3
Willis Point representative	1
District of Highlands representative	1

4.0 PROCEDURES

a) The CRD Board Procedures Bylaw will apply.

b) Member from Environmental Services Committee shall be Chair of Solid Waste Advisory Committee

c) The committee shall meet at the call of the Chair and have special meetings, as required.

d) The agenda will be finalized in consultation between staff and the Chair.

e) A quorum is a majority of the committee membership and is required to conduct committee business.

5.0 RESOURCES AND SUPPORT

a) The Senior Manager, Environmental Resource Management, will lead the coordination and allocation of resources to the Committee.

b) Minutes and agendas are prepared and distributed by the Environmental Resource Management division.

Approved by CRD Board on April 8, 2020

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ERM 21-02

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 20, 2021

SUBJECT **Solid Waste Advisory Committee Motion of November 6, 2020**

ISSUE SUMMARY

The Solid Waste Advisory Committee (SWAC) passed a motion at its November meeting that was contrary to recent Board direction.

BACKGROUND

At the November 6, 2020 SWAC meeting, the following motion was passed:

> *That the Solid Waste Advisory Committee recommends that the Environmental Services Committee direct staff to report back on options and recommendations on ways the potential actions, as outlined in Table 2 of the September 16, 2020 Environmental Services Committee staff report, can be incorporated after consultation and before the final draft Solid Waste Management Plan goes back to the Environmental Services Committee for approval.*

The additional actions highlighted in Table 2 of the September 16, 2020 Environmental Services Committee staff report (attached as Appendix A) were only intended to be incorporated into the draft Solid Waste Management Plan (SWMP) if the Board approved the more aggressive waste reduction targets recommended by SWAC. However, at the October 14, 2020 Capital Regional District (CRD) Board meeting, the Board did not approve a more aggressive waste reduction target. Instead, the following direction was given to staff regarding the CRD's draft Solid Waste Management Plan:

- 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";
- That the Solid Waste Advisory Committee's recommended additions be added to the draft Solid Waste Management Plan;
- 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; and
- 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.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:

That staff be directed to continue to follow the October 14, 2020 Board recommendation 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.

Alternative 2

That the Environmental Services Committee provide alternative direction.

IMPLICATIONS

The SWAC motion is contrary to Board direction.

CONCLUSION

The November 6, 2020 SWAC motion effectively asks the Environmental Services Committee to reverse the October 14, 2020 Board direction not to include a more aggressive waste disposal target, by requesting that Environmental Services Committee direct staff to do further work on enhanced waste reduction options to exceed the Board's directed solid waste reduction target and report back prior to finalizing the CRD's Solid Waste Management Plan.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:

That staff be directed to continue to follow the October 14, 2020 Board recommendation 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.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Sept 16, 2020 Environmental Services Committee Staff Report

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APPENDIX A

ERM 20-40

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 16, 2020

SUBJECT **Solid Waste Management Plan – Next Steps**

ISSUE SUMMARY

To seek direction on next steps for the Solid Waste Management Plan.

BACKGROUND

The Capital Regional District's (CRD) current solid waste management plan was last revised in 1995. Per the Province of BC's *Guide to Solid Waste Management Planning*, Regional Districts should complete a full plan renewal every 10-year plan cycle. There have been many changes to the solid waste system since 2005, and the current plan is out of date.

In February 2011, the CRD substantially initiated planning on Revision 3 of the Solid Waste Management Plan, and completed Steps 1 and 2 of the *Guide to Solid Waste Management Planning* (Table 1). At the direction of the Environmental Services Committee (ESC) and CRD Board, work was put on hold between 2014 and 2018 to investigate opportunities for integrated resource management. Between 2018 and present, work has proceeded and the CRD is now in Step 4 of preparing the draft Solid Waste Management Plan. A detailed chronology of work completed on solid waste management planning between 2011 and 2020 is included in Appendix A.

Table 1: Status of Solid Waste Management Planning (2018 to present)

Guide to Solid Waste Management Planning Steps (Province of BC)	Status
Step 1: Initiate the Process: • Initiate the update • Establish planning teams and committees • Design the consultation process • Develop the budget	complete
Step 2: Set the Plan Direction • Identify principles, goals and targets • Prepare background Information • Assess the current solid waste management system • Consider trends affecting solid waste management • Consult the public	complete
Step 3: Evaluate Options • Develop potential strategies • Assess the financial and administrative implications • Consult the public and interested parties on the options	complete
Step 4: Prepare and Adopt the Plan • Prepare draft plan* • Consult the public on the draft plan • Prepare final draft for submission • Ministry of Environment and Climate Change Strategy review and approval • Final adoption	*we are here

The Solid Waste Advisory Committee (SWAC) was established by the ESC to provide input on solid waste management matters and meet the requirements of the *Guide to Solid Waste Management Planning* for an advisory committee on the development and implementation of the Solid Waste Management Plan.

In 2018, through SWAC recommendation, the ESC and CRD Board endorsed proposed guiding principles, objectives, goals and a consultation plan for Revision 3 of the Solid Waste Management Plan (Step 2). Between November 2018 and May 2019, SWAC worked with a consultant, Tetra Tech, to develop options, strategies, actions and targets to meet these guiding principles, objectives and goals, and refer these for inclusion in the draft plan. In September 2019, based on this work, the ESC and CRD Board endorsed 15 strategies and actions and a waste reduction target of 250 kg/capita/year by 2030, and directed staff to proceed to public consultation (Step 3).

Public consultation was undertaken, and results were reviewed through SWAC and presented to the ESC and CRD Board in August 2020. The consultation included 21 open houses and meetings, a social media reach of over 19,000, and received more than 1,000 feedback forms. Participants were asked to indicate their level of support and provide feedback on three plan elements: target and timelines; guiding principles, goals and objectives; and strategies and actions. Respondents were also able to provide general feedback. Overall, there was a high level of support for all plan elements, and 82% of respondents either strongly agreed (60%) or agreed (22%) with the proposed waste reduction target of 250 kg/capita/year by 2030 (a 1/3 reduction from present levels), 4% disagreed, and 3% strongly disagreed. Specific stakeholder topics were identified as potentially requiring further consideration during the draft plan stage of consultation. These include:

- impacts on mountain bike trails within the landfill property
- rerouting traffic to the north end of the Hartland site (Willis Point Road entrance), including potential environmental and recreational impacts of landfill footprint expansion to extend the life of Hartland to 2100
- cruise ship waste
- human/wildlife conflicts

The guiding principles, objectives, goals, targets, strategies and consultation results (Steps 1-3 of the planning process) have been compiled into a draft Solid Waste Management Plan (Appendix B) (Step 4). At its July and August meetings, SWAC considered the draft plan and, through a round table process, identified proposed additions to the draft plan. A summary of the feedback received through the roundtable process can be found in Appendix C, and the presentation in Appendix D. SWAC passed the following motion:

> *That the additions to the draft plan under the four headings* Municipal Waste Management, Illegal Dumping, Household Hazardous Waste, Finance*, be incorporated into the draft plan including the background information on how the targets were developed.*

SWAC also identified a desire to strengthen the target that was set by SWAC and endorsed by the ESC and Board in 2019. This would require going back to Step 2 in the planning framework and invalidate the current draft plan and above motion. The following motion was passed:

That a new target of 2/3 waste reduction by 2030 (relative to 2019/2020) be approved to guide the development of the new Solid Waste Management Plan, and that staff undertake work, with feedback from the Solid Waste Advisory Committee, to update the draft plan which includes strategies as required to meet the new target.

The CRD is currently in Step 4 of the four-step *Guide to Solid Waste Management Planning* framework. Per the framework, next steps include additional consultation on the draft plan, preparing a final draft for submission, Ministry of Environment and Climate Change Strategy (ENV) review and approval, and final adoption. This report identifies next steps for solid waste management planning following the provincial planning framework, as well as preliminary implications associated with setting a new target at Step 4 in the planning process, as proposed by SWAC.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:

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.

Alternative 2

The Environmental Services Committee recommends to the Capital Regional District Board:

That staff proceed with analysis to understand strategies, including waste flow management, waste stream bans, and costs and funding sources, to meet an enhanced target of 2/3 waste reduction from current levels (125 kg/capita/year) by 2030, and review these strategies through the Solid Waste Advisory Committee before returning to the Environmental Services Committee for direction.

Alternative 3

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

IMPLICATIONS

Technical

Between 1989 and 2019, the CRD's per capita waste disposal went down from approximately 671 kg/capita to 382 kg/capita/year (43%). This reduction was the result of a variety of CRD initiatives, including the blue box program, recycling depots, as well as the introduction of Extended Producer Responsibility programs regulated by the provincial government, and landfill bans on materials when viable alternatives exist (processing systems and end markets).

The draft Solid Waste Management Plan has been developed following the process included within the *Guide to Solid Waste Management Planning*. This plan includes a waste reduction target of 250 kg/capita/year by 2030, approximately a 1/3 reduction from current levels. This ambitious target significantly exceeds the provincial target of 350 kg/capita/year, and was set based on a comprehensive technical analysis of what could be achieved, given the role of the Regional District under the current regulatory and policy framework, and considering the 15 strategies developed by SWAC, and endorsed by the ESC and CRD Board.

Increasing the target to a 2/3 reduction by 2030 (Alternative 2) would seek to bring the per capita disposal rate down to 125 kg/capita. Table 2 identifies potential strategies that could achieve further reductions. Additional technical analysis would be necessary to determine how much waste reduction each strategy could achieve and if the target is achievable. Many of the 'low hanging fruit' actions the CRD has authority over have already been completed and achieving further reductions will be incrementally more difficult. It is likely the CRD would need to implement a waste flow management policy, as provided for in the *Environmental Management Act*, along with bans on flows of material types to the landfill and consider new funding sources for waste management, such as tax requisition. The term "flow control" refers to the CRD's authority to control the movement and disposal of solid waste within the region. It is an important regulatory tool to support the implementation of solid waste management plans and to help ensure the long-term financial sustainability of the waste system by stopping waste and associated tipping fees from leaving the region. In June 2014, the issue of waste flow management was discussed by the ESC and CRD Board members at a workshop on the Solid Waste Management Plan. Workshop participants did not endorse the assumption that waste flow management should be considered as part of the new Solid Waste Management Plan. The policy option was reviewed for a second time by the Integrated Resource Management Advisory Committee and CRD Board in 2017.

Table 2

	Short-term (3 years)	**Medium-term (5 years)**	**Long-term (10+ years)**
Endorsed Disposal Target (kg/capita/year)	340[1]	285	250[2]
Targeted Sectors/ Materials	• Construction, renovation and demolition materials • Organics material from: - Single-family - Multi-family - Industrial, Commercial and Institutional	• Recyclables and organic waste from: - Single-family - Multi-family - Industrial, Commercial and Institutional	• Extended Producer Responsibility for textiles and Industrial, Commercial and Institutional generated paper and packaging • Refine programs to increase performance for all sectors
SWAC Proposed New Disposal Target (kg/capita/year)	**125 kg/capita/year (2030)**		

Potential additional actions required to achieve 2/3 waste reduction by 2030	**Ministry/Private Sector** • Extended Producer Responsibility for large plastics, furniture, mattresses and building materials (e.g., wood, carpet, composite products) • Improvements in processing technology and end markets for multi-family and Industrial, Commercial and Institutional recyclables • Innovative technologies for managing plastics • Ban on distribution and sale of single use items (cups, diapers, etc.) **CRD** • Waste flow management • Implementing landfill ban enforcement at source • Local processing facility and increasing subsidy for food waste processing regional materials sorting facility • Region-wide residential organics collection **Municipal** • Increase number of collection facilities (e.g., eco depots) • Streetscape collection of recyclables and compostables • Mandate recycling and organics collection programs at multi-family and Industrial, Commercial and Institutional properties

Note: 1. Assumes that disposal bans for construction, renovation and demolition materials would be implemented.
2. Assumes new Extended Producer Responsibility program will be implemented by Ministry of Environment and Climate Change Strategy.

Goal 1 of the draft Solid Waste Management Plan currently reads "To surpass the provincial per capita waste disposal targets." Under the *Guide for Solid Waste Management Planning*, it is possible to set aspirational goals. One approach to capture the intent of the SWAC recommendation regarding a much lower target without necessitating years of new planning work is to modify Goal 1 to read "To surpass the provincial per capita waste disposal target and achieve 125 kg/capita/year." By modifying this overarching goal to include an aspirational target while keeping the 2030 target intact at 250 kg/capita/year, the strategies and technical work supporting the draft Solid Waste Management Plan as written do not need to be redone. Furthermore, the CRD Board could submit a plan amendment to update and strengthen the strategies and targets in the Plan at a future date, once the Plan is implemented and performance is measured.

Through the public consultation process, the rerouting of traffic to the north end of the Hartland site (Willis Point Road entrance), and potential environmental and recreational impacts of landfill footprint expansion to extend the life of Hartland to 2100 were identified as specific topic areas of interest. In its round table review of the draft plan and recommended draft plan amendments, SWAC did not identify or recommend any changes to the draft plan relating to these topic areas; however, at other SWAC meetings, these were topics discussed as requiring further consultation.

Service Delivery Implications

Per the *Guide for Solid Waste Management Planning* framework, next steps include additional consultation on the draft plan (Alternative 1), preparing a final draft for submission, ENV review and approval, and final adoption.

Establishing new targets (Alternative 2) would require the CRD to go back to Step 2 of the Solid Waste Management Planning Process. This will require further technical evaluation, assessment of financial and administrative implications, consultation with the public and interested parties on

options and target, and obtaining necessary referral, endorsement and decisions by SWAC, ESC and CRD Board. This work is expected to take 2-3 years.

Financial Implications

The CRD has spent approximately $170,000 plus staff time on completing technical analysis and consultation associated with the current targets to date. Establishing new targets (Alternative 2) would require the CRD to go back to Step 2 of the Solid Waste Management Process and redo this work at an equivalent cost. Further analysis is required to understand the full cost implications and funding strategies for achieving the waste reduction target in Alternative 2; however, it is anticipated that a new tax requisition would likely be required.

CONCLUSION

The CRD is currently in Step 4 of the four-step *Guide for Solid Waste Management Planning* framework to develop a new Solid Waste Management Plan. Public consultation found overall a high level of support for all plan elements, and 82% of respondents either strongly agreed (60%) or agreed (22%) with the proposed waste reduction target of 250 kg/capita/year by 2030 (equivalent to a 1/3 reduction from present levels). SWAC recommends strengthening plan targets to 2/3 reduction by 2030. This change in target is anticipated to delay plan approval by 2-3 years, cost $170,000 plus staff time, and require the CRD to reconsider its stance on implementing a waste flow management policy and would likely require funding through tax requisition.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:

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.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Chronology – Solid Waste Management Planning – 2011-2020
Appendix B: Draft Solid Waste Management Plan – June 2020
Appendix C: Solid Waste Advisory Committee Roundtable Feedback – July 2020
Appendix D: Solid Waste Advisory Committee – Presentation – August 7, 2020

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REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 03, 2021

SUBJECT **Report on Options for a Board Discussion Policy**

ISSUE SUMMARY

The CRD Board directed staff to develop a policy to guide discussion at Board and Committee meetings.

BACKGROUND

At its November 18, 2020 meeting, the Capital Regional District (CRD) Board approved the following Motion with Notice from the Governance and Finance Committee:

> *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*

A summary of the merits and concerns raised by the Governance and Finance Committee on November 4, 2020 and the CRD Board on November 18, 2020 is attached as Appendix A.

ALTERNATIVES

Alternative 1
The Governance Committee recommends to the Capital Regional District Board:
That staff report back to the Governance Committee with a best practices guide for meetings of the Capital Regional District Boards, Committees and Commissions.

Alternative 2
The Governance Committee recommends to the Capital Regional District Board:
That staff report back to the Governance Committee with draft amendments to the Procedures Bylaw to improve meeting procedures, particularly on the processing of motions and debate.

Alternative 3
The Governance Committee recommends to the Capital Regional District Board:
That staff develop a policy addendum to the Procedures Bylaw to guide board discussions at Capital Regional District Boards, Committee and Commission meetings, and draft an amending

bylaw to incorporate the policy by reference into the Procedures Bylaw.

IMPLICATIONS

Alignment with Existing Bylaw

Bylaw No. 3828, *"Capital Regional District Board Procedures Bylaw, 2012"* (the "Procedures Bylaw") already provides procedural tools that may address a number of the concerns Directors have raised including:

- Suspension of procedure for a specified time period with a 2/3 affirmative vote (s. 3);
- Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion (s. 22(4));
- Member may speak no longer than 15 minutes on a question, and when a member has spoken less than 10 minutes, they may speak a second time to a maximum of 5 minutes (s. 24(9));
- Debate may be interrupted to raise a point of order (s.24 (3));
- A matter of privilege may be raised at any time and dealt with before continuing debate (s. 24(4));
- Chair shall preserve order and rule on all points of order (s. 20(4)); and
- Robert's Rules of Order apply for procedures not addressed in the Bylaw (s. 2)

The ability to suspend the rules with a two-thirds vote provides an opportunity for the Board to have a more open discussion without being limited by the Procedures Bylaw or Robert's Rules of Order.

Over the last six months, the validity of proposed amendments has been raised as a point of order at meetings. At other times, an amendment is moved, seconded and debated that significantly alters or strays from the spirit of the main motion often resulting in confusion. There is an opportunity to improve the proper use of amendments by upholding s. 22(4) of the Procedures Bylaw. If a Director wishes that a different course of action be taken, the main motion should be voted on and defeated instead of being altered to the point that it results in a significantly different outcome.

To keep debate focused, there are better options available in the Procedures Bylaw, they include:

a) Division of a motion to narrow the breadth of discussion and for clarity when voting (s.22(2));
b) Indicating during debate the intention to move a motion arising immediately following consideration of the main motion (s. 22(5)); and
c) Introducing a notice of motion to be debated at the next meeting (s. 22(6)).

The rules already established in the Procedures Bylaw and Robert's Rules of Order could address the concerns raised by the Board; therefore, staff recommend that a best practices guide for meetings could be an effective way to educate Chairs and Directors on how to use existing tools to guide Board and Committee discussions, without the need for a policy or bylaw amendments. A training session for Directors could be scheduled once the guidelines are approved by the Board.

Implications of Alternatives 2 and 3:

Alternative 2 proposes that any changes to meeting procedures be made to the existing Procedures Bylaw to ensure clarity and consistency across all Boards, Committees and Commissions. The bylaw already addresses procedural rules dealing with motions (s. 22) and debate and conduct (s. 24). If Alternative 2 was endorsed, staff would require further direction on the specific nature of the amendments that Directors would like to see that are not currently included in the bylaw. Any amendments would need to be made by amending bylaw.

Alternative 3 proposes the development of a comprehensive policy to guide effective discussions at Board and Committee meetings. This option requires the most staff resources and the longest timeframe to complete. All CRD policies must be developed and amended in accordance with the process set out in the Policy Management Framework, attached as Appendix C. An advantage of this alternative is that a policy is more binding than a best practice guide, however, if the intention of the Board is to enforce compliance with a set of procedural rules it may be preferable to amend the Procedures Bylaw so all rules applicable to meeting management are contained in one document. Further, it should be noted that creating a policy addendum to the Procedures Bylaw, as requested in the original motion, would still require staff to draft an amending bylaw to incorporate the policy by reference into the Procedures Bylaw.

CONCLUSION

In November 2020, the CRD Board directed staff to develop a policy to guide discussion at Board and Committee meetings. The current Procedures Bylaw provides a number of procedural rules to guide the making of motions, amendments, and conduct during debate at meetings. Roberts Rules of Order also provides other options for meeting management which, if fully utilized by meeting Chairs, could help to address many of the concerns raised in the motion. While a policy addendum to the Procedures Bylaw would help provide additional clarity to meeting management, the process to develop and adopt a new policy requires more staff resources than it would take to make targeted amendments to the Procedures Bylaw.

A best practices guide for chairing meetings could be developed and endorsed in a more streamline fashion than either bylaw amendments or a policy addendum and would be geared towards educating Directors on how to utilize the meeting management tools available in the existing Procedures Bylaw and in Roberts Rules of Order. Once approved by the Board, staff could schedule a training session for Chairs and Directors to reinforce the best practice guidelines.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That staff report back to the Governance Committee with a best practices guide for meetings of the Capital Regional District Boards, Committees and Commissions.

Submitted by:	Marlene Lagoa, MPA, Acting Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Summary of Board Discussion Policy Comments from November 2020
Appendix B: CRD Board Procedures Bylaw No. 3828 (Consolidated)
Appendix C: CRD Policy Management Framework

APPENDIX A

Summary of Board Discussion Policy Comments from November 2020

The following is a summary of the merits and concerns raised by the Governance and Finance Committee on November 4, 2020 and CRD Board on November 18, 2020:

Guide, Procedures Bylaw, Policy

- Policy to serve as a best practices guide for Chairs
- Directors have varying levels of experience with meeting procedures
- Concern with imposing more procedures that would limit debate or hearing different views
- To create a consistent practice, discussion process needs to be adhered to
- Value to having clear procedures and strict limitations
- Debate on procedure is often taking place instead of focusing on the merits of the motion
- Directors should be developing the policy instead of staff

Discussion Procedures

- At times a new motion, that is not addressed in the staff report, is put on the floor while questions are still being asked
- Implementing a question period prior to a motion being placed on the floor
- Chair calls for movers of the recommendation on the agenda before welcoming alternatives
- Length and number of times a Member can speak may delay a vote or consideration of other agenda items
- Procedure may need to evolve with the inclusion of First Nation Members
- Desire for more expeditious process for discussion at Board when matters have been deliberated and recommended by Committee

Motions

- Motion to receive for information is unnecessary
- Amendments are inherently challenging to follow but a valuable tool towards reaching consensus on a matter
- Point of Order is often used incorrectly

APPENDIX B

Making a difference...together

BYLAW NO. 3828

CAPITAL REGIONAL DISTRICT BOARD PROCEDURES BYLAW, 2012

(as amended by Bylaw No. 3951, 3999, 4024, 4044, 4129, 4206, & 4262, 4312, 4313, 4353, 4368)

A bylaw to regulate the proceedings of the Capital Regional District Board

For further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T 250·360·3128, F 250·360·3130, www.crd.bc.ca

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3828
REGIONAL DISTRICT PROCEDURES BYLAW

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CAPITAL REGIONAL DISTRICT

BYLAW NO. 3828

****

A BYLAW TO REGULATE THE PROCEEDINGS OF THE CAPITAL REGIONAL DISTRICT BOARD

****

The Board of the Capital Regional District enacts as follows:

PART 1 – INTRODUCTION

Definitions

1. In this Bylaw:

"Board" means the governing and executive body of the CRD;

"Chair" means the Chair or Vice Chair of the CRD elected pursuant to section 215 of the *Local Government Act* or other person presiding at a meeting of the Board or committee, as the context requires;

(Bylaw No. 4262)

"Committee" means a standing, advisory, select, or other committee of the Board, but does not include Committee of the Whole or a local service committee or a service committee;

"Commission" means a commission established by the Board under section 263(1)(g) of the *Local Government Act* and a local service committee and a service committee established by the Board.

(Bylaw No. 4262)

"Corporate Officer" means the officer of the CRD assigned the corporate administration responsibilities of section 236 of the *Local Government Act*, and includes that officer's designate;

(Bylaw No. 4262)

"COW" means the Committee of the Whole Board;

"CRD" means the Capital Regional District;

"CRD Offices" means the CRD located at 625 Fisgard Street, Victoria, BC;

"CRD Website" means the information resource found at an internet address provided by the CRD;

"Delegation" means an individual or an organization addressing the Board, a committee or commission about a specific item on the agenda of a meeting;

"First Nation Member" means a First Nations' elected representative who is permitted to participate on an Advisory Committee, Select Committee, or Standing Committee by the relevant Terms of Reference and includes their alternate if acting in the place of a First Nation Member;
(Bylaw No. 4368)

"Member" means a Member of the Board, whether a municipal director or an electoral area director, and includes their alternates if acting in the place of a Member;

"Presenter" means a person(s) or organization(s) invited by the CRD to make a presentation to the Board. It also includes a request to speak by a First Nations Elder or Chief and a federal, provincial or local government elected official.
(Bylaw No. 4024)

"Public Notice Posting Place" means the notice board, whether electronic or not, located in the front foyer of the CRD offices and the CRD Website; and, in the case of a Commission, means a consistent local public location designated by the Commission;

"Vice Chair" means the Member elected as Vice pursuant to section 215 of the *Local Government Act*.
(Bylaw No. 4262)

Application of Rules of Procedure

2. (1) The provisions of this Bylaw govern the proceedings of the Board, COW, all standing and select committees of the Board and all commissions, as applicable.

(2) In cases not provided for under this Bylaw, The Newly Revised Robert's Rules of Order, 11th edition, 2011, apply to the proceedings of the Board, COW, committees and commissions to the extent that those rules are:

(a) applicable in the circumstances; and

(b) not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.

(3) No provision of this bylaw relating to the procedure of the Board shall be altered unless notice of the proposed amendment is given in accordance with section 225 of the *Local Government Act*.

Suspension of Rules of Procedure

3. Except for those provisions of this Bylaw that are statutorily mandated, the rules of procedure contained in this Bylaw may be suspended for a temporary time period specified by the Board with a 2/3 vote of those Members present.

PART 2 – BOARD MEETINGS

Inaugural Meeting

4. (1) The Board shall meet in an inaugural meeting during the month of November at such time as shall be advised by the Corporate Officer in writing.

(Bylaw No. 4129)

(2) The presiding officer of the inaugural meeting shall be the Chief Administrative Officer until such time as the Chair has been elected.

(3) The Chief Administrative Officer shall announce results of elections and confirm that new Members have completed the Oath of Office set out in the *Local Government Act*, following which the Chair shall be elected from among the Members of the Board.

Election of Chair and Vice Chair

5. (1) The Chief Administrative Officer shall call for nominations for Chair and conduct a vote by secret ballot in which the person receiving a majority vote of those Members present shall be elected Chair. Each Member shall have only one vote. If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation. The call for nominations for the office of Vice Chair shall be called by the Chair.

(2) Nominations do not need to be seconded and a candidate must consent to the nomination.

(3) If a candidate is not present at the meeting, his or her written consent to the nomination must be provided to the Corporate Officer at the meeting.

(4) At the close of nominations, if more than one candidate has been nominated, each candidate will be given a maximum of four (4) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination. If a candidate is not present at the meeting, he or she may have their nominator deliver a prepared speech on his or her behalf not to exceed three minutes in duration.

(5) At the conclusion of the candidates' speeches, the Corporate Officer and Deputy Corporate Officer or designate will circulate a ballot box in which the completed ballots will be placed. When all of the ballots have been collected the Corporate Officer will remove the ballot box to a separate room and the ballots will be counted in accordance with subsection (6).

(6) The counting of the ballots will be conducted by the Corporate Officer together with the Deputy Corporate Officer or designate. Either the CRD's legal counsel or a judicial justice appointed under the *Provincial Court Act* will be present to observe the counting of the ballots.

(7) Following the counting of the ballots, the Corporate Officer shall advise the Chief Administrative Officer of the candidate that has received a majority of the votes.

(8) The number of votes received by each candidate will not be disclosed to the Board unless

a resolution requiring disclosure is passed.

(9) In the event that there are more than two candidates for the election of Chair or Vice Chair and if no person receives a majority of the votes of those Members present, the candidate receiving the least number of votes shall be eliminated and subsequent ballots shall be taken until one candidate receives the majority of votes of those Members present; unless there is a tie between the two candidates with the least votes of those Members present, in which case, subsequent ballots shall be taken until one candidate receives the least number of votes of those Members present and is eliminated. If the tie for the least number of votes of those Members present continues after three elections have been held, the candidate who shall be eliminated will be decided by a lot between the candidates as outlined in section 5(3). The voting on subsequent ballots will then proceed without the eliminated candidate until one candidate receives the majority of votes of those Members present.

(10) In the event of a tie vote for the most votes of two (2) or more candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three (3) elections have been held, then the majority vote shall be deemed to be determined by a lot between the candidates as follows:

(a) the names of the candidates shall be written on separate pieces of paper and placed in a container;

(b) the Corporate Officer shall be asked to withdraw one paper; and

(c) the candidate whose name is on the withdrawn paper shall be declared elected.

(11) Once a candidate has been declared elected, the ballots shall be destroyed by way of a Board resolution.

(12) Following the election of the Chair, the CRD Board shall elect one of its Members to be Vice Chair. The procedure for determining the Member to be elected Vice Chair shall be as set out in sections 5(1) to (11) for electing the Chair of the Board.

(Bylaw No. 4044)

Meetings and Adjournment

6. Regular meetings shall be held at the CRD Board Room, 625 Fisgard Street, Victoria, BC on the second Wednesday of the month commencing at 1:00 pm unless otherwise determined by resolution of the Board.

(Bylaw No. 4262)

6.1 Regular and special meetings shall be adjourned no later than three (3) hours from the scheduled start time of the meeting unless the Board resolves to proceed beyond that time by an affirmative vote of the majority of the members present.

(Bylaw No. 3951)

Quorum

7. (1) The quorum for a meeting of the Board shall be a majority of all the Members.

(2) At the appointed time for commencement of the meeting, the Chair or, in his/her absence, the Vice Chair, shall ascertain that a quorum is present before proceeding to the business of the meeting. If neither the Chair nor the Vice Chair is present within fifteen (15) minutes after the time appointed for a meeting, the Corporate Officer shall call the Members to order, ascertain that a quorum is present and, if so, the Board shall appoint an Acting Chair who shall preside during the meeting or until the arrival of the Chair or Vice Chair. Such person appointed as Acting Chair shall have all the powers and be subject to the same rules as the Chair.

(3) If a quorum has not been made within sixteen (16) minutes after the appointed time, the Corporate Officer shall record the names of the Members then present and the Board shall stand adjourned until the next meeting date or until another meeting shall have been called in accordance with this bylaw or to such time as the Chair shall appoint.

Notice of Regular Meetings

8. At least seventy-two (72) hours before a regular meeting of the Board, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice and agenda posted at the Public Notice Posting Place.

Notice of Special Meetings

9. (1) Except where notice of a special meeting is waived by a unanimous vote of all Members under section 220(3) of the *Local Government Act*, before a special meeting of the Board, the Corporate Officer shall:

(a) at least twenty-four (24) hours in advance, give notice of the general purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and

(b) at least five (5) days before the date of the meeting, mail to each Member the notice of the general purpose, time, place and date of the meeting.

(Bylaw No. 4262)

(2) Despite section 9(1), in the case of an emergency, notice of a special meeting may be given in accordance with section 220(4) of the *Local Government Act*.

(Bylaw No. 4262)

Notice of Committee Meetings

10. (1) At least seventy-two (72) hours before a regular meeting of a committee or COW, excluding a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.

(2) At least twenty-four (24) hours before a special meeting of a committee or COW, excluding a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.

Notice of Commission Meetings

11. (1) At least seventy-two (72) hours before a regular meeting of a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted in a consistent public location in the area served by the commission.

(2) At least twenty-four (24) hours before a special meeting of a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted in a consistent public location in the area served by the commission.

Agenda

12. (1) The Corporate Officer, under the direction of the Chair, shall prepare an agenda and shall circulate a copy of the agenda to each Member at least four (4) days before the meeting. If necessary, a supplementary agenda for a meeting of the Board will be circulated at least 24 hours before the meeting. At any meeting other than a special meeting, the Chair may add items of an emergent or time sensitive nature to the agenda.
(Bylaw No. 4262)

(2) At a meeting, a Member may, at the time adoption of the agenda is being considered, propose to place an additional item of an emergent or time sensitive nature on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds of the votes cast.

PART 3 – BOARD PROCEEDINGS

Delegations

13. (1) The Board may, by resolution, allow a delegation to address the meeting in person on the subject of an agenda item, provided written application on a prescribed form has been received by the Corporate Officer no later than 4:30 pm two (2) calendar days prior to the meeting. Each address shall be limited to four (4) minutes unless a longer period is agreed to by 2/3 vote of those Members present. The order of speakers will be based on the order in which the request was received. The Corporate Officer may determine the number of copies of any written submissions to be provided by each delegation to the Board. Each delegation shall provide the number of copies as determined by the Corporate Officer, for distribution at the time of the delegation's appearance.

(a) As an alternative to addressing a meeting as a delegation, a person may submit their comments in writing to the Corporate Officer for circulation to Members in advance of the next meeting.
(Bylaw No. 3951)

(2) Where written application has not been received as prescribed in section 13(1), an individual or delegation may address the meeting if approved by a unanimous vote of the Members present.

(3) Any video presentations used as part of a delegation’s address to the Board will count toward the time limit permitted for the delegation.

(4) If a delegation has registered to address a meeting but is no longer able to attend the meeting, a different delegation will not be permitted to address the meeting in substitution.

(5) The Board shall not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

(6) The Board shall not permit a delegation to address a meeting of the Board regarding a matter to be dealt with as a grievance under a collective agreement, or that is within the exclusive mandate of the Greater Victoria Labour Relations Association Board.

(7) The subject matter upon which a delegation wishes to speak must:

(a) be within the jurisdiction of the Board; and

(b) be within the terms of reference of the Committee or Commission for which the delegation wishes to appear.

(8) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any Member of the delegation:

(a) immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or

(b) addresses issues not contained within the written application of the individual or delegation.

Presentations

14. (1) The CRD may, with the Chair's approval, invite a person, persons, or organization(s) to make a presentation to the Board. Time permitting, the Corporate Officer shall include the subject of the presentation and the designated speaker on the meeting agenda.

(2) With the Chair's approval, the Corporate Officer shall include a request to speak by a presenter on the meeting agenda.

(3) All presentations shall be limited to 10 minutes unless a longer period is approved by a majority vote of those Members present.

(Bylaw No. 4024)

Order of Proceedings and Business

15. (1) The order of business at all regular meetings shall be as follows:

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Minutes of Previous Meeting

4. Report of the Chair
5. Presentations/Delegations
6. Consent Agenda
7. Administration Reports
8. Reports of Committees (not included in the Consent Agenda)
9. Correspondence
10. Bylaws and Resolutions
11. Motions for Which Notice Has Been Given
12. New Business
13. Motion to close the meeting in accordance with the applicable provisions of the *Community Charter*
14. Adjournment

(Bylaw No. 4262, 4312)

(2) The order of business at all special meetings shall be as follows:

1. Territorial Acknowledgement
2. Approval of Agenda
3. Presentations/Delegations
4. Special Meeting Matters
5. Motion to close meeting in accordance with the applicable provisions of the *Community Charter*
6. Adjournment

(Bylaw No. 4312)

(3) The order of business at all closed meetings whether regular or special shall be as follows:

1. Approval of Agenda
2. Approval of Minutes of Previous Closed Meeting
3. Closed Meeting Matters
4. Rise and Report
5. Adjournment

(4) A change to the prescribed order of business other than a special meeting may be ordered by the Chair or moved by a Member, with unanimous consent.

(5) The Consent Agenda portion of the agenda shall consist of staff or committee report items that contain clear take action, give approval, or receive for information recommendations.

(6) Members may vote on and adopt in one motion all recommendations appearing on the Consent Agenda that are subject to the same voting rule.

(7) At approval of the Consent Agenda, a Member may for the purpose of:
(a) debate or discussion;
(b) voting in opposition to a recommendation on the consent agenda or to propose an amendment to the motion; or

(c) declaring a conflict of interest with respect to an item on the consent agenda;

request that an item be removed from the consent agenda, without debate or vote of the Members.

(Bylaw No. 4262)

Minutes

16. (1) Minutes of all proceedings of the Board shall be kept by the Corporate Officer; such minutes to be concise and to detail proceedings of the Board. The minutes shall be legibly recorded, certified as correct by the Corporate Officer, and signed by the Chair, Vice Chair, or the person presiding at such meeting or at the next meeting at which they are adopted.

(2) Minutes of proceedings of standing and select committees, and commissions shall be legibly recorded and signed by the Chair, or Member presiding.

(3) Subject to section 16(4), and in accordance with sections 97(1)(b) and (c) of the *Community Charter*, minutes of the proceedings of the Board or of a body referred to in section 17(2) must be open for public inspection at the CRD Offices, Legislative Services, during their regular office hours and may be posted to the CRD website.

(4) Section 16(3) does not apply to minutes of a Board meeting or a meeting of a body referred to in section 17(2) for that part of the meeting from which persons were excluded under section 90 of the *Community Charter*.

Correspondence

16.1 (1) Following consultation with the Chair or other person who is to preside at the applicable meeting, the Corporate Officer may place correspondence from another government or government agency that requests an action from the Board, on the agenda of the next convenient Board meeting, or on an agenda of the meeting of a committee or commission whose mandate or terms of reference includes the requested action, together with any report from Regional District staff that the Chair or the Chief Administrative Officer consider advisable.

(2) Any other correspondence to the Board not accounted for in section 16.1(1), including but not limited to written comments received pursuant to section 13(a), may be placed on the meeting agenda at the request of the Chair or such other person who is to preside at the meeting where the correspondence is to be considered, or by way of Notice of Motion made in accordance with section 22(6). *(Bylaw No. 3951)*

Attendance of Public at Meetings

17. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Board meetings must be open to the public. Before a meeting or part of a meeting is closed to the public, the Board must pass a resolution in the public meeting in accordance with section 92 of the *Community Charter.*

(2) The requirement in section 17(1) applies to meetings of bodies referred to in section 93 of the *Community Charter* including, without limitation:

(a) Advisory Commissions
(b) Advisory Committees
(c) a Commission established under s. 263(1)(g) of the *Local Government Act*
(d) Board of Variance
(e) Parcel Tax Review Panel
(f) Select Committees
(g) Standing Committees
(h) Committee of the Whole
(i) a body that under the *Local Government Act* or another *Act* may exercise the powers of the CRD or its Board

(Bylaw No. 4262)

(3) Despite section 17(1), the Chair may expel or exclude a person from a Board meeting or meeting of a body listed in section 17(2) of this Bylaw in accordance with section 133 of the *Community Charter*.

Closed Meetings

18 (1) No Member shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed at the closed meeting to allow disclosure.

(2) As soon as practicable, the Corporate Officer shall review and determine whether to seek a resolution of the Board for the release of closed minutes and related information that would no longer undermine the reason for discussing it in a closed meeting.

(3) Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall not be filed with the minutes of regular meetings.

(4) The Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Use of Video Recording Devices

19. (1) The Chair shall preserve order and decorum at a meeting and at his/her discretion may require that any video recording devices be placed in a designated location while being used and remain in that location during the course of the meeting. This applies to the Chairs of Board, Committee, Commission and COW meetings.

Chair and Presiding Officers

20. (1) The Chair, if present, shall preside at meetings of the Board. Any Member of the Board may preside at a COW.

(2) The Vice Chair shall preside in the absence of the Chair or when the Chair vacates the chair.

(3) In the event that neither the Chair nor the Vice Chair is able to take the chair, the presiding officer shall be such person, as the Board may choose.

(4) The Chair shall preserve order and decorum and shall rule on all points of order, stating his/her reasons and the authority for ruling when making a ruling. The ruling of the Chair shall be subject to an appeal to the Board without debate.

(5) (a) If an appeal be taken from the decision of the Chair, the question "Shall the Chair be sustained?" shall be put forthwith and decided without debate by a simple majority of the Members present (exclusive of the Chair) and in the event of the votes being equal, the question shall pass in the affirmative. The names of the Members of the Board voting for or against the question shall be recorded in the minutes.

(b) If the Chair refuses to put the question "Shall the Chair be sustained?", the Board shall forthwith appoint the Vice Chair or, in his/her absence, one of the Members, to preside temporarily in lieu of the Chair. The Vice Chair, or Member so appointed, shall proceed in accordance with paragraph 20(5)(a).

(6) The Chair shall vote at the same time as the other Members of the Board.

Rules of Order

21. (1) The Chair's ruling on a point of order shall be based on rules of order as stated in section 2 herein.

(2) All questions shall be decided by a vote on motion.

(3) The Chair shall have the discretion to call the question on completion of debate and the Chair shall then advise that the debate is closed. Following closure of debate no Member shall speak further to the question.

Motions

22. (1) Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.

(2) The Chair may divide a motion containing more than one subject if the Chair feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.

(3) A motion to adjourn the meeting or to adjourn the debate shall always be in order.

(4) An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed at one time and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

(5) Any Member desiring to bring before the Board any new matter, other than a point of order or privilege, shall do so by way of motion; provided, however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be referred to a Board Standing Committee agenda by the Chair, or may be ruled by the Chair as a notice of motion and shall be dealt with as provided by section 22(6).

(6) Any Member may give notice of a motion to the Board by providing the Corporate Officer with a written copy of much motion before or during a meeting, and the Corporate Officer shall, upon the Member being acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as a notice of motion and shall add the motion the agenda of the next regular Board meeting, or to the agenda of a special Board meeting scheduled for that purpose.

(7) Notwithstanding section 12(2), a motion under section 22(6) shall only be decided at its meeting of introduction if all of the following are met:

(a) the motion's subject matter falls into one or more of the following classes:

(i) those items with an urgent deadline;

(ii) those items of minor organization impact (e.g. simple advocacy or letters of support); or

(iii) those items supporting the position of member local governments;

(b) the Members present vote with a two-thirds majority to consider it.

(Bylaw 4313)

Reconsideration of an Adopted Bylaw, Resolution or Proceeding

23. (1) The Chair may require a matter to be reconsidered in accordance with Section 217 of the *Local Government Act* and if it has not been acted on by an officer, servant or agent of the Board.

(Bylaw No. 4262)

(2) The Chair may state his/her reasons to the Board. The Corporate Officer shall record in the Minute Book the reasons, suggestions or amendments of the Chair.

(3) The Board shall, as soon as convenient, consider the reasons and either reaffirm or reject the bylaw, resolution or proceeding, and if rejected, it is deemed repealed and is of no force or effect.

(4) The rejected bylaw, resolution or proceeding shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the Board.

(5) The conditions which apply to the passage of the original bylaw, resolution or proceeding apply to its rejection.

Debate and Conduct

24 (1) Debate shall be strictly relevant to the question before the meeting and the Chair shall warn speakers who violate this rule.

(2) No Member shall speak until recognized by the Chair.

(3) Every Member desiring to speak shall address himself to the Chair. No Member shall interrupt a person speaking except to raise a point of order.

(4) A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Member personally) may be raised at any time and shall be dealt with forthwith before resumption of business.

(5) Members speaking at a Board meeting:

(a) must use respectful language;

(b) must not use offensive gestures or signs;

(c) must speak only in connection with the matter being debated; and

(d) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.

(6) If a Member does not adhere to section 24(5) or the Chair considers the Member to be acting improperly, the Chair may order the Member to leave the Member's seat.

(7) A Member may speak to a question, or speak in reply, for no longer than fifteen (15) minutes unless the majority of the votes of the Board support a time extension.

(8) A Member may speak more than once in connection with the same question only if:

(a) every other Member has spoken, or has had the opportunity to speak; and

(b) if the Member has already spoken for fifteen (15) minutes, the Member who wishes to speak a second time may request to do so by making a motion that must be approved by at least two-thirds of the votes cast by the Board.

(9) (a) a Member may not speak for longer than a total time of fifteen (15) minutes unless the Member has done so in accordance with sections 24(7) and (8); and

(b) a Member speaking for a second time under section 24(8) shall speak for a maximum of five (5) minutes only.

(10) The conflict of interest guidelines *(disclosure of conflict and restrictions on participation)* shall be in accordance with section 100 of the *Community Charter*.

Voting

25. (1) Voting rules will be in accordance with the *Local Government Act*.

(2) On any question where the numbers of votes, including the vote of the person presiding, are equal, the question is defeated.

(3) Where a Member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.

(4) Whenever a vote of the Board is taken, after the vote is taken the Chair must then state the names of those Members voting in the negative, and the Corporate Officer must enter those names in the minutes.

PART 4 – COMMITTEES AND COMMISSIONS

Board Standing Committees

26. (1) The Chair may establish a Board Standing Committee as a regular permanent committee whose mandate will be in relation to a CRD service or potential service.

(2) The Chair shall appoint only Board Members to a Board Standing Committee with the following exceptions:

(a) Unless the authorizing legislation or Letters Patent for the Board Standing Committee defines its membership; and

(b) Where a Board Standing Committee Terms of Reference allow a First Nation Member to participate.

(Bylaw No. 4368)

(3) The general duties of Board Standing Committees shall be as follows:

(a) To consider and report to the Board from time to time or whenever desired by the Board and as often as the interest of the CRD may require, on all matters referred to them by the Chair of the Board, or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.

(b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any Committee for immediate action thereon, but in such cases the instruction of the Board shall be specific and the Committee shall report its action in detail at the next regular or other meeting of the Board thereafter as specified in the instructions of the Board Advisory Committees.

Advisory Committees

27. (1) The Board, or Board Standing Committees, may establish an Advisory Committee to provide advice and recommendations to the Board, or to a Board Standing Committee, on matters determined to be within approved terms of reference or within a specific resolution of the Board.

(2) Members of an Advisory Committee shall be appointed by the Board, a Board Standing Committee, or the appointments may be delegated by the Board to the Chair.

(3) Persons who are not Members may be appointed to an Advisory Committee but each Advisory Committee should include at least one (1) Member of the Board.

(4) The term of any person who is appointed to an Advisory Committee who is not a Member

of the Board shall not exceed three (3) years.

Select Committees

28. (1) The Board may establish a Select Committee to consider or inquire into any matter dealing with a specific subject or issue referred to it by the Board and report its findings, opinions and recommendations to the Board, following its consideration and inquiry. Select Committees must have terms of reference approved by the Board.

(2) The Select Committee will cease to exist once it has reported its findings, opinions and recommendations to the Board.

(3) The Board may delegate to the Chair the establishment of a Select Committee and the appointment of its Members.

Commissions

29. (1) The Board may establish a Commission regarding a CRD service within the authorities delegated to it and as mandated by the Board by bylaw.

Electronic Participation at Commission Meetings

29.1 (1) A member of a Commission may participate in a regular or special meeting by means of electronic or other communication facilities that:

(a) enable the meeting's participants to hear, or watch and hear, each other;

(b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member participating by electronic or other communication facilities.

(2) The person presiding at the Commission meeting must not participate electronically.

(3) A person participating in a Commission meeting electronically is deemed to be present at the meeting as though they were physically present.

(4) The recording secretary shall record in the minutes the persons present including those participating electronically.

(5) Subject to section 29.1(9), no more than one person at one time may participate electronically.

(Bylaw No. 4206)

(6) The person wishing to participate in a Commission meeting electronically must advise the Corporate Officer at least 24 hours in advance of the meeting;

(7) Subject to section 29.1(9), if more than one person wishes to participate electronically at a Commission meeting, the Corporate Officer will by lot choose the person who is entitled to participate electronically. *(Bylaw Nos. 4206,4262)*

(8) Electronic participation will only be permitted where existing technical facilities at the location of the Commission meeting accommodate electronic participation.

(Bylaw No. 3951)

(9) Sections 29.1(5) and 29.1(7) do not apply to meetings of a Commission that operates a service that includes the entire Southern Gulf Islands Electoral Area as the service area.

(Bylaw No. 4206)

Electronic Participation in case of Emergency or Special Circumstance

29.2 (1) In an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location, members or persons appointed by the Board may participate in a meeting by means of electronic or other communication facilities that:

(a) enable the meeting's participants to hear, or watch and hear, each other; and,

(b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member(s) and person(s) participating by electronic or other communication facilities.

(2) Meetings called under subsection (1) will be at the call of the Board Chair.

(3) Special meetings called under subsection (1) will be in accordance with section 9 of this bylaw and will comply with the requirements set out in subsection 2(2)(d) of the *Regional District Electronic Meetings Regulations*, B.C. Reg. 118/2018.

(Bylaw No. 4353)

Attendance at Committee Meetings

30. Members of the Board who are not Members of a Committee may attend meetings of that Committee and may take part in any discussion or debate by permission of a majority of the Committee Members present but may not vote.

Committee Reports

31. A Standing or Select Committee of the Board may report to the Board at any regular meeting or shall report as required by the Board.

Quorum

32. The quorum in a Standing or Select Committee shall be the majority of the Persons appointed to the Committee, but shall not include First Nation Members.

(Bylaw No. 4368)

Voting at Meetings

33. (1) On a vote in a Committee each person shall have only one (1) vote.

(2) (a) The Chair shall be a Member of all Committees and entitled to vote on all matters.

(b) Despite section 33(2)(a) the Chair, when in attendance, may be counted as one Member for the purpose of constituting a quorum.

(c) First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
(Bylaw No. 4368)

(d) When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.
(Bylaw No. 4368)

Operation

34. No Committee or Commission will operate outside of its expressed mandate or terms of reference without prior approval of the Board.

PART 5 – COMMITTEE OF THE WHOLE

Procedures for COW Meetings

35. (1) The Board may resolve to sit as a COW at any time.

(2) The Chair may appoint another Member to preside over the COW who shall maintain order therein and report the proceedings thereof to the Board.

(3) The rules of the Board shall be observed in COW as far as may be applicable. Motions shall be seconded and the names of Members shall not be recorded in case of a division. Divisions in COW shall be decided by a show of hands. A motion in COW to rise without reporting, or that the Chair of the Committee do leave the Chair, shall always be in order and shall take precedence over any other motion. A motion to rise without reporting, if affirmed shall be considered as disposing of the matter before the Committee in the negative.

(4) When all matters referred to the COW have been considered, a motion to rise and report shall be adopted. The Committee may report progress and ask leave to sit again if the matter before it has not been disposed of. On the Committee rising, the Chair shall report to the Board and an adoption of the report shall be moved.

(5) Discussion in COW shall be strictly relevant to the item or clause under consideration.

(6) First Nation Members may attend COW when invited in advance by the Board Chair.
(Bylaw No. 4368)

PART 6 – BYLAWS

36. (1) Bylaws shall be passed by the following stages:

(a) Introduction and first reading shall be decided by the motion "that Bylaw No. ____ be introduced and read a first time". The question shall be decided without amendment or debate.

(b) Second Reading - Debate on second reading shall be limited to the general principle of the bylaw.

(c) Third Reading - A bylaw may be amended at third reading and passed upon the motion "that Bylaw No. ____ (as amended or as presented) be read a third time".

(d) Despite sections 36(1)(a), (b) and (c) every proposed bylaw may be introduced and given first, second, and third readings at the same meeting by one motion for all three readings.

(e) Adoption - Not less than one clear day after third reading, the bylaw shall be adopted upon the motion "that Bylaw No. ____ be adopted", unless the Board adopts the bylaw in accordance with subsection (2) and section 228 of the *Local Government Act*.

(Bylaw No. 4262)

(2) A bylaw that does not require approval, consent or assent under the *Local Government Act* or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least two thirds of the votes cast.

(3) A copy of every bylaw shall be endorsed by the Corporate Officer with a record of the stages through which it has proceeded and shall be kept among the records of the Board. A copy of every adopted bylaw signed, sealed and where necessary bearing evidence of registration by the Inspector of Municipalities shall be kept with the records of the Board.

PART 7 – RESOLUTIONS

37. A resolution may be introduced at a Board meeting only if a written copy is given to each Member before consideration unless the Board waives this requirement.

PART 8 – GENERAL

38. The rules of the Board shall be observed in proceedings of the Capital Regional Hospital District Board, and Standing and Select Committees of the Board as far as may be applicable.

39. The provisions of sections 22 and 24 of this bylaw that apply to Members shall apply to First Nation Members. *(Bylaw No. 4368)*

40. The following bylaw is repealed: Bylaw No. 3708, "Capital Regional District Board Procedures Bylaw, 2010", and any amendments thereto.

41. This Bylaw may be cited as "Capital Regional District Board Procedures Bylaw, 2012".

READ A FIRST TIME THIS	19th	day of	September,	2018
READ A SECOND TIME THIS	19th	day of	September,	2018
READ A THIRD TIME THIS	19th	day of	September,	2018
ADOPTED THIS	10th	day of	October,	2018

[Original signed by]
CHAIR

[Original signed by]
CORPORATE OFFICER

APPENDIX C

Making a difference...together

CAPITAL REGIONAL DISTRICT

POLICY MANAGEMENT FRAMEWORK

Policy Type	Administrative [*Corporate*]		
Title	CRD POLICY MANAGEMENT FRAMEWORK		
Adopted Date		Policy Number	ADM00
Last Amended			
Policy Owner	Corporate Services		

1. POLICY & PURPOSE

1.1. This policy management framework ("Framework") provides guiding principles for developing and managing CRD policies.

1.2. All Corporate policies must be developed, amended, approved, maintained, reviewed and rescinded in accordance with the procedures in this policy.

1.3. All Departmental/Divisional policies must be referred to Corporate Services prior to modification or creation to determine whether they have corporate-wide application.

2. SCOPE

2.1. The Framework guides CRD in the planning and development of policies. There are two main policy categories within the CRD:

- Corporate [*a policy that affects more than one department*];
  - Board [*provide strategic direction on governance, programs, or services*];
  - Administrative [*assist staff/officers/Board to operate within existing legislation and corporate objectives or implement operations consistently across CRD*]; and
- Departmental or Divisional [*implementation of operations*]

2.2. This Framework applies to Corporate policies. It is advisable but not required to follow a similar development, approval, and revision process for departmental or divisional policies, guidelines, or operational manuals at the discretion of the applicable General Manager.

2.3. Board Policy Resolutions are not corporate policies. They are developed independently at the Board's discretion.

3. DEFINITIONS

ADMINISTRATIVE POLICIES: Provide internal direction across departments and where applicable, to the Board and commissioners. Such policies assist in operating within current legislation and corporate objectives. Examples include the Procurement Policy and the Contracts and Agreements Policy. Administrative Policies are approved by the CAO in consultation with the ELT, unless otherwise determined by the CAO.

BOARD POLICY RESOLUTION: A resolution adopted by the Board that provides strategic direction on governance, programs and services provided by the CRD that is not formalized in written Board Policy.

BOARD POLICIES: A written policy adopted by the Board of the CRD that provides strategic direction on governance, programs, or services provided by the CRD. These may establish, but are not limited to, rules that govern Board, commission or committee conduct or compensable expenses; engagement with governments, public authorities, and staff; and protocol for public relations, media, and ceremonial activities. Board Policies are approved by the CAO, then the Board, unless otherwise determined by Legal Services and the CAO.

CORPORATE POLICIES: Include Board and Administrative Policies. They generally affect more than one department and are meant to be applied across the organization.

DEPARTMENTAL/DIVISIONAL POLICY: Any policies, procedures, guidelines, and operational documents that provide direction to a specific department or division, but do not have material corporate-wide application. Such documents may operationalize a Corporate Policy or implement departmental or divisional best practices. Departmental/Divisional policies are developed, approved, implemented, and maintained by the applicable department (at the discretion of its General Manager).

POLICY: A generalized statement of intent based upon a body of principles, which describes what is to be done, now and in the future. It provides a framework for decision-making, eliminates misunderstandings, and reduces uncertainties. It serves as a basis for directing all officers, employees, and volunteers of the CRD toward the achievement of long-term objectives and short-term goals. Policies provide guidelines employees can follow consistently without referring to higher levels of authority.

POLICY OWNER: The department responsible for drafting, implementing and monitoring a policy.

PROCEDURE: Advises employees how to perform tasks or groups of activities or tasks: who does what and when. A procedure describes, task by task, how an activity is performed. Procedures can provide instruction on how to implement policies.

STANDARD OPERATING PROCEDURE MANUALS: Detailed instructions authorized by the Chief Administrative Officer and prepared by a General Manager for those region-wide functions (e.g. Safety, Human Resources, and Emergency Planning) for which the General Manager is responsible and which require a large volume of detailed procedures to ensure proper implementation of the related regional district policy or policies.

4. ROLES, RESPONSIBILITIES, AND ACCOUNTABILITIES

4.1. Corporate Services

Corporate Services is the designated coordinator for all Corporate Policies. Corporate Services facilitates policy development and amendment, ensuring concurrence and consistency with this framework. It is the initial point of contact to advise and provide direction on policy process.

It undertakes the following:

- Develop standards and guidelines that ensure consistency in the format, concurrence and approval processes, and publication of Corporate Policies;
- Advise and provide direction on policy process as required;
- Centralize and manage all corporate policy records, profiles and statuses; and
- Maintain a record of Board policies adopted or rescinded, along with revisions and amendments.

4.2. **Policy Owner**

The Policy Owner has primary responsibility for drafting, implementing, and monitoring a policy project. It is responsible for providing concurring departments with the approved policy draft along with information required by this policy (e.g. rationale for creation/revision, etc.). It shall undertake the following:

- Provide a written rationale and justification for the policy;
- Conduct research to determine best practices and application to the CRD;
- Consult with Legal Services on the possible legal implications of the proposed policy or amendment;
- Ensure adequate opportunity for review and input by other departments and stakeholders during policy development;
- Coordinate and monitor the approval process;
- Develop and provide appropriate communication and training plans to implement the policy; and
- Monitor and review policy on a regular basis.

4.3. **Concurring Parties**

4.3.1. **Legal Services**

This default concurring department must assess the legal nature of a policy or amendment, and determine whether the proposed policy is a Corporate or Divisional/Departmental policy (e.g. guideline, standard operating procedure, or other form of non-binding guidance or decision making instrument). The Policy Owner must acquire advice relating to the appropriate policy approving process.

4.3.2. **Other CRD Departments**

Other departments such as Corporate Communications, Finance, Human Resources, Information Technology, Real Estate, or Risk & Insurance. This may include the CRD Board or members of the public where applicable.

4.4. **Approving Authorities**

4.4.1. **General Manager**

Provides departmental approval of all new Corporate Policies and substantive amendments prior to distribution to concurring departments. Responsible for setting and revising any Departmental/Divisional policies or guidelines within own department.

4.4.2. **Chief Administrative Officer**

Approve all new Corporate Policies and amendments. Advise whether policies require approval of the CRD Board.

4.4.3. **Corporate Officer**

Approve any minor administrative changes to policy that do not affect the policy in a material way (e.g. correcting typos; legislation references; other non-major changes) and revise policy numbering for Corporate Policies.

4.4.4. **CRD Board**

Approve policies where applicable.

5. AVAILABILITY AND NUMBERING

5.1. Corporate Policies must be readily available to the Board, the employees, and the officers of the CRD to promote compliance, accountability and transparency. Public requests for policies will be answered within a reasonable period of time, consistent with CRD's responsibilities as a public authority.

5.2. CRD has the following policy numbering system and naming convention:

Category	**Abbreviation**	**Number Range**	**Naming Convention**
Administrative	ADM	[0 to 999]	ADM00
Board	BRD	[0 to 99]	BRD00
Departmental [*For policies, procedures, and guidelines*]			
Corporate	CORP	[100 to 199]	CORP100
Executive Services	EXEC	[200 to 299]	EXEC200
Finance & Technology	F&T	[300 to 399]	F&T300
Integrated Water Services	IWS	[400 to 499]	IWS400
Parks & Environmental Services	PES	[500 to 599]	PES500
Planning & Protective Services	PPS	[600 to 699]	PPS600
Divisional [*For policies, procedures, and guidelines*]			
Communications	COM	[0 to 99]	COM00
Facilities Management	FMGT	[0 to 99]	FMGT00
Finance	FIN	[0 to 99]	FIN00
Human Resources	HR	[0 to 99]	HR00
Information Technology	IT	[0 to 99]	IT00
Planning	PLAN	[0 to 99]	PLAN00
Regional Parks	PARK	[0 to 99]	PARK00
Safety	SAFE	[0 to 99]	SAFE00
Salt Spring Island	SSI	[0 to 99]	SSI00

5.3. Policy numbers may be revised by the Corporate Officer or the applicable General Manager at their discretion. Any revised numbering must be provided to Corporate Services.

5.4. Policies adopted after the adoption of this policy shall be numbered according to the above system. Existing policies shall retain their current numbering, if any, until being assigned a new category and policy number on policy review.

5.5 Corporate Services will assign codes to smaller divisions upon request.

6. POLICY DEVELOPMENT AND MAINTENANCE LIFECYCLE

6.1. Needs Identification/Policy Revision

A policy or a substantive amendment begins with the definition of a problem in need of a policy response. A policy problem may arise from any of the following:

- Need for corporate or cross-departmental/divisional consistency;
- identified risk;
- new technology;
- new mandates, organizational, or legislative change;
- in response to emerging issues; or
- Need to improve on existing processes.

A Policy Owner must be identified to lead policy development and serve as main point of contact.

A policy problem must be defined. Some questions to consider are:

- Can this problem be addressed by a policy change or is a procedure more appropriate?
- Is the issue applicable to a single department?
  - Can it be addressed with a departmental/divisional policy or procedure, or is there a cross-departmental or CRD-wide application?
- Is the issue within the scope of Board or Administrative policy?
  - Some issues may be outside the scope of Corporate Policy, and may require amendment of the *Local Government Act, Community Charter*, a bylaw, or other legal mechanism to propertly implement the change or address the problem.
- Is there an agreement on the problem internally and across CRD departments?
- Is there consensus on the issue from all stakeholders?
- Are there any existing policy measures with similar intent that can be amended, instead of creating a new policy?
- Will a bylaw amendment or other legal mechanism be necessary?

Once a department affirms a need for a Corporate Policy, it shall submit a New Policy Project Notification form to Corporate Services, summarizing the policy and intent. Corporate Services will update the Policy Tracking Sheet to include the new policy project and direct the policy owner to the appropriate policy SharePoint workspace. This workspace is where departments can share drafts, collaborate on policy development, and provide concurrences. All documentation relating to the creation or revision of the policy must be stored in this accessible location.

Corporate Services will review the Policy Project Notification summary and determine whether the proposed policy is a Corporate policy or a Departmental/Divisional policy. If Departmental/Divisional, Corporate Services will advise the Policy Owner of the appropriate approvals process and provide assistance generally in accordance with this policy, as applicable.

6.2. Planning & Identifying Concurring Departments

The Policy Owner shall undertake preparatory work to identify and document a general policy strategy, scope, objectives, research methods, and required resources.

The Policy Owner shall reach out to concurring departments and undertake initial consultation during the planning stage. The selection of concurring departments depends on how the proposed policy may impact the other parties.

Legal Services is a default concurring party. Other concurring parties may include, for example:

Concurring Department	Expertise
Real Estate	Policy concerns the use, purchase, disposal, or rental of CRD properties
Finance	Financial issues, billing, fees and charges Issues relating to grants and sponsorships
Risk & Insurance	Liability limitation Business continuity Corporate Climate Action
Information Services	Personal information, privacy protection
Legal Services	All policy matters, except where Legal Services has confirmed otherwise
Human Resources	Impacts CRD staff and employment
Information Technology	Impacts systems or IT resources
Safety	Impacts CRD staff and work practices Legislated safety compliance requirements

Attempts to contact concurring departments and feedback from concurring departments must be documented on the Policy Project form.

6.3. Policy Research and Drafting

6.3.1. Research

Research is fundamental for sound policy development. The process will help identify and formulate options and influence the final recommendation. The Policy Owner must identify a general strategy and objectives of research. This consists of at a minimum attempting to obtain and review similar policies from other relevant organizations, best-practices review, and legislation and legal review. Common research methods include:

- *Policy benchmarking:* Compare an existing policy or policy option against similar policies in relevant organizations. This allows for the extraction of best-practices.
- *Surveys, interviews and focus groups:* Conducted for researching policy issues that require extensive and qualitative input from staff and stakeholders (e.g. those affecting health and wellness);
- *Best-practices research:* Review of current literature and practice standards.
- *Legislation and legal review:* Carefully review any related and enabling legislation, legal documentation or past Board resolutions to ensure that policy statements align with existing regulations and practices.

6.3.2. Drafting Policy

Except where Legal Services has advised otherwise, the Policy Owner will draft the proposed policy using a provided template and will follow a policy development checklist. Where operational standards flow from the new policy, a procedure template shall be used to document the policy. A sample template is attached as Appendix I to this document.

6.3.3. General Manager Review

Prior to moving to inter-departmental concurrence, approval of a draft policy rests with the owning department's General Manager. Such approval shall be documented on the policy project form.

6.4. Concurrence & Approval

6.4.1. Concurrence

The Policy Owner will provide the approved draft and the following to the Concurring Departments:

- Rationale for creation/revision;
- Highlight of changes (if applicable);
- Summary of research and best practices;
- Summary of legal advice;
- Impact of implementation, including resources, and legal/risk management implications;
- Policies to be rescinded or replaced (if applicable);
- Outcomes of consultations with stakeholders; and
- Outline of communications and implementation plans.

During this phase, the Policy Owner may receive requests for revision until all parties agree on a final product to be submitted for ELT review and CAO's approval. If consensus cannot be achieved, at the GM's discretion, the final product may be submitted to ELT for approval.

6.4.2. Required Revision

In the event either ELT, the CAO, or the Board request revisions to the draft policy, the Policy Owner will make necessary changes to the draft or conduct further research if directed. Revisions will proceed through the same concurrence process as above.

6.4.3. Approval and Close-out

The CAO is the approving authority for all Corporate Polices, and whether approval of a given policy is required by the Board. Should approval be required by the Board, it will be done so through the Corporate Services process. Following all approvals, Corporate Services will update the Policy Tracking Sheet to reflect the status of policy development.

Prior to Board consideration, all Board policies must be forwarded to the Corporate Officer for review, or if the policy was developed at the Board's direction or on the recommendation of any committee or commission, it must be forwarded to the ELT for review.

Prior to close out on a policy project, the Policy Owner will set a review date on the policy project form along with a priority/risk justification of this review date.

6.5. Publication and Records Management

Once finalized, the Policy Owner notifies Corporate Services with the request to publish the policy. Corporate Services will issue a policy number and ensure the policy is stored on the appropriate platforms. An editable electronic copy of the final policy will be stored in the policy working folder for future amendment.

6.6. Implementation

The Policy Owner will be responsible for any communications plans, on-boarding, or organizational training surrounding the implementation of the new or revised policy. This includes but is not limited to communication plans; training and implementation plans; evaluation plans.

6.7. Review, Amendment and Rescission

Regular reviews over a three-year period are required. Policies should be reviewed when needed. Corporate Services collaborates with departments on establishing appropriate compliance.

Depending on priority and risk, certain policies are to be reviewed more frequently. When assessing priority and risk, consider the following:

a. Is the policy necessary for financial or legal requirements?
b. Are there environmental, health and safety, reputational, or regulatory risks associated with this policy?
c. Is the policy connected to existing legislation or bylaws?
d. Is there any strategic alignment and connection to other issues across the organization?

Following a policy review, one of the following actions may be taken:

Status	Action Following a Review
No changes	Policy requires no changes.
Minor Amendment	Policy's textual and editorial content will be refined. No substantive changes to the intent, scope or intervention measures.
Major Amendment	Policy's intent, scope and intervention measures will be substantively modified. This may be required ensure relevance and compatibility with legal changes or shifts in strategic priority and/or administrative processes. This process requires the same due diligence as when developing a new policy.
Rescission	Policy is no longer relevant and required. This process requires the same due diligence as when developing a new policy.

7. TRANSITION PROCEDURE

Policies after the date of adoption of this policy will be numbered according to the system set out in this policy. Existing CRD policies will be numbered on coming up in the three-year review cycle. As part of that review, policies will be updated to the new format, if necessary.

8. SCHEDULES

A. PROCEDURE TO DEVELOP AND IMPLEMENT CORPORATE/LEGISLATIVE POLICIES

B. PROCEDURE TO DEVELOP AND IMPLEMENT DEPARTMENT OPERATION POLICIES

C. PROCEDURE FOR ANNUAL REVIEW OF CORPORATE POLICIES

D. PROCEDURE FOR ANNUAL REVIEW OF DEPARTMENT POLICIES

E. NEW POLICY NOTIFICATION

F. NEW POLICY CHECKLIST

G. POLICY LIFECYCLE

H. DECISIONMAKING AND ACCOUNTABILITY MATRIX

I. CRD POLICY TEMPLATE

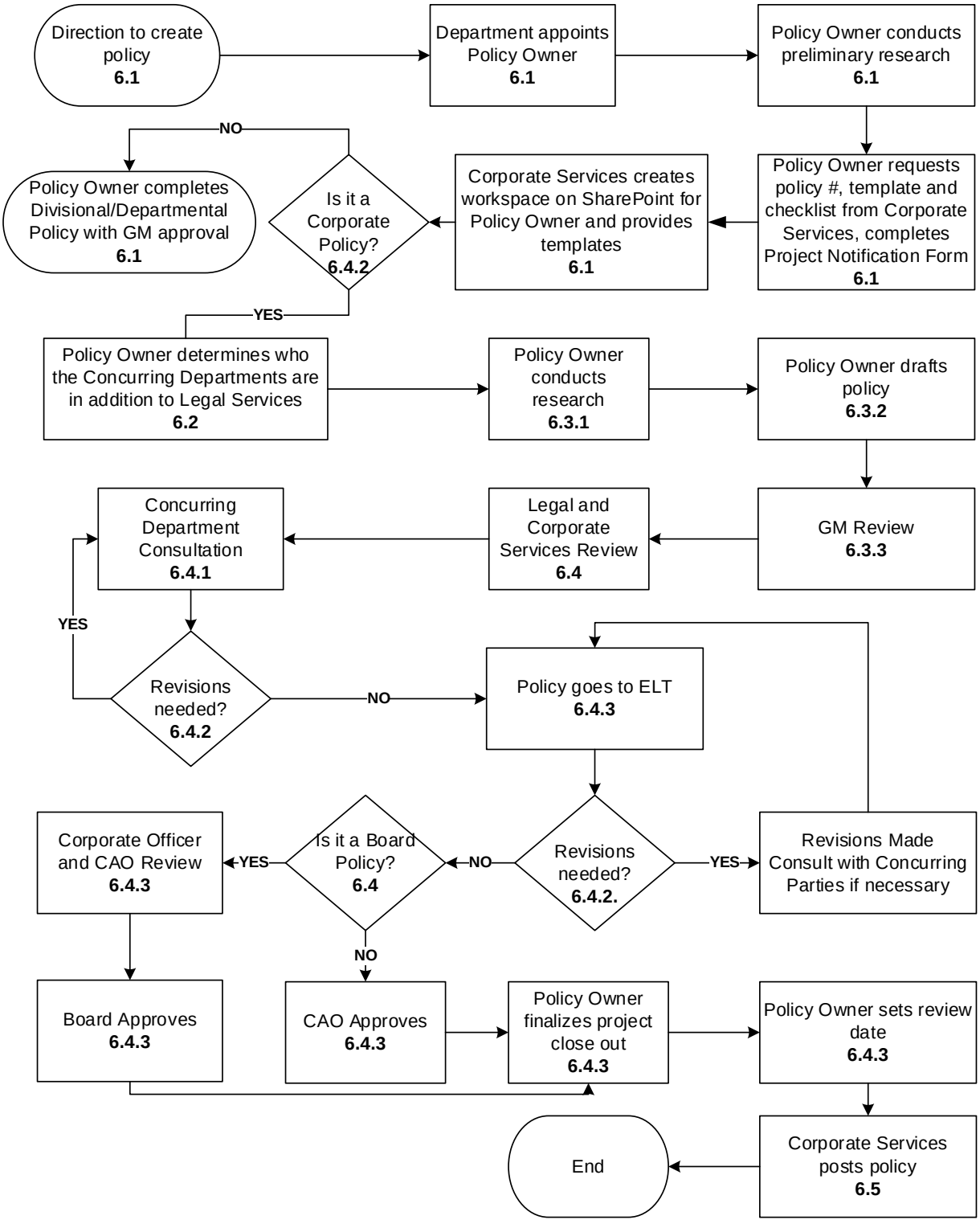
7. AMENDMENT(S)

Adoption Date	**Description:**
None	[Not applicable]

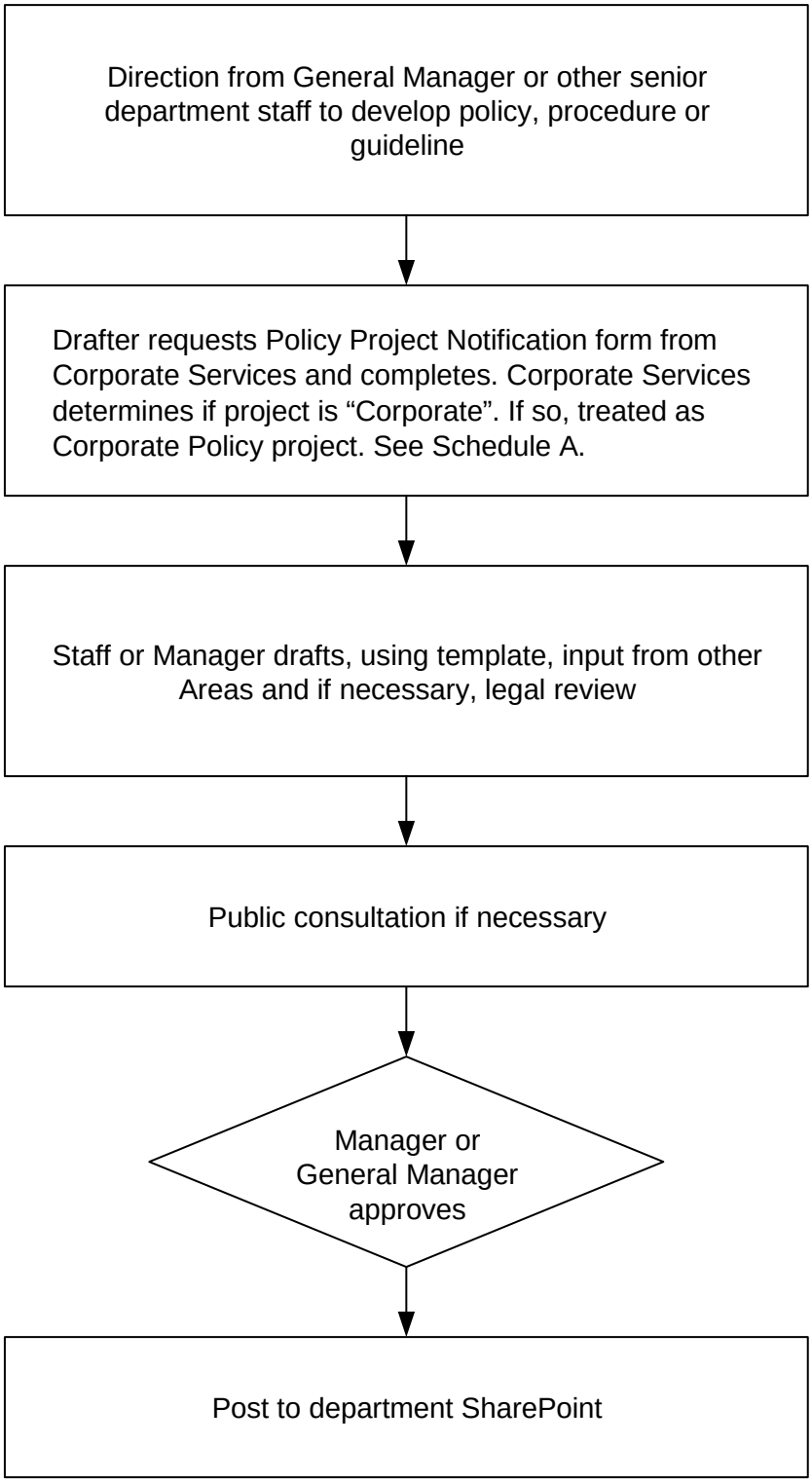
8. REVIEW(S)

Review Date	**Description:**
December 2020	To review after one year of use.

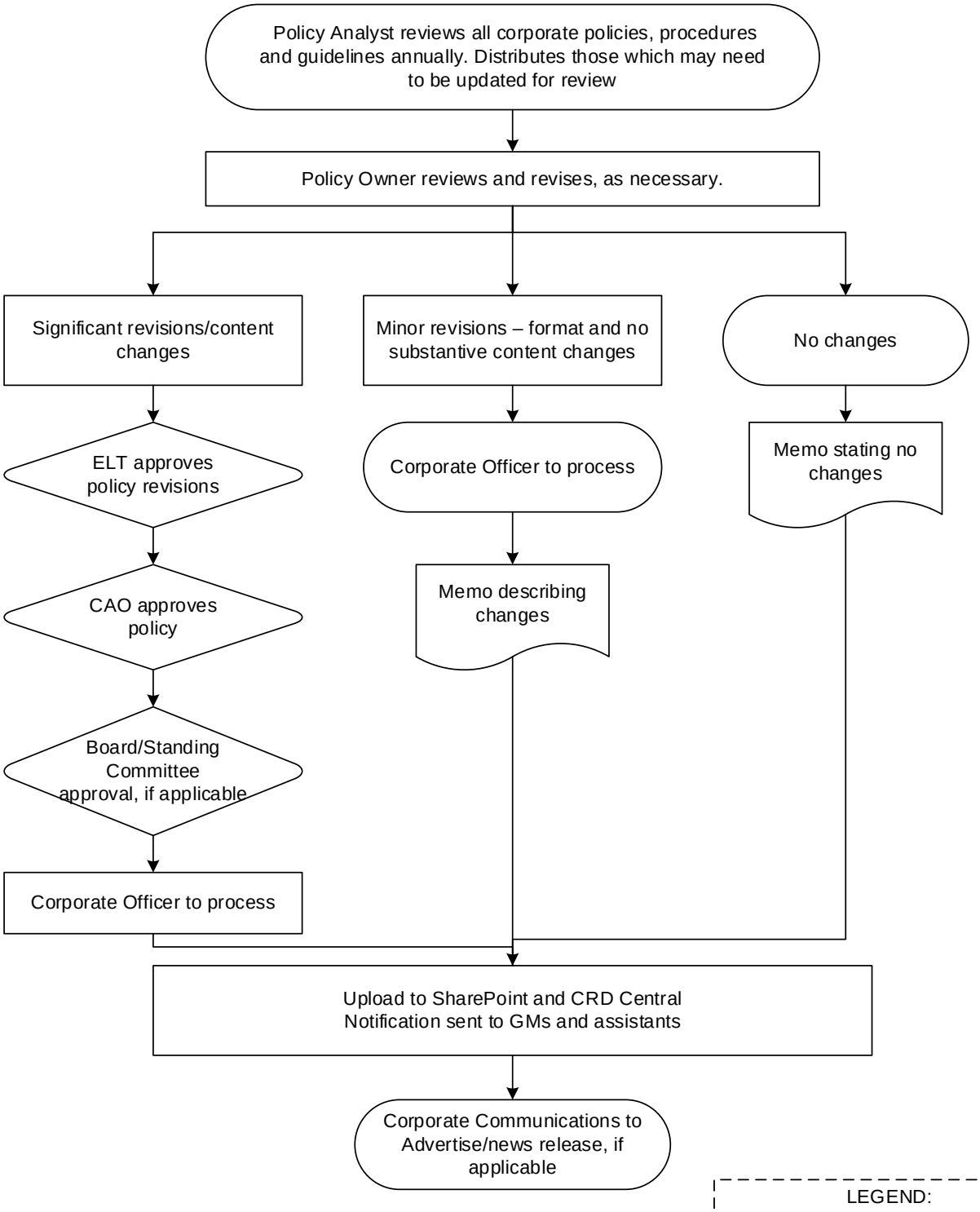
SCHEDULE A
CRD PROCEDURE TO DEVELOP AND IMPLEMENT POLICIES



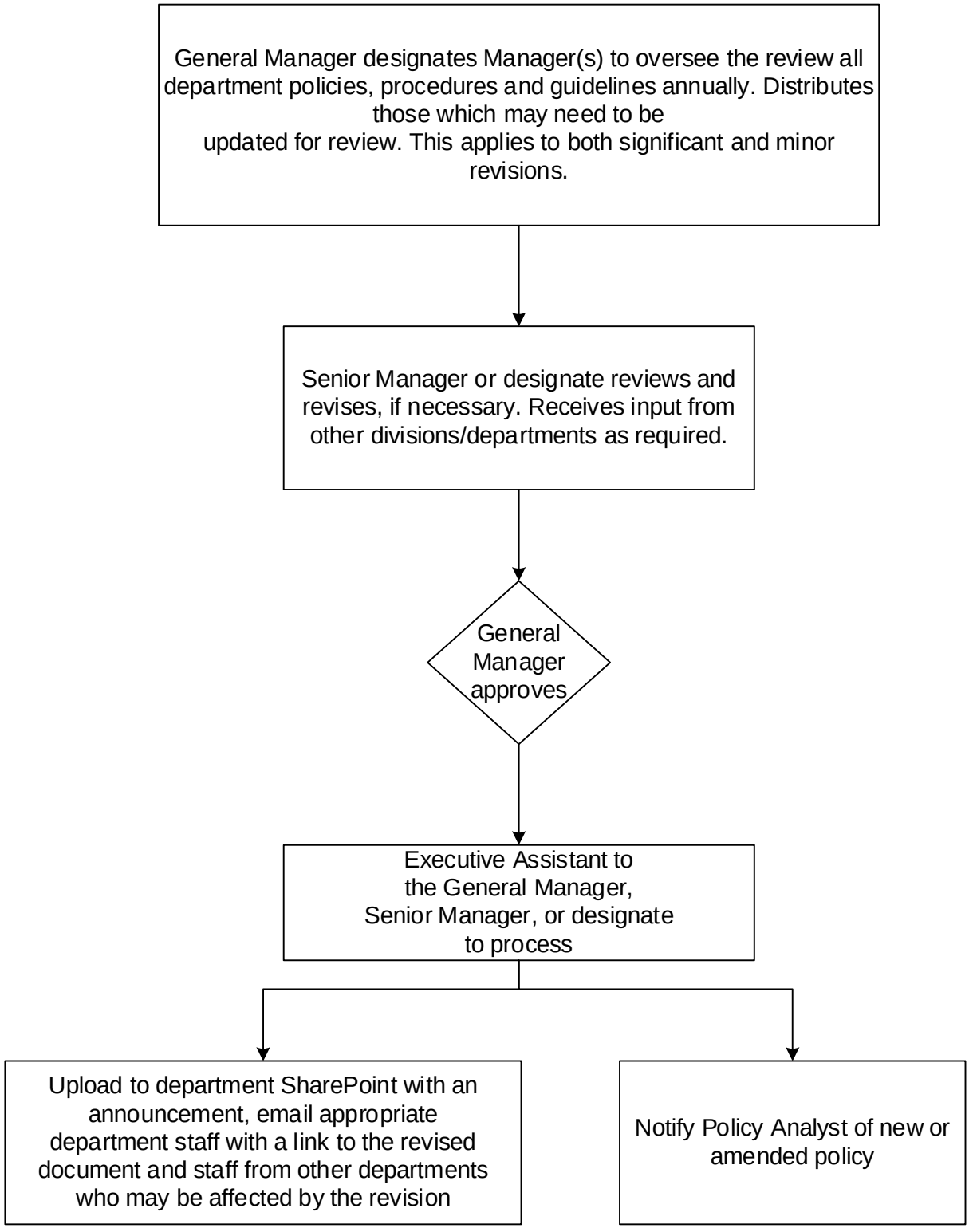
SCHEDULE B
CRD PROCEDURE TO DEVELOP AND IMPLEMENT DEPARTMENT POLICIES



SCHEDULE C
CRD PROCEDURE FOR ANNUAL REVIEW OF CORPORATE POLICIES



SCHEDULE D
CRD PROCEDURE FOR ANNUAL REVIEW OF DEPARTMENT POLICIES



SCHEDULE E
NEW POLICY PROJECT NOTIFICATION

Policy Owner	
Date Submitted	Click here to enter a date.
Policy Type	Choose an item.
Policy Title	
General Manager	Choose an item.
Department/Division	
Concurring Departments	Choose an item.

Rationale for Creation or Amendment of Policy (Highlight Changes if applicable):

[*Insert detailed rationale, no more than three paragraphs]*

Policy to be Rescinded (If Applicable):

[Insert policy name and number]

Impact of Implementation, Including Resource, Legal/Risk Management Implications:

[Insert detailed impact, estimate up to five paragraphs but may go longer at Policy Owner discretion]

Summary of Legal Advice, Applicable Research, and Best Practices:
[Insert summary, decision dates and decision points, and other research sources].

Sent to Concurring Departments For Review:

Date (initial)	*Date (follow-up)*	*Date (follow-up)*	*Results of Review*
			(results of follow up in short-form list)

Policy Drafting

[Insert dates of drafts of policy; who policy team was; results of incorporating feedback from Concurring Departments]

Results of General Manager Review

General Manager	<insert name of general manager>
Review Date	<insert date>
Results of Review	

Revisions Completed	<if applicable, insert date>
Approval Date	<insert date>

Results of ELT Review

ELT Meeting Date	<insert date>
Review Date	<insert date>
Results of Review	
Revisions Completed	<if applicable, insert date>
Approval Date	<insert date>

CAO Approval (if separate from ELT approval)

ELT Meeting Date	<insert date>
Review Date	<insert date>
Results of Review	
Revisions Completed	<if applicable, insert date>
Approval Date	<insert date>

Board Approval (for Board Policies)

Board Meeting Date	<insert date>
Review Date by Committee	<insert date>
Results of Review by Committee	
Revisions Completed	<if applicable, insert date>
Review Date by Board	<insert date>

Result of Review by Board	
Revisions Completed	<if applicable, insert date>
Additional Board Review	<if applicable, insert date>
Approval Date	<insert date>

Outline of Communications, Training / Implementation Plans, and an Evaluation Strategy:
[Provide overview].

Risk Assessment for Policy Review
[Insert risk assessment and determine the next policy review date]

SCHEDULE F
NEW POLICY CHECKLIST

- ☐ **Submit Completed New Policy Notification form to Policy Analyst**
- ☐ **Determination that Policy is "Corporate" rather than Departmental/Divisional**
- ☐ **Draft New/Amended Policy on approved Policy Template**
- ☐ **Obtain Input from Concurring Departments**
    - ☐ **Legal Services (Default Concurring Department)**
    - ☐ **Executive Administration**
    - ☐ **Finance**
    - ☐ **Human Resources**
    - ☐ **Information Services**
    - ☐ **Information Technology**
    - ☐ **Legislative Services**
    - ☐ **Real Estate**
    - ☐ **Risk & Insurance**
    - ☐ **Other _____**
- ☐ **Legal review (If necessary)**
- ☐ **Submit Policy to Appropriate General Manager (GM) for Review**

(If Departmental Policy, GM approval is highest level of authority required for sign-off. If Administrative or Board Policy, continue steps below)

- ☐ **Obtain Policy Number from Policy Analyst**
- ☐ **Submit to Corporate Officer to Review (If Board Policy)**
- ☐ **Executive Leadership Team Approval**
- ☐ **Chief Administrative Officer Approval**
- ☐ **Board Approval (Board)**
- ☐ **Policy Analyst to Process and Upload to SharePoint**
- ☐ **Send to Corporate Communications to Advertise/News Release (If Applicable)**

SCHEDULE G
POLICY LIFECYCLE



POLICY PROCESS

POLICY OWNER

Provide rationale & justification for the policy

Conduct research to determine best practices & application

Ensure adequate opportunity for review & input by other stakeholders

Develop & provide appropriate communication & training plans to implement the policy

Monitor & review policy on a regular basis

LEGAL SERVICES

Assess legal implications of the proposed policy or amendment

Advise on appropriate approving process for the proposed policy

Determine if a legal review is necessary

CONCURRING DEPARTMENTS

APPROVING AUTHORITIES

Board Policies - CRD Board

Administrative Policy - Input from ELT and approval of CAO

Department Policies - Departmental General Manager

SCHEDULE H
DECISION-MAKING AND ACCOUNTABILITY MATRIX

CORPORATE POLICY DEVELOPMENT PHASES	**D DECIDER** *Holds the ultimate power re: the project*	**A ACCOUNTABLE** *Person fully accountable for making the project happen*	**R RESPONSIBLE** *Those responsible for doing the work on the project*	**C CONSULTED** *Those from whom input will be solicited*	**I INFORMED** *Those to be kept apprised of relevant developments*
1. Needs identification	General Manager	General Manager	Policy Owner	Legal Services	Legal Services/Policy Analyst
2. Planning and Identifying Concurring Parties	General Manager	Policy Owner	Policy Owner	Legal Services Concurring Departments	Policy Analyst
3. Policy research and drafting	General Manager	Policy Owner	Policy Owner	Legal Services Concurring Departments	Policy Analyst
4. Concurrence	ELT/CAO/ CRD BOARD	Policy Owner	Policy Owner	Legal Services Concurring Departments	Policy Analyst
5. Review and Modify	ELT/CAO/ CRD BOARD	Policy Owner	Policy Owner	Legal Services Concurring Departments Policy Analyst	Policy Analyst

SCHEDULE I
CRD POLICY TEMPLATE

Making a difference...together

CAPITAL REGIONAL DISTRICT
CORPORATE POLICY

Policy Type	*(Insert category: Administrative, Board) [Corporate] or [Division/Department]*		
Section	*(Insert division or department if applicable, or omit)*		
Title	(*ALL CAPS)*		
Adopted Date		Policy Number	
Last Amended			
Policy Owner			

1. POLICY: *<Mandatory>*

(A concise statement of what the policy is designed to accomplish and the circumstances under which it should be used) Text is full justified.)
(May be merged with Purpose where context requires.)

2. PURPOSE: *<Mandatory>*

(A concise statement of the rationale for the policy; why the policy needed to be created),

3. SCOPE: *<Mandatory>*

(Describe to whom/what the policy applies.)

4. DEFINITIONS: *<Optional>*

(Describe the definitions, terms, which apply to the policy and procedures, if needed)

5. PROCEDURE: *<Optional>*

(List in logical order the steps to take to implement the policy.)

6. SCHEDULE: *<Optional>*

(Attachments in an alphabetical list (A., B., C…)

7. AMENDMENT(S): *<Mandatory>*

Adoption Date	**Description:**
None	*(Brief description of adoption conditions – ELT, Board, CAO)* *(Insert Corporate Resolution if short -- meeting information at a minimum if Board Policy)*

8. REVIEW(S) *<Mandatory>*

Review Date	**Description:**
None	(*Insert date of scheduled review; results of review; and dates of next review in new table entry*)

9. RELATED POLICY, PROCEDURE OR GUIDELINE: *<If applicable>*

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REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 03, 2021

SUBJECT **Hockley House Mortgage – Tri-Partite Agreement and Landlord Estoppel Certificate: 830 Hockley Avenue**

ISSUE SUMMARY

BC Housing Management Commission (BCHMC) requires that the Capital Regional District (CRD) Board of Directors authorize the execution of the Tri-Partite Agreement and Landlord Estoppel Certificate in order for the Capital Region Housing Corporation (CRHC) to execute the Hockley House mortgage documents.

BACKGROUND

In November 2018, the Regional Housing First Program (RHFP) partnership approved the Hockley House development project, located at 830 Hockley Avenue, Langford, BC. At the same time the CRHC Board of Directors agreed that the CRHC would be the operator of this property.

The CRD will purchase this property and hold 100% ownership. Canada Housing and Mortgage Corporation (CMHC) will provide a grant for 20% of the units through CMHC's contribution to the RHFP to the CRD. The CRHC will enter into a 60-year prepaid lease agreement with the CRD equal to the amount of the mortgage. The CRHC will also enter into an operator agreement with the CRD to ensure that the CRHC meets the terms of the RHFP. The CRHC will operate 100% of the units and will be responsible for financing the remaining 80% of the cost of the project. This will be financed through the BC Housing Community Partnership Initiative (CPI) Financing Program. Operations and debt financing will be paid for through the tenant rent revenue. No ongoing subsidy is required.

The final project budget is $32,775,610. The approved project budget included a $7,200,000 RHFP equity contribution, and a repayable $25,575,610 mortgage. BC Housing approved this project using the projected interest rate of 2.25%.

At closing (March 2021), the repayable mortgage will be provided initially as short-term financing by BC Housing. BC Housing will undertake a procurement process to place the debt with a lender, and the mortgage will convert to take-out financing in June 2021. From March until June, a variable rate will be charged by BC Housing, and once placed with the lender the rate will become fixed for a term. At the time of take-out financing, the mortgage documents will be modified to reflect the final amount, term, and interest rate.

Mortgage registration requires registration of a Section 219 Covenant granted in favour of BCHMC and registered on title. A Section 219 Covenant is a means of preserving a property's special attribute; in this case, the use of the building for affordable housing. The conditions of the Section 219 Covenant are set out in the CPI Operating Agreement. The CPI Operating Agreement states that the CRHC will provide housing to households with low-to-moderate incomes.

The Tri-Partite Agreement, which forms part of the mortgage documents, is an agreement between the CRD, the CRHC, and BCHMC. This agreement overlaps with the Landlord Estoppel Certificate and is in place because the land and improvements will be leased to the CRHC by the CRD. As a condition of making the loan, the lender wishes to use this Tri-Partite Agreement to set out rights and obligations relating to the lease and mortgage. The agreement will ensure that the lease remains in force and in effect, and the parties agree to keep the lease in good standing. It also prevents the CRHC and the CRD from terminating their lease agreement without written consent of BCHMC.

ALTERNATIVES

Alternative 1:
The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That 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 830 Hockley Avenue, Langford, BC.

Alternative 2:
That staff be directed to review other financing options based on Hospitals and Housing Committee direction.

IMPLICATIONS

Financial Implications
Short-term financing and take-out financing must be secured in order to advance the purchase of 830 Hockley Avenue. The Tri-Partite Agreement and Landlord Estoppel Certificate forms part of the mortgage agreement and is a condition of financing.

CONCLUSION

CRHC must secure short-term and take-out financing to purchase the Hockley House development project. The Tri-Partite Agreement and Landlord Estoppel Certificate must be in place in order to secure financing.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That 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 830 Hockley Avenue, Langford, BC.

Submitted by:	Don Elliott, Senior Manager, Regional Housing & CRHC
Concurrence:	David Hennigan, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Kevin Lorette, P.Eng., MBA, Acting Chief Administrative Officer

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REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, JANUARY 19, 2021

SUBJECT **Development Permit with Variance for Lot 5, Section 87, Sooke District, Plan VIP64712 – Seedtree Road**

ISSUE SUMMARY

A request has been made for a development permit with variance to address the Steep Slopes, Riparian, and Sensitive Ecosystem (DP) guidelines, and to reduce the requirement that 10% of the parcel perimeter fronts onto a public highway, for the purpose of authorizing the development of a subdivision for a relative.

BACKGROUND

The 4.1 ha property is located on Seedtree Road in East Sooke and is zoned Rural (A) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 (Appendix A). The property is bounded by Rural (A) zoned properties to the west, north, and east, and by Seedtree Road to the south. The lot is roughly a triangular shape, and slopes upwards from the southwest to the northeast. Seedtree Creek runs approximately east to west and intersects the parcel near the southernmost lot line, adjacent to Seedtree Road.

One single family dwelling (640 Seedtree) and an accessory building are located on the northern portion of the parcel, which is accessed from Seedtree Road by a driveway easement through the neighboring property to the east. Two move-in mobile home dwellings (650 and 658 Seedtree), and one accessory building are located near the middle of the parcel. These structures are accessed via a driveway from Seedtree Road, over Seedtree Creek, and along the eastern property boundary. One single-family dwelling (670 Seedtree) is located to the south of the creek; this structure is accessed by a driveway from Seedtree Road through the neighboring property to the west via easement.

The applicant has submitted an application for a 2-lot subdivision for a relative under Section 514 of the *Local Government Act (LGA)*. Proposed Lot 1 is 1 ha and will contain the dwelling located south of the creek. The remainder of the structures will be located on proposed Lot 2, which is 3.1 ha. The property is partially designated as Steep Slopes, Riparian, and Sensitive Ecosystem development permit areas; therefore, a development permit is required as part of the subdivision process. The plans propose a reduction of the minimum road frontage requirement for proposed Lot 2 from 10% (97.68 m) to 8.75% (85.49 m) of the lot perimeter. Therefore, the owner has requested a frontage variance (Appendix B).

ALTERNATIVES

Alternative 1
The Land Use Committee recommends to the CRD Board:
That Development Permit with Variance DV000073 for Lot 5, Section 87, Sooke District, Plan VIP64712, to authorize a 2-lot subdivision within Steep Slopes, Riparian, and Sensitive Ecosystems Development Permit Areas, and to vary Juan de Fuca Land Use Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum road frontage requirement from 10% (97.68 m) to 8.75% (85.49 m), be approved.

Alternative 2
That the Development Permit with Variance DV000073 be denied.

Alternative 3
That the application be referred back to staff for additional information.

IMPLICATIONS

Legislative Implications
The East Sooke Official Community Plan, Bylaw No. 4000, designates development permit areas (DPAs) and outlines development permit guidelines. The property is located within the Steep Slopes, Riparian, and Sensitive Ecosystem DPAs. In accordance with the *LGA*, the issuance of a development permit is required prior to subdivision. CRD Delegation of Development Permit Approval Authority Bylaw, 2009, No. 3462, gives the General Manager, Planning and Protective Services, the power to issue a development permit; however, the delegated authority does not include development permits that require a variance, as stated in Section 5(a) of the bylaw.

The Juan de Fuca Land Use Bylaw No. 2040, Part 2, Section 3.10(4), specifies that road frontage shall be a minimum of 10% of the perimeter of a parcel. Since proposed Lot 2 does not meet this requirement, a variance is required in order to permit the subdivision.

Public Consultation Implications
Pursuant to Section 499 of the *LGA*, if a local government is proposing to pass a resolution to issue a development variance permit it must give notice to each resident/tenant within a given distance as specified by bylaw. Juan de Fuca Development Fees and Procedures Bylaw No. 3885, states that the Board at any time may refer an application to an agency or organization for their comment. In addition, it states that a notice of intent must be mailed to adjacent property owners within a distance of not more than 500 metres. Any responses received from the public will be presented at the January 19, 2021 Land Use Committee meeting. There is no requirement for public consultation if a local government is considering a development permit.

Land Use Implications
Development Permit:
The applicant has requested that the requirement to submit professional reports assessing the development permit areas be waived since the parcel is developed and no further land alteration is proposed for the subdivision. Any future development activities within the designated development permit areas on the newly created parcels would require a subsequent Development Permit application and accompanying professional assessment reports.

Variance:
The Juan de Fuca Land Use Bylaw requires that where a lot being created by a subdivision fronts on a public highway, the minimum frontage on the highway shall be one-tenth of the perimeter of the lot. Proposed Lot 1 meets this requirement; however, proposed Lot 2 requires 97.68 m of frontage, but is proposed to only have 85.49 m (8.75%).

In evaluating whether a frontage exemption is justified, the following technical criteria are normally considered:

- How does the proposed subdivision layout relate to the topography of the area?
- Does the proposed layout create any environmental impacts?
- Will reducing the frontage produce an awkward lot configuration?
- Will reducing the frontage eliminate future subdivision potential of the lot and of lots beyond?
- Will the reduced frontage limit road network and access options?
- Does the proposed reduction disturb existing residences?

The proposed lot boundary follows the natural topographical features. The proposed subdivision layout is not expected to affect the environment, road network, or neighboring properties since no further development activity is proposed as a part of the subdivision.

The policies of the East Sooke Official Community Plan support the rezoning of parcels zoned Rural A to allow subdivision with an average lot size of 1 ha. While the applicant does not propose to rezone the property at this time, the effect of subdividing under Section 514 of the *LGA* to provide residence for a relative is the same since the proposed lot would meet the 1 ha average lot size. The East Sooke OCP also supports subdivision under Section 514.

Both proposed parcels are smaller than the required minimum of 4 ha specified by the Rural A zone; however, no minimum parcel size is specified for subdivision for a relative in the Rural A zone, and the application was made under Section 514 of the *LGA*. The proposal meets all other requirements of the zone.

Development Permit with Variance DV000073 has been prepared for consideration to authorize a 2-lot subdivision in Steep Slopes, Riparian, and Sensitive Ecosystems Development Permit Areas and to grant a variance to reduce the minimum frontage requirement from 10% to 8.75% on proposed Lot 2 (Appendix C). Any residents that may be affected by the proposal will have an opportunity to come forward with their comments through the public notification process. Staff recommend approval of the development permit with variance subject to public notification.

CONCLUSION

The applicant has requested a development permit with variance for the purpose of authorizing a 2-lot subdivision for a relative. The proposed variance is to reduce the minimum frontage requirement for proposed Lot 2 from 10% to 8.75%. Since there will be no land alteration within the designated development permit areas, staff recommend approval of the development permit with variance subject to public notification. If the Permit is approved by the Board, the Corporate Officer will proceed to issue the Permit and register a Notice of Permit on Title.

RECOMMENDATION

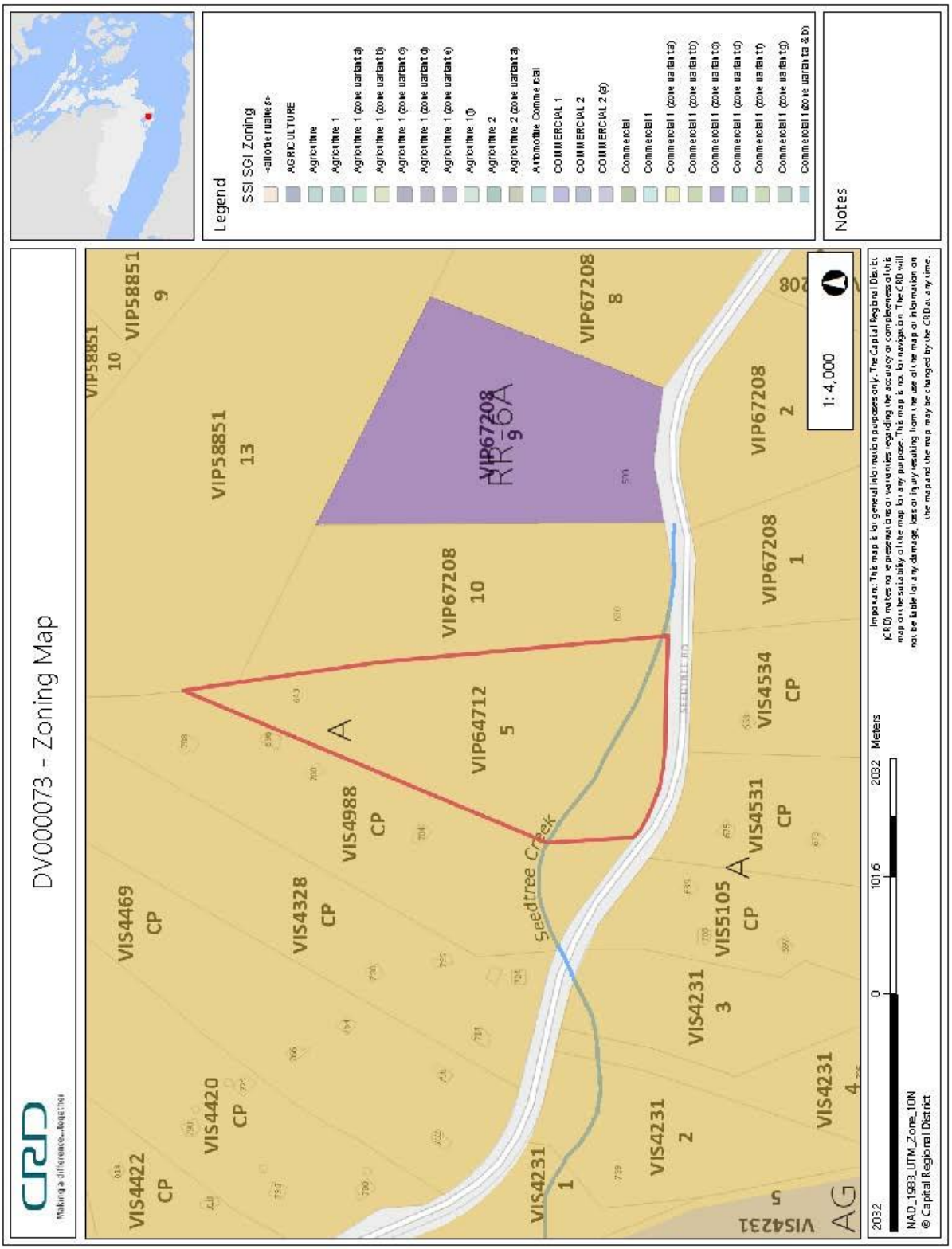
The Land Use Committee recommends to the Capital Regional District Board:
That Development Permit with Variance DV000073 for Lot 5, Section 87, Sooke District, Plan VIP64712, to authorize a 2-lot subdivision within Steep Slopes, Riparian, and Sensitive Ecosystems Development Permit Areas, and to vary Juan de Fuca Land Use Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum road frontage requirement from 10% (97.68 m) to 8.75% (85.49 m), be approved.

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

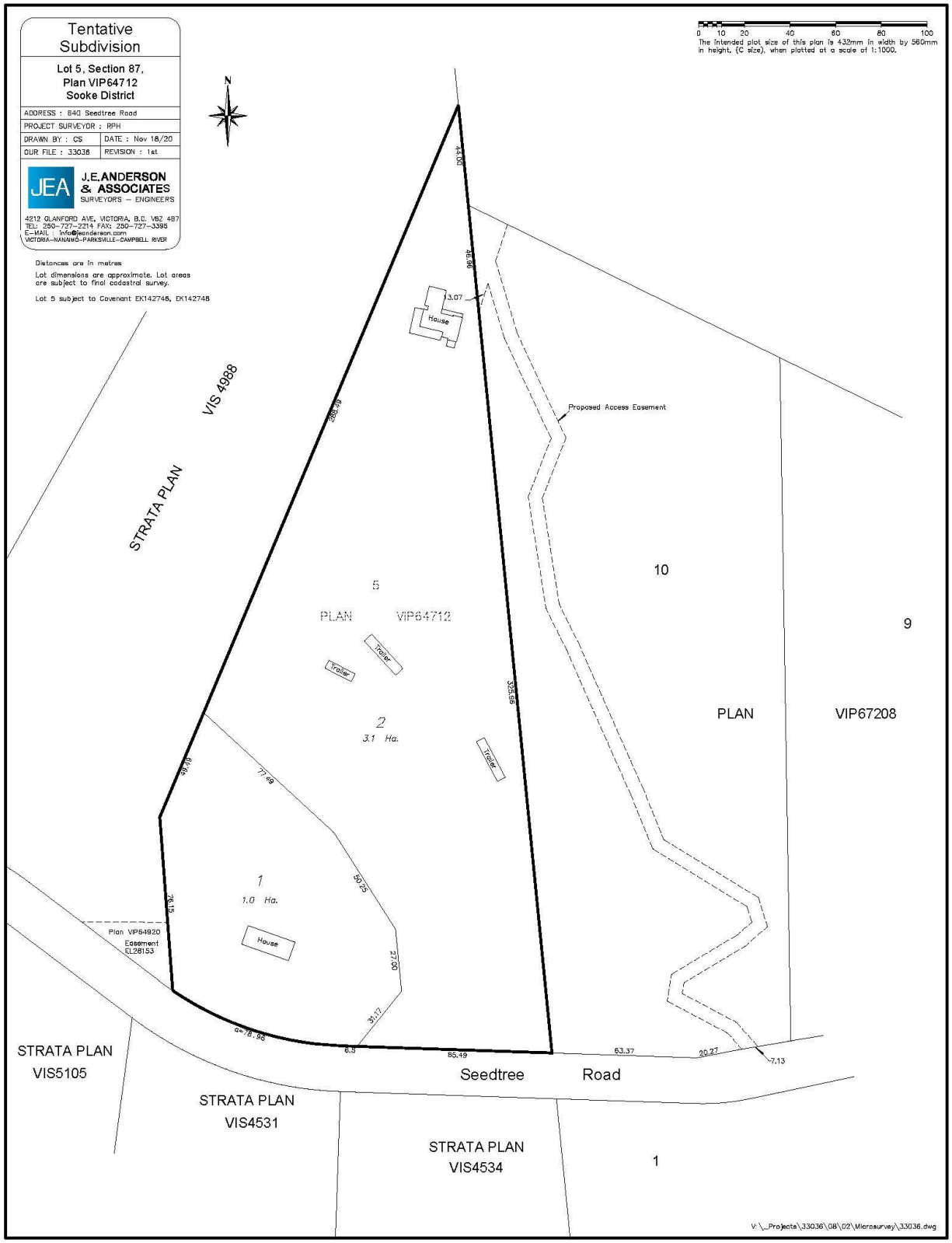
ATTACHMENTS

Appendix A: Subject Property Map
Appendix B: Subdivision Survey Plan and Requested Frontage Variance
Appendix C: Permit DV000073

Appendix A: Subject Property Map



Appendix B: Subdivision Survey Plan and Requested Frontage Variance



Appendix C: Permit DV000073

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CAPITAL REGIONAL DISTRICT

DEVELOPMENT PERMIT WITH VARIANCE NO. DV000073

1. This Development Permit with Variance is issued under the authority of Sections 490 and 498 of the *Local Government Act* and subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit with Variance applies to and only to those lands within the Regional District described below (legal description), and any and all buildings, structures, and other development thereon:

   PID: 023-658-398;
   Legal Description: Lot 5, Section 87, Sooke District, Plan VIP64712 (the "Land")
3. This development permit authorizes a 2 lot subdivision (the "development") on the Land, located within the development permit areas established under the East Sooke Official Community Plan, Bylaw No. 4000, 2018, Section 510 (Steep Slopes), Section 530 (Riparian), and Section 540 (Sensitive Ecosystems) in accordance with the plans submitted to the CRD and subject to the conditions set out in this Permit.
4. The conditions under which the development referred to in section 3 may be carried out are as follows:
   a. That the components of the development occur as identified on the Survey Plan, prepared by J.E.Anderson & Associates;
5. The Capital Regional District's Bylaw No. 2040, Part 2, Section 3.10(4), is varied under section 498 of the *Local Government Act* as follows:
   a. That the the minimum frontage requirement of proposed Lot A be reduced from 10% to 8.75%.
6. Notice of this Permit shall be filed in the Land Title Office at Victoria as required by Section 503 of the *Local Government Act*, and the terms of this Permit (DV000073) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. If the holder of a permit does not substantially start any construction permitted by this Permit within 2 years of the date it is issued, the permit lapses.
8. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part hereof.
9. The following plans and specifications are attached to and form part of this Permit:
   i. Subdivision Survey Plan.
10. This Permit is NOT a Building Permit.

RESOLUTION PASSED BY THE BOARD, THE _____ day of _____, 2021.

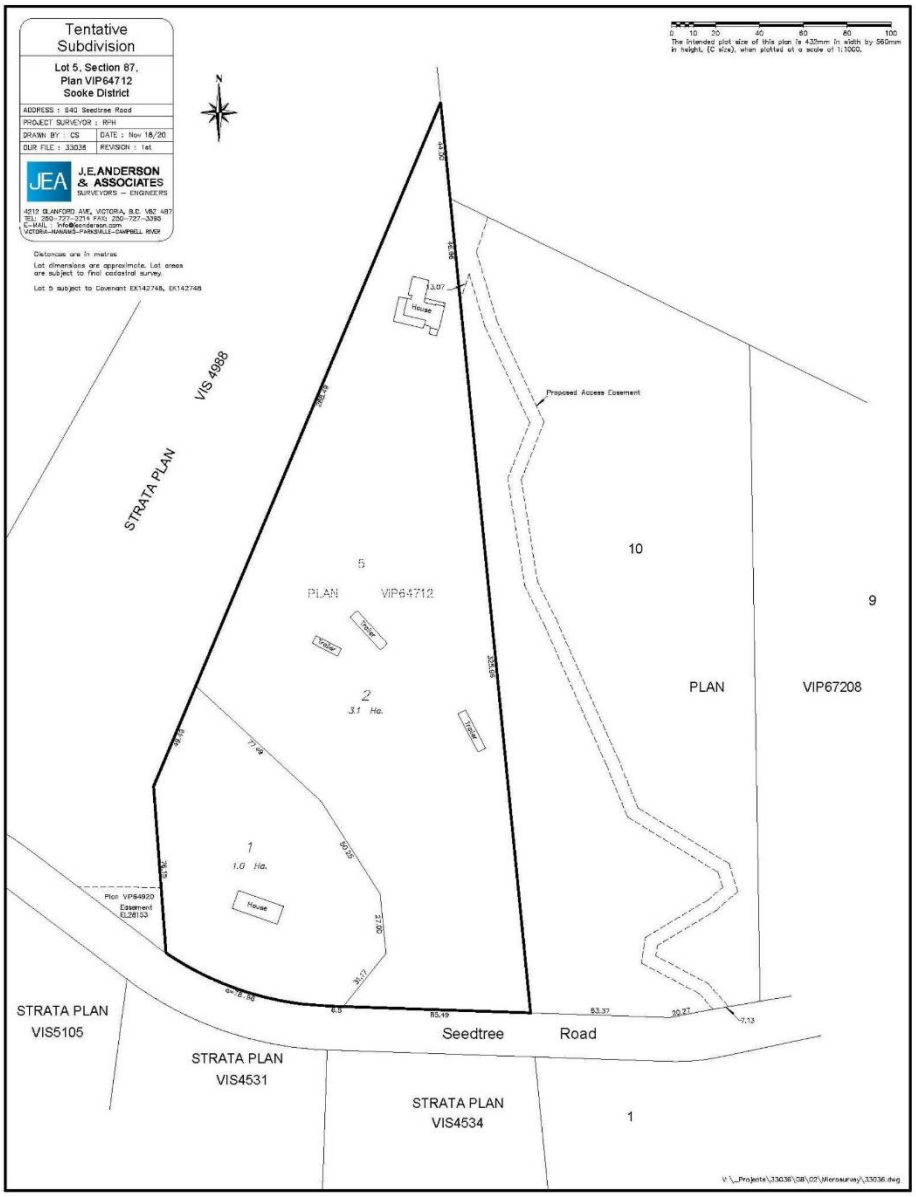
ISSUED this _____ day of _____, 2021

_____
Kristen Morley
Corporate Officer

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DV000073

Attachment 1: Subdivision Survey Plan



7. Development Permit with Variance Application

a) DV000073 - Lot 5, Section 87, Sooke District, Plan VIP64712 (Seedtree Road)

Iain Lawrence spoke to the staff report and the application for a development permit with variance to address the Steep Slopes, Riparian, and Sensitive Ecosystem (DP) guidelines, and to reduce the requirement that 10% of the parcel perimeter fronts onto a public highway, for the purpose of authorizing the development of a subdivision.

Iain Lawrence highlighted the subject property map and the proposed plan of subdivision.

Iain Lawrence confirmed that:

- the applicant has submitted an application for a 2-lot subdivision for a relative under Section 514 of the *Local Government Act*
- as there are four existing homes, the property is built out
- accordingly, no professional reports have been requested as part of the subdivision process
- development permits and accompanying professional reports would be required at such time that development activities are planned within the designated development permit areas
- no comments were received in response to the notice of intent mailed to adjacent property owners within 500 m of the subject property

Iain Lawrence responded to a question from the LUC advising that proposed Lot 2 is accessed by an existing driveway easement through the neighboring property to the east.

The applicant stated that the access easement for 670 Seedtree Road (proposed Lot 1) over the neighbouring property to the west was established when the property was initially developed.

MOVED by Stan Jensen, **SECONDED** by Roy McIntyre that the Land Use Committee recommends to the Capital Regional District (CRD) Board:
That Development Permit with Variance DV000073 for Lot 5, Section 87, Sooke District, Plan VIP64712, to authorize a 2-lot subdivision within Steep Slopes, Riparian, and Sensitive Ecosystems Development Permit Areas, and to vary Juan de Fuca Land Use Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum road frontage requirement from 10% (97.68 m) to 8.75% (85.49 m), be approved.

CARRIED

8. Zoning Amendment Application

a) RZ000269 - Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 (4460 Rannveig Place)

Iain Lawrence spoke to the staff report and the application to rezone the split-zoned property to create two additional rural residential parcels.

Iain Lawrence highlighted the subject property map, proposed zoning boundaries, and the proposed plan of subdivision.

Iain Lawrence confirmed that the LUC directed referral of the proposal to agencies and to the Otter Point Advisory Planning Commission (APC) at its November 17, 2020, meeting. The APC met on December 8, 2020, to consider the proposal. Three letters and a petition in support of the application were received at that time. The APC recommended support for the rezoning proposal.

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REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 20, 2021

SUBJECT **Deer Management Reconsideration**

ISSUE SUMMARY

To respond to the Planning, Transportation and Protective Services Committee's request to reconsider a regional deer management service.

BACKGROUND

A summary of all Capital Regional District (CRD) wildlife management functions and recommendations for an ongoing service was presented to the CRD Board on August 12, 2015. Staff were directed to continue to manage wildlife services, as necessary, at an operational level by various line departments, and not establish an ongoing service for deer.

The Regional Deer Management Strategy (RDMS) identified three high level deer-human conflict problem areas:

1. Financial hardship due to property damage, crop loss and economic hardship due to deer browsing on agricultural lands,
2. Increased risk to public safety from aggressive deer or deer vehicle/bike collisions; and
3. Increased risk of environmental damage to sensitive environments due to heavy deer browsing on sensitive or endangered species.

The RDMS recommended management options across four categories.

1. Conflict Reduction: options include hazing and frightening, landscaping alternatives, fencing and repellents.
2. Public Education: options include social media blasts, providing materials, and presentations.
3. Deer-Vehicle Collision Mitigation: options were divided into infrastructure (e.g., signage and road side brushing) and administrative (e.g., driver training, media awareness).
4. Population Reduction: options include capture and relocate, capture and euthanize, controlled public hunting, crop protection and fertility control (immune-contraception).

While all local governments in the CRD have experienced deer-human conflicts, the frequency, type and intensity of conflicts are varied, as are the demands for a management response.

Ongoing Deer Management Functions in the Region

Since 2015, CRD staff have provided educational resources around managing deer and stayed connected to key agricultural stakeholders through the implementation of the Regional Food and Agriculture Strategy. CRD staff have also worked closely with stakeholders on Mayne Island to manage the increasing populations of fallow deer and conducted a pilot study funded with support of the Provincial Urban Deer Cost-Share Program.

Some local governments have continued to work on deer management issues. Central Saanich, Esquimalt and Oak Bay conducted deer counts which revealed the population is increasing. Oak Bay, in collaboration with the Province and the Urban Wildlife Stewardship Society, applied immuno-contraceptive treatment (IC) to Oak Bay deer since the fall 2019. Until the Oak Bay pilot project concludes, the Province has indicated that no additional IC pilot projects will be approved.

CRD advocacy to the provincial government has resulted in public education information, minor policy changes, materials for population reduction and some funding. Since 2015, the CRD's role has been responsive, acting as a facilitator given staff experience with the RDMS and several deer management pilot studies. While minimal, the CRD could continue to provide this existing service level on an on-going basis.

Potential Areas for Future Action
Deer management needs to be sustained to be effective. Pilot projects and one-time requests will have only short term impacts on deer-human conflicts and results will be piece-meal if there is no coordination. See Appendix A for a summary of jurisdictional roles across the different deer management options.

Based on a review of the RDMS, staff have identified deer management options that could be completed under existing service mandates. Moving ahead with any of these options would result in an increase to service levels and associated costs:

1. Place primary emphasis on management options related to public education, deer-human conflict reduction and deer-vehicle collision mitigation.
2. Work collaboratively with interested municipalities to define and coordinate project work through clearly documented agreements as to the roles and responsibilities of municipal, regional and provincial staff, with project sign-off responsibilities identified.
3. Advocate for a stronger role for the Province and for more timely, consistent and comprehensive provincial assistance.

Taking a direct role on population reduction requires a new service mandate.

ALTERNATIVES

Alternative 1
The Planning and Protective Services Committee recommends to the Capital Regional District Board:
That through the 2022 service planning process, staff be directed to develop a scope of work for deer management options that can be delivered within existing service mandates and identify required service-level adjustments.

Alternative 2
The Planning and Protective Services Committee recommends to the Capital Regional District (CRD) Board:
That staff be directed to maintain existing service levels such as limited, periodic facilitation support and expertise.

Alternative 3
The Planning and Protective Services Committee recommends to the Capital Regional District (CRD) Board:
That staff be directed to canvas local government councils regarding which population reduction management options are supported within their community, and their interest in the CRD initiating a new deer management service, and report back.

IMPLICATIONS

Environmental Implications
Deer damage in parks and protected areas owned and/or managed by the CRD has been documented periodically over time, however, the long term environmental implications are unknown. Mill Hill was the focus of academic papers that examined the population and impacts observed within the park. Two impacts are reduced forest understory vegetation and reduced songbird populations, an early indicator of ecological health.

Intergovernmental Implications
Local governments have regulatory authorities that impact the tools the provincial government uses to manage wildlife populations, including control over firearms discharge bylaws, land parcel size, and density. The Province looks to local governments for direction on the deer management options that residents in individual communities will support.

Local First Nations, through their Douglas Treaty rights, actively seek out opportunities to hunt or acquire wild game in their traditional territory. In rural areas, there are direct relationships and agreements between private landowners and First Nations hunters. Partnerships in the urban context are more involved as the population reduction process is undertaken by a third party contractor. The complexity of the activity calls for a more formalized and orchestrated partnership with each respective Nation than is the case with individual hunters. Additional opportunities partnering with First Nations for population counts should be explored.

Should the CRD establish a new service related to population reduction, it will signal to the Province acceptance to deliver a service that is currently a provincial responsibility.

Social Implications
Public safety is often cited as a concern during the rut (November – December) and birthing season (April- May). During these times deer are more confrontational and reports of deer-human conflicts and conflicts with pets increase. Violent interactions with humans are extremely rare, however, reports of perceived threatening behavior are common. Residents report deer feces in their yards and an increased risk of spreading Lyme disease, however, the reported rate of Lyme disease in the Island Health Region has not changed.

Financial Implications
There is no funding in place for deer management services to continue on an ongoing basis. Activities to date were funded through supplemental budget approvals. Maintaining the status quo would not result in a permanent budget increase; however, may require one-time supplemental budget approvals depending on the nature of the work. Should staff be directed to increase service levels or consider establishing a new service, service level and budget implications would be identified through the service planning process. The cost to increase service levels could be roughly between $35,000 and $60,000. The cost to establish a new service is unknown at this time.

Economic Implications
A survey of farmers on the Peninsula in 2011 to quantify agricultural losses due to wildlife damage estimated the total annual losses of approximately $400,000 annually. In 2014, the Peninsula and Area Agriculture Commission surveyed farmers and estimated losses at $300,000 that year. ICBC no longer releases the number, frequency and cost of deer vehicle collisions, but states that the cost does not warrant a specific public education campaign. Between 2009 and 2014 about 300 deer vehicle collisions were reported each year, not including deer bike collisions.

Service Delivery Implications
Based on the summary of jurisdictional roles across deer management options provided in Appendix A, the following service activities would be considered when developing a proposal for deer management options within the current service mandate: permit coordination; public education; complaint/damage collection management; coordination of local government public works efforts; collection and aggregation of environmental damage assessment in local and regional parks, collection and aggregation of agricultural damage and farm permit coordination, liaising with First Nations Relations Division to support traditional food harvest; education and training for deer-bike collision mitigation and deer-vehicle collision mitigation; and, advocacy.

Alignment with Existing Plans & Strategies
Addressing the issues caused by deer-human conflict would align with a number of existing CRD plans and strategies:
1. Regional Parks Master Plan (i.e., loss of habitat and damage to threatened ecosystems such as Garry Oak Meadows);
2. Regional Food and Agriculture Strategy (Recommendation 5 to consider ongoing support for deer management activities); and
3. Regional Growth Strategy (RGS) (Objective 1.2 support agricultural land; and Policy 6.1.1 to implement the RGS in accordance with the principles set out in Objective 6.1).

CONCLUSION

Deer-human conflicts are varied across the region. After the completion of the pilot project evaluation in 2015, no municipalities requested an ongoing service. Since then municipalities continue to experience conflicts with varied municipal responses. The CRD could deliver deer management options that focus on a coordinated response to conflict reduction, public education and deer-vehicle collision mitigation within its existing service mandate. Undertaking any of this work would represent a service level increase that would be brought forward during the annual service planning process. The CRD would require a new service authority to undertake population reduction options.

RECOMMENDATION

The Planning and Protective Services Committee recommends to the Capital Regional District Board:
That through the 2022 service planning process, staff be directed to develop a scope of work for deer management options that can be delivered within existing service mandates and identify required service-level adjustments.

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

ATTACHMENT(S)

Appendix A: Jurisdictional Roles Across Deer Management Options

Appendix A: Jurisdictional Roles Across Deer Management Options

The table below uses a RACI matrix to summarize jurisdictional roles across deer management options recommended in the Regional Deer Management Strategy. The table shows the broad categories of activities which the CRD could undertake. The table also provides a high-level framework as to the roles and responsibilities of different agencies that could be used for project sign-off.

RACI Matrix	
Responsible	Agency that does the work (implementation)
Accountable	Agency that establishes regulatory framework for the work (authority)
Consulted	Agency with subject matter expertise that provides input
Informed	Agency that receives information about the work

p

	CRD	Municipalities	Not for Profits (NFP) / Public	Province
Public Education	**Accountable / Responsible** Prepare and disseminate information	**Informed** Receive information	**Informed** Receive information	**Consulted** Primary content expert
Advocacy	**Accountable** Prioritize management options and advocate to Province	**Consulted** Provide input on preferred management options	**Consulted** Provide input into options and prioritization processes	**Responsible** Develop response (i.e., policy, programs and funding)
Hazing and Scaring	**Responsible** Support education efforts; coordination	**Responsible – public land** Use hazing and scaring techniques for parks	**Responsible – private land** Use hazing and scaring techniques on private property	**Accountable** Regulation (permitting)
Bylaws: Firearms Discharge/Feeding / Fencing	**Responsible** Disseminate information; coordination	Accountable Regulation (update bylaws)	Responsible Apply management technique on private property	Consulted Primary content expert
Deer Vehicle and Bicycle Collision Mitigation	**Responsible** Advocate for greater programs and education	**Accountable – Local Roads** Develop and implement infrastructure / administrative management options	**Responsible** Support public education	**Accountable – Highways** Develop and implement infrastructure / administrative management options
Population Reduction (hunting)	**Responsible** Coordination, education, facilitation	**Responsible** Align bylaws to provincial framework (e.g., firearms discharge bylaw and parcel size allowance)	**Responsible** Responsible hunt deer	**Accountable** Regulatory framework for wildlife management
Population Reduction (Immuno-contraception)	**N/A**	**Consulted** Provide input that represents the public interest	**Responsible** Pilot project implementation	**Accountable** Regulatory framework for wildlife management
Population Reduction (capture and euthanize)	**Unknown** No clear role / responsibility for administering a capture and euthanize program	**Unknown** No clear role / responsibility for administering a capture and euthanize program	**Informed** Receive information about management option	**Accountable** Regulatory framework for wildlife management

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REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 27, 2021

SUBJECT **CRD Regional Trails Visitor Use Survey – 2019**

ISSUE SUMMARY

To provide information on the outcomes of the Capital Regional District (CRD) Regional Trails Visitor Use Survey – 2019.

BACKGROUND

Regional Parks has developed an in-house social science survey program to document public opinion about the regional parks and trails system. This program involves conducting a resident survey every five years, in conjunction with canvassing seven to eight regional parks and trails yearly through a visitor use survey. These two levels of information gathering – at a regional and local scale – allow Regional Parks staff to gather up-to-date information on visitor use, monitor public opinion and determine how local trends relate to the broader patterns concerning the region.

The first resident survey under this program was conducted in 2017 and the results were submitted to the Regional Parks Committee at its meeting of February 21, 2018. This was followed by presenting visitor use surveys conducted in 10 regional parks in 2018 and 2019 to the Regional Parks Committee at its meeting of February 26, 2020. Because of the differences between use patterns of visitors to the regional parks versus the regional trails, a separate report was presented about the regional trail visitor use survey conducted on the E&N Rail Trail – Humpback Connector, Galloping Goose and Lochside regional trails in 2019.

There were 854 questionnaires filled out by regional trails visitors in 2019: 227 for the E&N Rail Trail-Humpback Connector, 378 for the Galloping Goose Regional Trail and 249 for the Lochside Regional Trail. Data collection was performed on randomly selected days and times at 11 sites along the regional trails for a total of 236 hours of surveying. This methodology was chosen to maximize the diversity of respondents to the survey. The survey report documents the input received from participants (Appendix A).

IMPLICATIONS

Social Implications

The visitor use surveys offer a point-in-time snapshot of visitor use patterns. Only the views of people visiting the regional trails at the time of the survey who were willing to participate are represented in this report. The data obtained are not statistically representative and cannot be generalized to a broader population, hence the need to consider the results of the survey cautiously.

For all three trails, the general satisfaction rating was high for overall experience and outdoor recreation (80% or higher). Respondents described the regional trails as one of the most important aspects of the region and recognized the positive impacts these corridors had on their

life, including improving their physical and emotional well-being, and fostering environmental values and appreciation for nature. Respondents expressed the desire for more recreation and active transportation connectivity in the CRD.

The survey results provide valuable visitor demographics. Of note, the majority of visitors lived in the region, with most of them living in Saanich, Victoria and Langford for the Galloping Goose Regional Trail; in Saanich and Victoria for the Lochside Regional Trail; and Victoria and View Royal for the E&N Rail Trail-Humpback Connector. Respondents to the survey tended to have an older age distribution in all three regional trails (45-65+). These results parallel the 2013 Regional Trails Survey results.

Respondents used the Galloping Goose and Lochside regional trails mostly for commuting, while the E&N Rail Trail-Humpback Connector for fitness reasons. Respondents mainly biked on the three trails, followed by walking and running. Like the 2013 Regional Trails Survey, respondents used the three trails year-round for less than one hour to up to two hours each visit. Respondents stated that increased connectivity between regional trails and municipal trail networks encouraged them to access all three trails more frequently in the past five years, as travelling through the downtown core was perceived to be safer on the trails.

Service Delivery Implications

The information gathered by the visitor use surveys, combined with the visitation data, can help inform regional trails service delivery. For example, the visitors surveyed expressed the following concerns about all three trails: increase in traffic and speeding, lack of separation between trail users, poor trail etiquette, presence of motorized vehicles, unsafe road crossings, limited signage and lighting, illegal activity and limited facilities. Respondents suggested addressing those issues by expanding the regional trails network, improving regional connectivity, widening or twinning the trails, strengthening trail etiquette, establishing and enforcing a speed limit, improving dog management, improving road crossings, providing additional lighting, facilities and signage. The survey data offers a better understanding of the visitor use pressures regional trails are undergoing in relation to demand for services and offers direction for the future management of these trails network.

Financial Implications

Consistent with the trail counts, which show an increase in visitation from 3 million visits in 2015 to 3.8 million in 2019 (+21%), the majority of respondents stated they increased their use of all three trails over that period, highlighting the important role these active transportation and recreation routes are playing and will play in the future for climate change mitigation in the CRD. As use continues to grow, increased pressures on the trails infrastructure is expected to rise, as well as demand for services. Addressing the concerns expressed by visitors will require additional service delivery.

Alignment with Board & Corporate Priorities

The survey program supports the 2019-2022 CRD Corporate Plan Board Priority 6a-1 by providing a better understanding of parks user groups and demands on park infrastructure.

Alignment with Existing Plans & Strategies

The program aligns with the Regional Parks Strategic Plan 2012-2021 strategic priorities of undertaking resident and visitor use surveys to strengthen community involvement and partnerships.

CONCLUSION

The Regional Parks Strategic Plan 2012-2021 identified conducting visitor use surveys as a strategic action to strengthen community involvement and partnership. The 2019 CRD Regional Trails Visitor Use Survey summarizes key responses provided by respondents regarding their use of, and experiences on, the regional trails. The survey results will help guide staff in planning for the future management of the regional trails and identify emerging visitor use trends, as well as provide a baseline for subsequent surveys.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:

That this report be received for information.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Steve May, P.Eng., Acting General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: CRD Regional Trails Visitor Use Survey – 2019

CRD Regional Trails Visitor Use Survey – 2019

Regional Parks

Capital Regional District | January 2021



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Prepared by:

Capital Regional District, Regional Parks Office

Executive Summary

The Capital Regional District (CRD) has developed a broad survey program aimed at documenting public opinion regarding regional parks and trails. The survey program supports the 2019-2022 CRD Corporate Plan Board Priority 6a-1 by providing a better understanding of park user groups and demands on park infrastructure. The program aligns with the 2012-2021 Regional Parks Strategic Plan strategic priorities of performing resident and visitor use surveys to strengthen community involvement and partnerships.

Visitor use surveys enable CRD Regional Parks staff to understand what is happening on individual regional trails and identify emerging visitor use trends. The visitor use surveys offer a point-in-time snapshot of visitor use patterns. This document summarizes the results of the visitor use surveys conducted in the summer of 2019 at the following regional trails:

- Galloping Goose Regional Trail
- Lochside Regional Trail
- E&N Rail Trail-Humpback Connector

This report provides a summary of park user values, characteristics, use patterns, level of satisfaction, sightings of carnivores, and opinions about regional trails management. It also offers qualitative insights provided by respondents in regard to their use of, and experiences in, the regional trails surveyed.

SURVEY METHODOLOGY

A survey with a standardized set of questions was administered to visitors of the three regional trails canvassed in 2019. Data collection was performed on randomly selected days and times at key locations along the regional trails. Data collection took place from May 27, 2019 to September 15, 2019 on weekdays and weekends. This methodology was chosen to maximize the diversity of respondents for the survey because it allows engagement with people using the trails on different days and at different times. A detailed description of the methodology used is provided in Appendix 1.

This report represents the views of those who visited the regional trails listed and who were willing to participate in the survey. People not visiting the regional trails system are not represented in this data sample. Due to the methodology used to conduct this survey, the data obtained are not statistically representative and cannot be generalized to a broader population, hence the need to consider the results cautiously.

SUMMARY REPORT RESULTS

There were 854 questionnaires completed by trail visitors in 2019:

- Galloping Goose Regional Trail: 378 surveys
- Lochside Regional Trail: 249 surveys
- E&N Rail Trail-Humpback Connector: 227 surveys

- Socio-demographics: Respondents to the survey tended to be in an older age distribution (45 to 65+) in all three regional trails. Respondents to the survey tended to live in Saanich, Victoria and Langford for the Galloping Goose Regional Trail; in Saanich and Victoria for the Lochside Regional Trail; and Victoria and View Royal for the E&N Rail Trail-Humpback Connector.
- Reasons for use: Respondents used the Galloping Goose and Lochside regional trails mostly for commuting, and the E&N Rail Trail-Humpback Connector for fitness. Respondents mainly biked on the three trails, followed by walking and running.

Value of regional parks and trails system: Nearly all respondents agreed that the regional parks and trails system is of value for its own sake, offers a sense of peace and well-being, and needs to be protected for future generations. The majority of respondents also agreed that the primary purpose of the regional parks and trails system is for both outdoor recreation and environment/species protection, that outdoor recreation opportunities should be maximized, and some areas should be set aside for conservation purposes. About half of the respondents agreed that the regional parks and trails system generates regional financial benefits and jobs, and that outdoor recreation should not be allowed if it negatively affects natural environments and species. A five-point scale ranging from "strongly agree" to "strongly disagree" was used to measure respondents' value orientations toward regional parks and trails. Few respondents agreed that visitors should be limited in the regional parks and trails system for conservation purposes; that parks and trails have no value without people; and that outdoor recreation is more important than environment/species.

- Use patterns: The most common time spent on the three trails ranged from less than one hour to up to two hours per visit. Respondents were mostly frequent users, using the three trails year-round. Half or more of respondents used their experience and/or knowledge to navigate the three trails. The majority of respondents had increased their use of all three trails over the past five years. Changes in use were due to the construction on the Galloping Goose Regional Trail, the lack of pavement in some sections of the Lochside Regional Trail, and the recent completion of the E&N Rail Trail-Humpback Connector. Respondents also specified that proximity to home or work was the most influential factor in determining use frequency and which regional trail they accessed, followed by improved fitness, which resulted in respondents' ability to access regional trails more frequently and for longer durations, having acquired an e-bike (which allowed for faster commuting), and commitment toward active transportation. Users of all three trails stated that increased connectivity between regional trails and municipal trail networks in the past five years encouraged them to access all three trails more frequently, as travelling through the downtown core was perceived to be safer on the trails.
- Dogs: Most respondents did not own a dog. Those who did had one to two dogs. Most respondents expressed a neutral opinion when asked if dogs affected their experiences on the trails. The most observed dog-related behaviour by respondents was dog owners not collecting their dog's waste on the trails, followed by dogs on the wrong side of the trails. Many respondents noted that the majority of dog owners have their dog on-leash, per the regional trail regulations.

- **Carnivores:** The majority of respondents had not observed carnivores on the regional trails, were aware of what causes human-carnivores conflicts and had not prepared for a possible encounter with such species.
- **Satisfaction:** Most respondents were satisfied with experiences, safety, outdoor recreation, and other visitors' use of the trails. For facilities, about half of respondents were satisfied with the benches, drinking water fountains and garbage cans provided. Less satisfaction was expressed with parking lots and toilets for all trails. For services, satisfaction with maintenance scored the highest for all three trails, and enforcement of bylaws and education/park nature program the lowest. Regarding information about trails, about half or more respondents were satisfied with signs, maps and the regional trails content on the CRD website.
- **Management:** For the Galloping Goose Regional Trail, the main perceived impacts were dog waste and garbage/litter. For the Lochside Regional Trail, the main perceived impacts were horse manure and lack of facilities. For the E&N Rail-Trail Humpback Connector, the main perceived impacts were lack of facilities and dog waste. When specifically asked about what issue they experienced on the trails, respondents pointed out for all three trails: traffic and speed, lack of separation between trail users, poor trail etiquette, e-bikes and other motorized transportation methods, dog-user conflicts, unsafe road crossings, lack of signage and lighting, illegal activity and limited facilities. Respondents offered the following suggestions to address those issues: expanding the regional trails network, improving regional connectivity, widening the trails or twinning the trails, strengthen trail use etiquette, establishment and enforcement of a speed limit, improve dog management, improve road crossings, provide additional lighting, facilities and signage, and develop a mobile app of the CRD Bike Map.
- **Communication:** Respondents used mostly Google, word-of-mouth from family and friends, and the CRD website to get information about the three regional trails.
- **Additional Comments:** Respondents described the regional trails as one of the most important aspects of the region in regards to the impact these corridors had on their life, including physical and emotional well-being, improved accessibility and the fostering of environmental values and appreciation of nature. Respondents expressed the desire for more recreation and active transportation opportunities in the CRD.

The results reported above parallel the 2013 Regional Trails Survey results, showing consistency in user patterns and trends, and reaffirming visitor experiences in, and service demand for, the three regional trails.

Summary of Survey Responses

Section 1: Demographics

QUESTION: IN WHICH AGE CATEGORY DO YOU FALL?

Respondents to the survey tended to have an older age distribution in all three regional trails (Figure 1). This result is especially evident for the Lochside Regional Trail, where 37% of respondents were over 65 years of age.

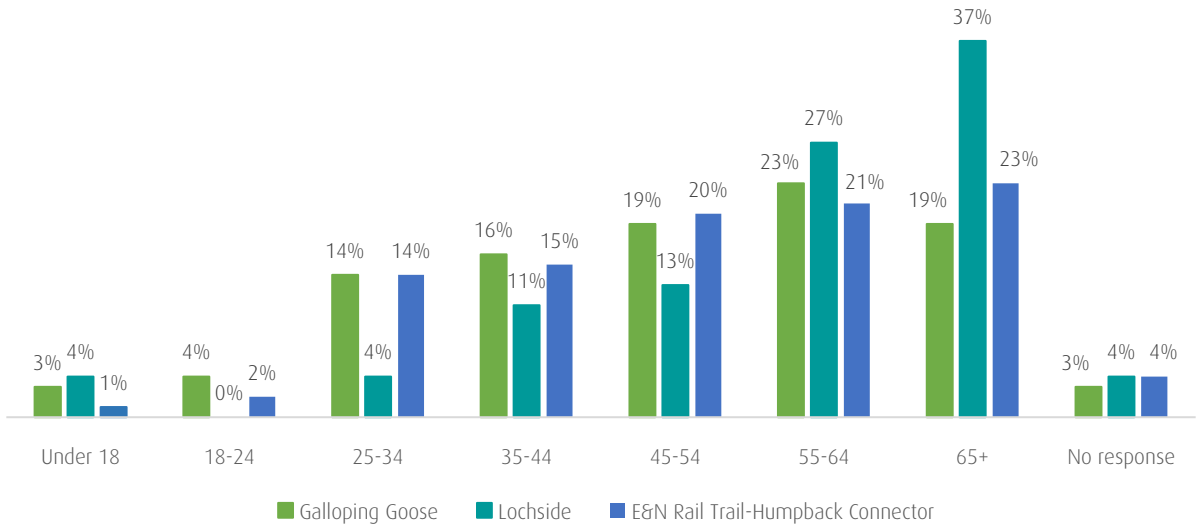


Figure 1: Age distribution of those who took the survey

QUESTION: WHERE DO YOU LIVE?

Respondents to the survey tended to live in varied locations based on the regional trails they were using (Table 1):

- Galloping Goose Regional Trail: Saanich, Victoria and Langford
- Lochside Regional Trail: Saanich and Victoria
- E&N Rail Trail-Humpback Connector: Victoria and View Royal.

Table 1: Residency of those who took the survey

Municipality of Residence	Galloping Goose Regional Trail	Lochside Regional Trail	E&N Rail Trail-Humpback Connector
Central Saanich	3%	7%	1%
Colwood	4%	1%	3%
Esquimalt	4%	2%	12%
Highlands	1%	0%	0%
Juan de Fuca Electoral Area	1%	0%	0%
Langford	12%	1%	12%
Metchosin	2%	0%	1%
North Saanich	1%	1%	1%
Oak Bay	4%	3%	4%
Saanich	24%	50%	9%
Sidney	3%	0%	0%
Sooke	5%	0%	1%
Victoria	17%	15%	27%
View Royal	7%	1%	22%
Other	11%	12%	3%

Section 2: Trail Values

QUESTION: WHAT IS YOUR MAIN REASON FOR USING THIS TRAIL?

Respondents to the survey used the Galloping Goose and Lochside regional trails mostly for commuting, and the E&N Rail Trail-Humpback Connector for fitness (Figure 2).

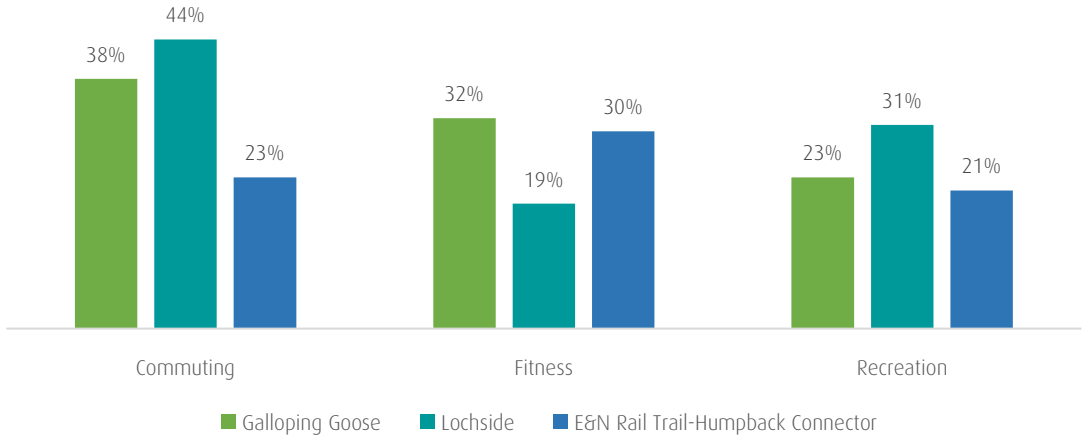


Figure 2: Percentage breakdown of respondents' reasons to use the regional trails

QUESTION: WHAT IS THE PRIMARY ACTIVITY YOU ARE DOING ON THIS TRAIL TODAY?

Respondents mainly biked on the three trails, followed by walking (Figure 3).

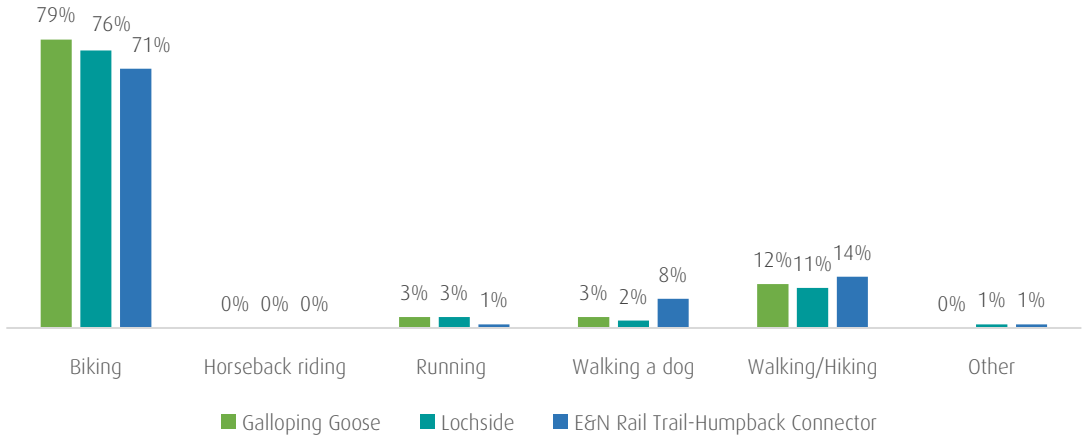


Figure 3: Percentage breakdown of respondents' primary activity on the regional trails

QUESTION: TO WHAT EXTENT DO YOU AGREE OR DISAGREE WITH EACH OF THE FOLLOWING VALUE STATEMENTS FOR THE REGIONAL PARKS AND TRAILS SYSTEM?

A value orientation scale was developed for the regional parks and trails system. Nearly all respondents agreed that the regional parks and trails system is of value for its own sake, offers a sense of peace and well-being, and needs to be protected for future generations (Figure 4). The majority of respondents also agreed that the primary purpose of the regional parks and trails system is both outdoor recreation and environment and/or species protection. Additionally, they agreed that outdoor recreation opportunities should be maximized in some areas, and some areas should be set aside for conservation purposes. About half of the respondents agreed that the regional parks and trails system generates regional financial benefits and jobs, and that outdoor recreation should not be allowed if it negatively affects natural environments and species. A five-point scale ranging from "strongly agree" to "strongly disagree" was used to measure respondents' value orientations toward regional parks and trails. Few respondents agreed that visitors should be limited in the regional parks and trails system for conservation purposes; that parks and trails have no value without people; and that outdoor recreation is more important than environment/species.

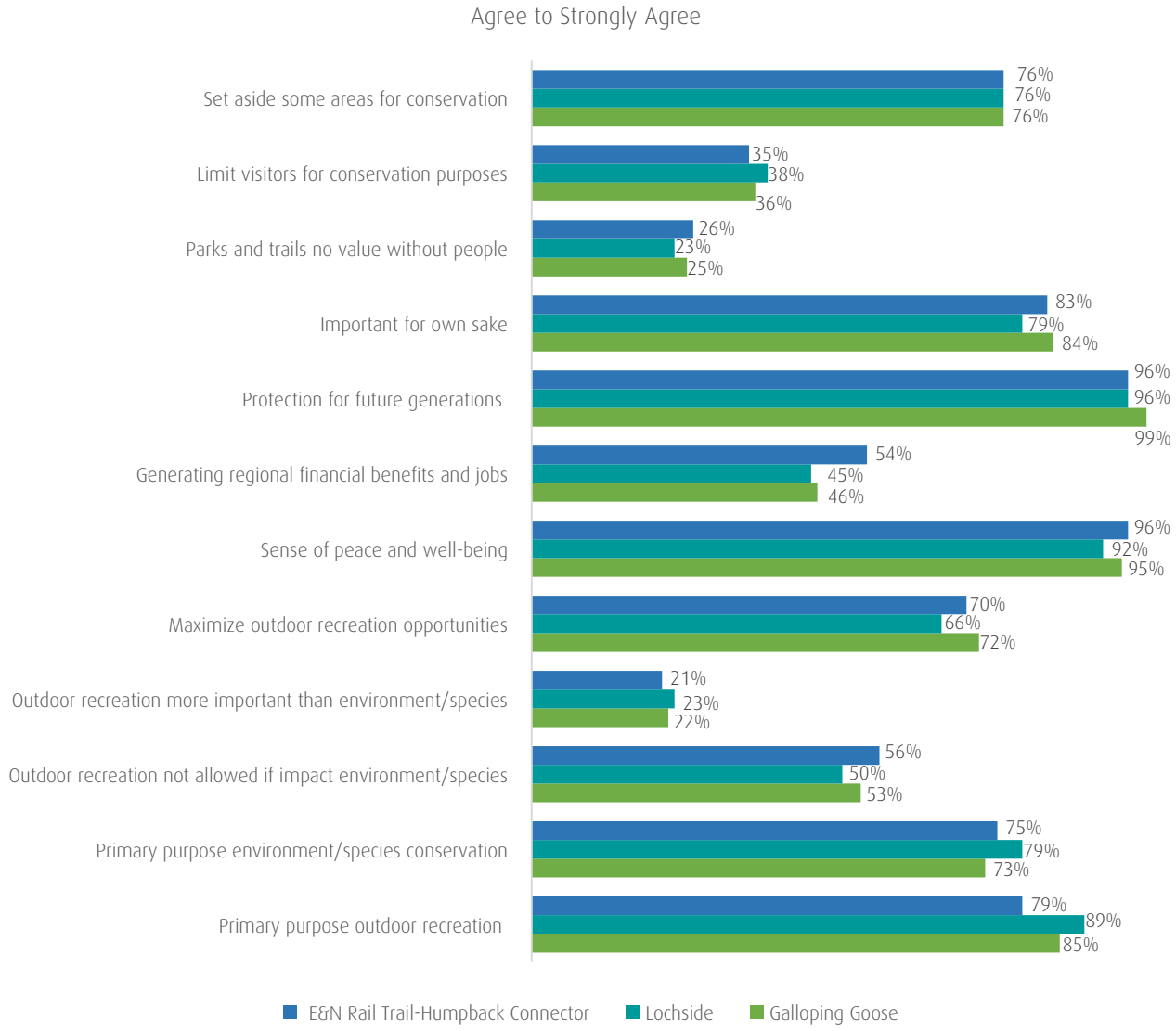


Figure 4: Percentage breakdown of respondents' value orientation toward regional parks and trails

Section 3: Visitation Trends

QUESTION: APPROXIMATELY HOW LONG WILL YOU BE ON THIS TRAIL?

Respondents to the survey used the three regional trails mostly for less than 1 hour to 1-2 hours per visit (Figure 5). Users spent less time on the E&N Rail Trail-Humpback Connector, a pattern most likely related with the length and location of the trail.

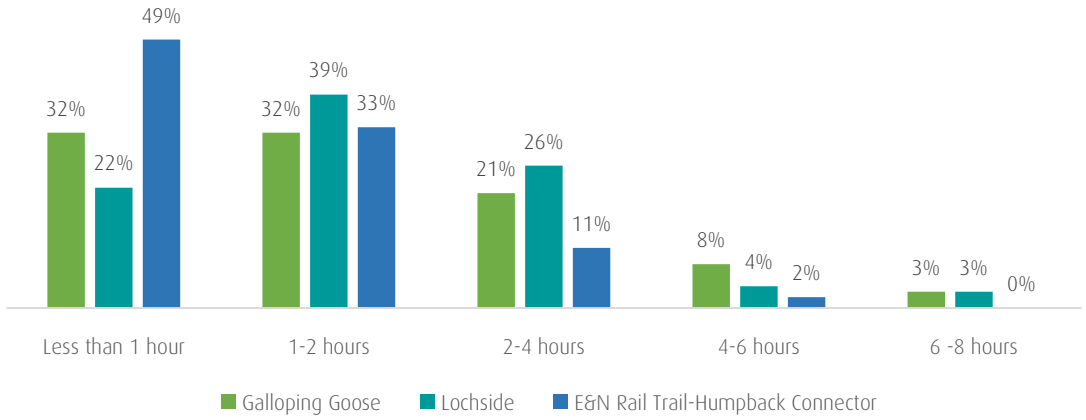


Figure 5: Percentage breakdown of respondents' time spent on the regional trails per visit

QUESTION: APPROXIMATELY HOW OFTEN DO YOU USE THIS TRAIL BETWEEN OCTOBER-APRIL?

Most respondents used the regional trails more than 10 times between October and April (Figure 6).

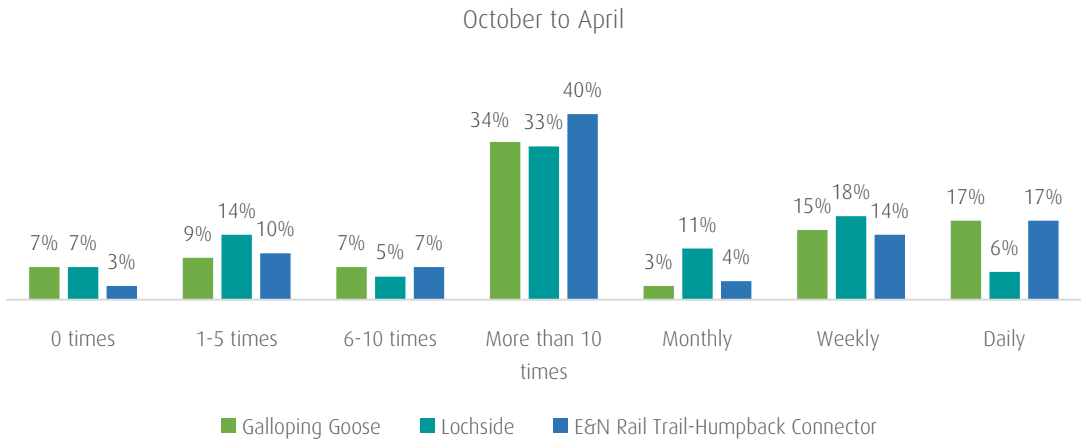


Figure 6: Percentage breakdown of respondents' frequency of use of the regional trails between October and April

QUESTION: APPROXIMATELY HOW OFTEN DO YOU USE THIS TRAIL BETWEEN MAY-SEPTEMBER?

Most respondents used the regional trails more than 10 times between May and September (Figure 7).

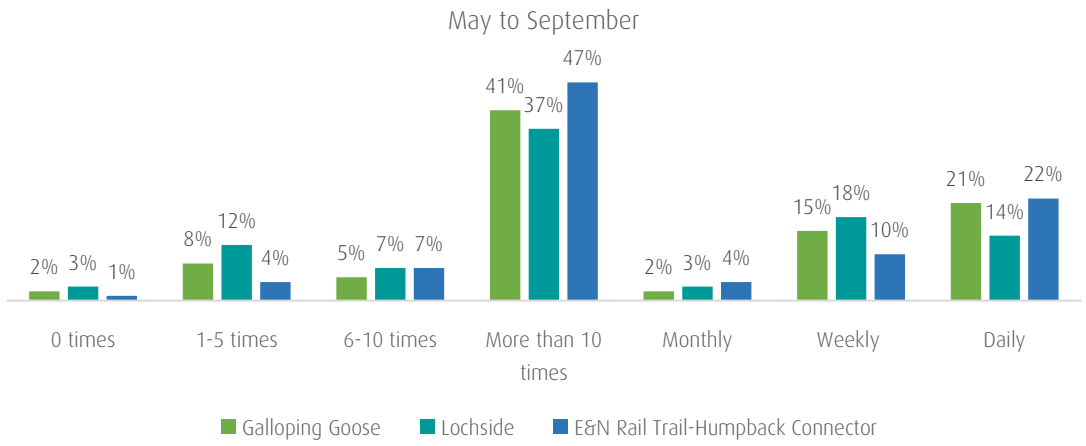


Figure 7: Percentage breakdown of respondents' frequency of use of the regional trails from May to September

QUESTION: HAVE YOU CHANGED HOW OFTEN YOU USE THE REGIONAL TRAILS OVER THE PAST 5 YEARS?

Most respondents stated they have increased their use of the three regional trails over the past five years (Figure 8).

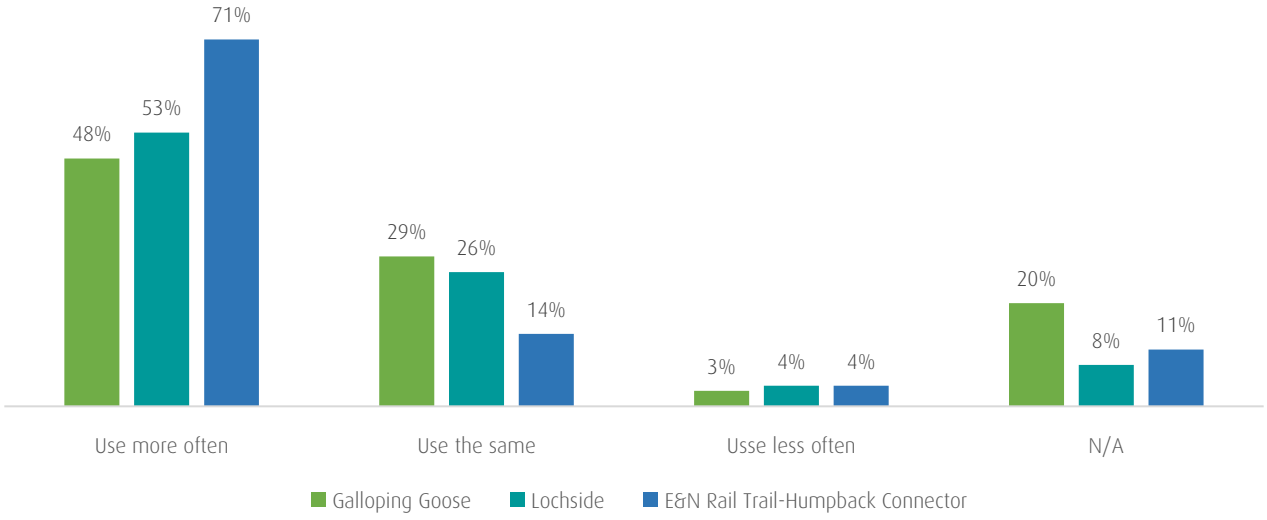


Figure 8: Percentage breakdown of respondents change in use frequency of the regional trails over the past five years

QUESTION: WHY HAVE YOU CHANGED HOW OFTEN YOU USE THE REGIONAL TRAILS?

Respondents specified that proximity to home or work was the most influential factor in determining use frequency and which regional trails they accessed. The second most influential factor was improved fitness, which resulted in increases in the respondent's ability to access regional trails more frequently and for longer durations. Third, some respondents indicated that having acquired an e-bike allowed for faster commuting. Lastly, respondents indicated a conscious commitment toward active transportation, motivating their increased use of the regional trails. Users of all three trails stated that increased connectivity between regional trails and municipal trail networks in the past five years encouraged them to access all three trails more frequently, as travelling through the downtown core was perceived to be safer on the trails. Specific comments on use patterns for each of the three trails are listed below.

- Galloping Goose Regional Trail users stated that the highway construction had dissuaded them to access this trail and, when possible, they preferred using the E&N Rail Trail-Humpback Connector to access the Western Communities. Some users felt that the Galloping Goose Regional Trail was too close to the highway and consequently less scenic and/or relaxing than the E&N Rail Trail-Humpback Connector.
- Lochside Regional Trail users pointed out that the lack of paving on some sections of this trail dissuaded some participants from using it for commuting. However, most users still preferred the Lochside Regional Trail over cycling along Highway 17, due to safety concerns.
- E&N Rail Trail-Humpback Connector users stated that the recent completion of some sections of the trail increased accessibility and convenience for users who previously did not access regional trails or who previously used the Galloping Goose Regional Trail to access the Western Communities. Users describe the E&N Rail Trail-Humpback Connector as more scenic, more direct and in better condition than the Galloping Goose Regional Trail.

Section 4: Trails Navigation

QUESTION: ONCE ON THE TRAIL, WHAT DO YOU USE TO NAVIGATE THE TRAIL?

Half or more respondents used their experience/knowledge to navigate the three trails (Figure 9).

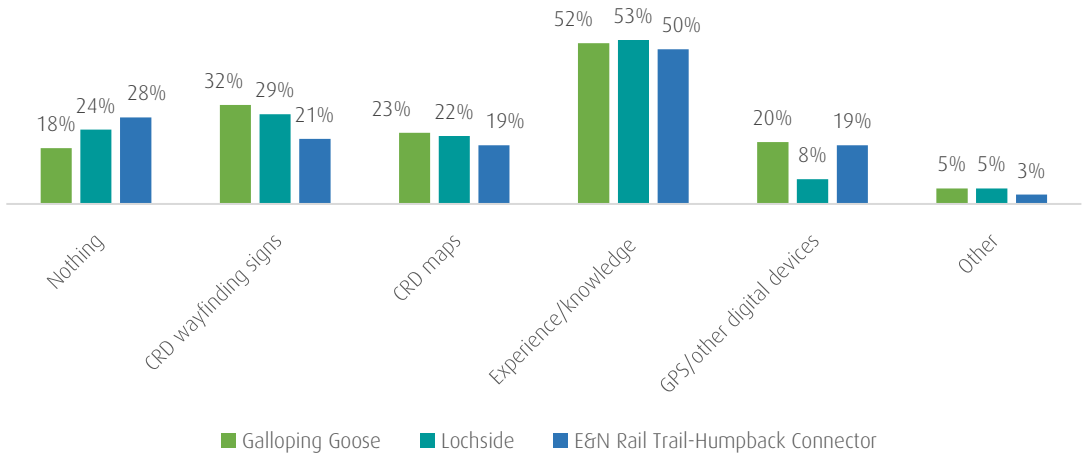


Figure 9: Percentage breakdown of the tools used to navigate the regional trails

Section 5: Dogs

QUESTION: ARE YOU VISITING THIS TRAIL WITH A DOG TODAY?

Most respondents did not own a dog. Those who did own a dog, had one to two dogs (Figure 10).

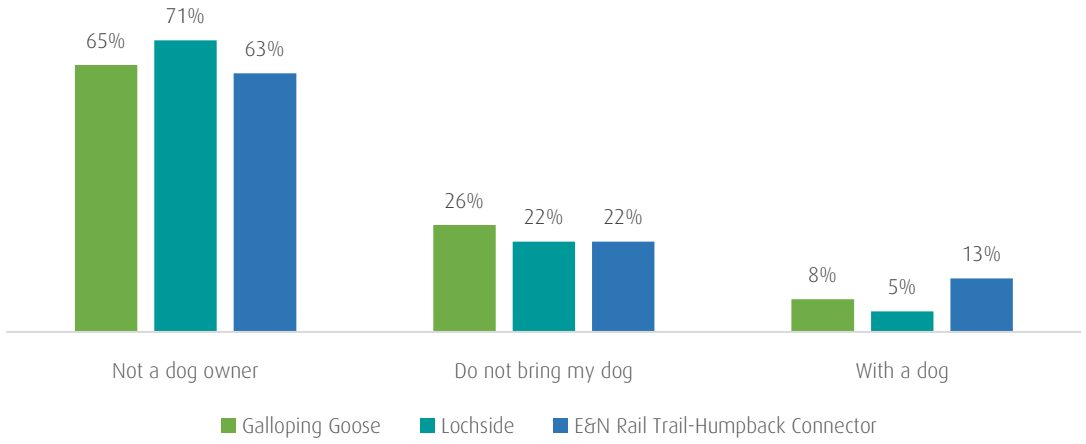


Figure 10: Percentage breakdown of respondents with and without dogs on the regional trails

QUESTION: IS YOUR EXPERIENCE AFFECTED BY THE PRESENCE OF DOGS ON THE TRAIL?

Most respondents expressed a neutral opinion when asked if dogs affected their experiences on the trails (Figure 11).

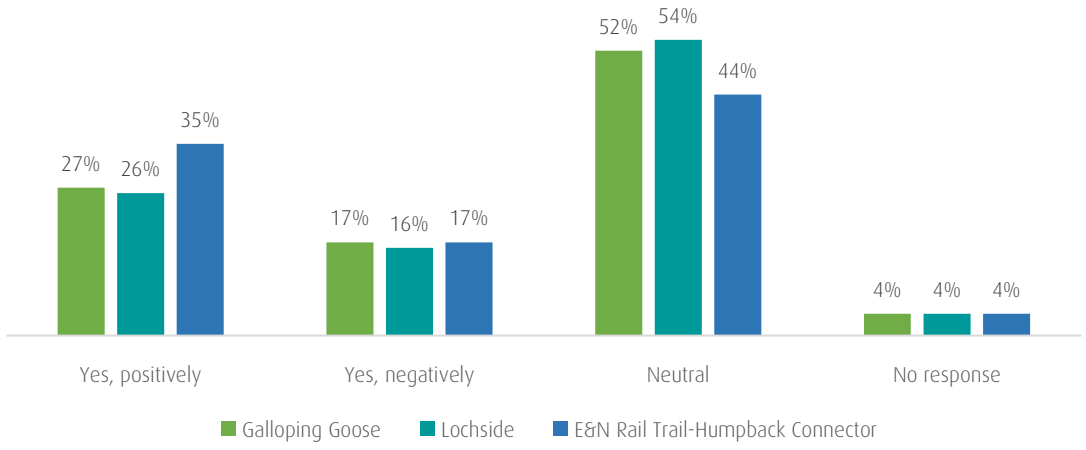


Figure 11: Percentage breakdown of respondents experience with dogs on the trails

QUESTION: HAVE YOU OBSERVED ANY OF THE FOLLOWING DOG-RELATED BEHAVIOURS ON THIS TRAIL?

Most respondents observed dog owners not collecting their dog's waste on the trails, followed by dogs on the wrong side of the regional trails (Figure 12).

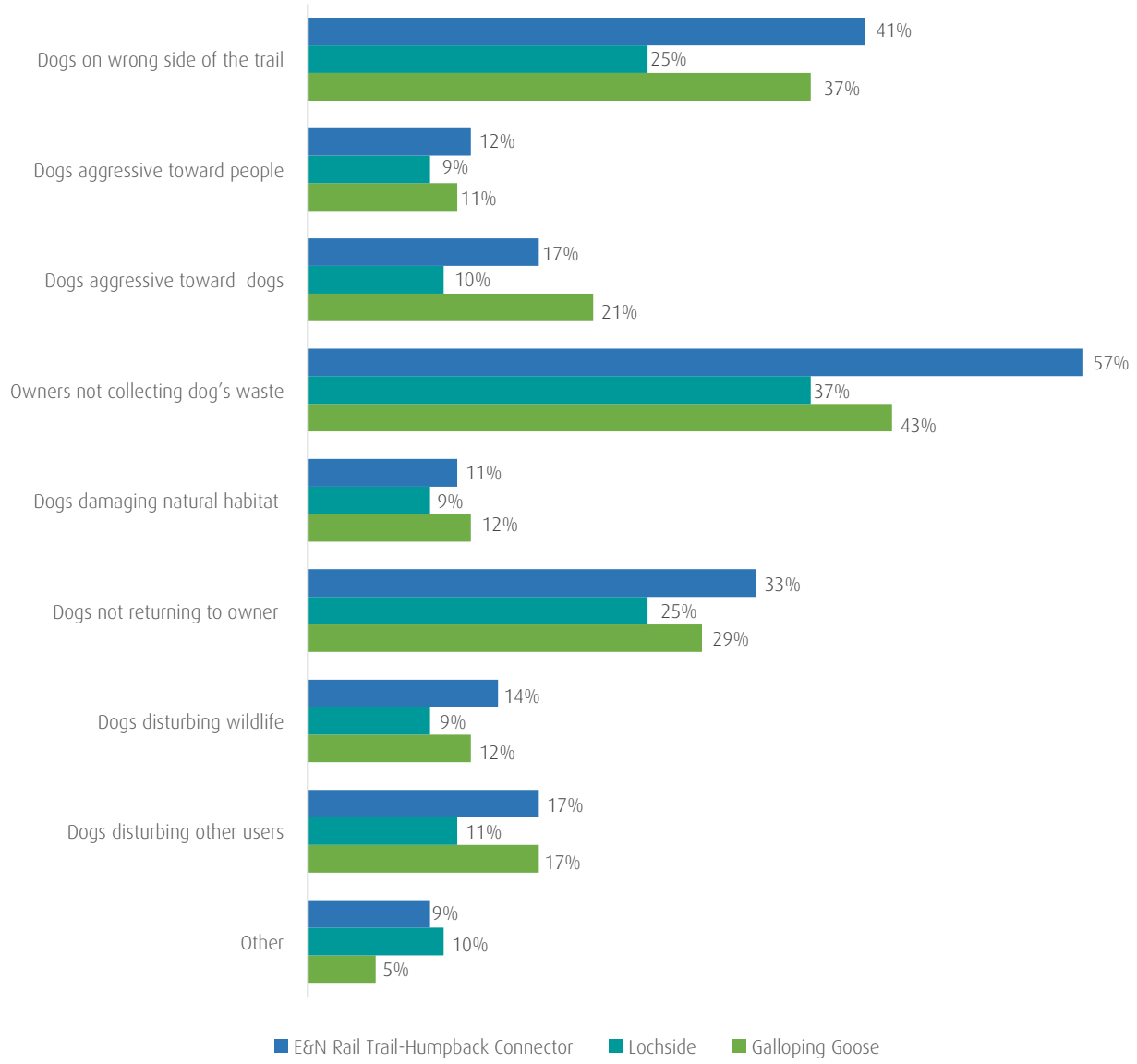


Figure 12: Percentage breakdown of respondents' observations about dog-related behaviours on the trails

Section 6: Carnivores

QUESTION: HAVE YOU EVER SEEN A COUGAR, BEAR AND/OR WOLF ON THIS REGIONAL TRAIL?

The majority of respondents had not observed cougars, bears and/or wolves on the regional trails (Figure 13).

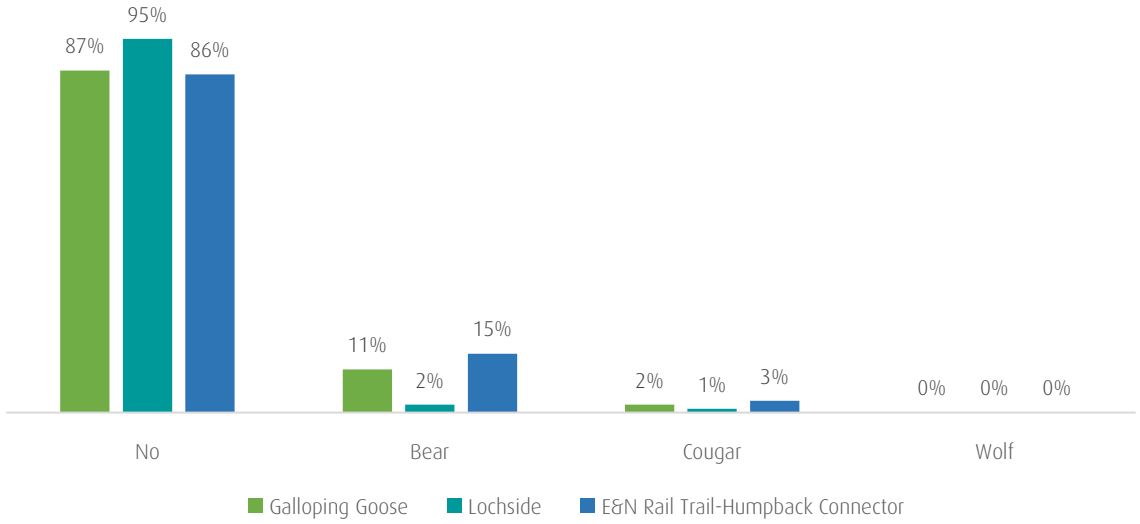


Figure 13: Percentage breakdown of respondents sighting of carnivores on the trails

QUESTION: WHAT ARE THE ACTIVITIES YOU THINK CAN CAUSE HUMAN-WILDLIFE CONFLICT ON THIS REGIONAL TRAIL?

Respondents were aware of most of the activities causing human-carnivore conflicts (Figure 14).

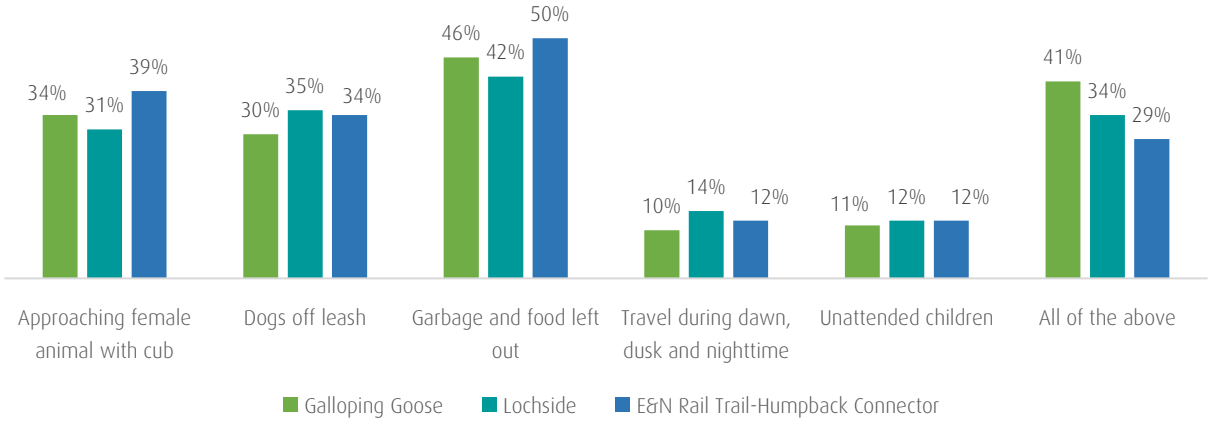


Figure 14: Percentage breakdown of respondents' perceptions of what causes human-carnivore conflicts

QUESTION: WHAT HAVE YOU DONE TO PREPARE FOR POSSIBLY ENCOUNTERING COUGARS, BEARS AND WOLVES?

Most respondents did not prepare for the possibility of encountering cougars, bears and/or wolves on the regional trails (Figure 15).

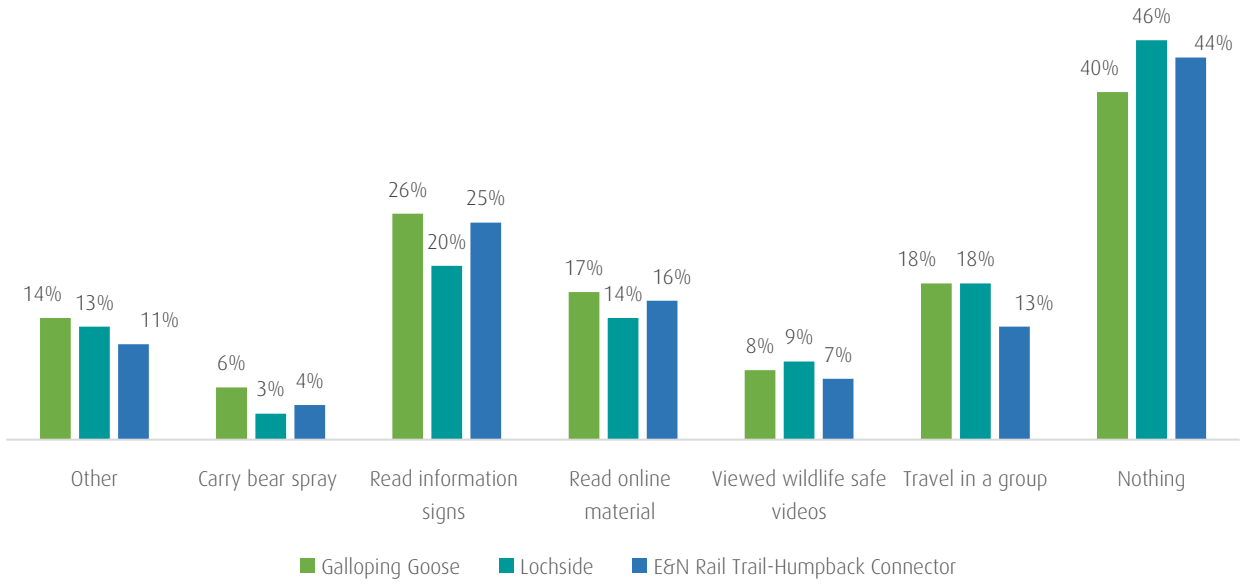


Figure 15: Percentage breakdown of respondents' preparedness to encounter carnivores on the regional trails

Section 7: Visitor Satisfaction

QUESTION: OVERALL, HOW SATISFIED ARE YOU WITH THE TRAIL?

The majority of respondents were very to completely satisfied with their experience, safety while using the regional trails, outdoor recreation opportunities, and how other visitors used the three regional trails (Figure 16).

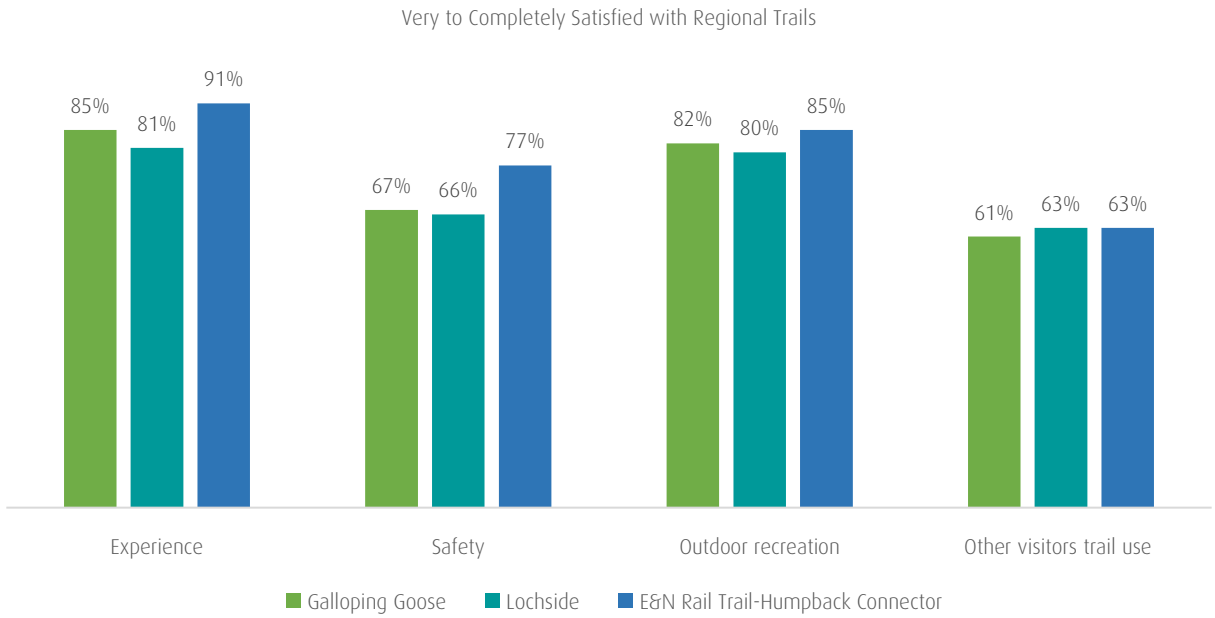


Figure 16: Percentage breakdown of respondents' satisfaction with the regional trails

QUESTION: OVERALL, HOW SATISFIED ARE YOU WITH TRAIL FACILITIES?

Respondents' satisfaction varied when asked about facilities, with toilets scoring the lowest on all three regional trails (Figure 17).

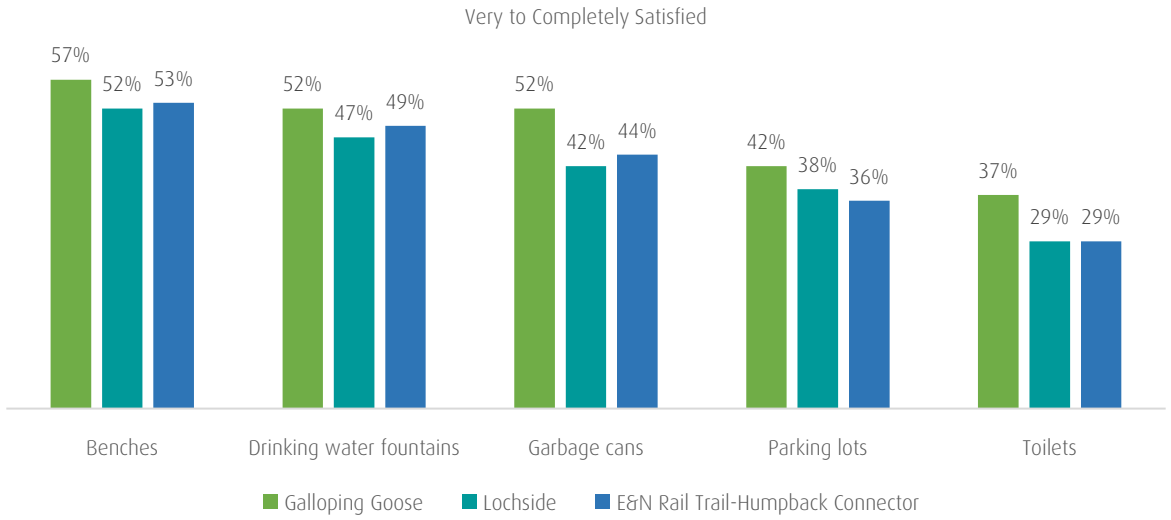


Figure 17: Percentage breakdown of respondents' satisfaction in regard to facilities on the regional trails

QUESTION: OVERALL, HOW SATISFIED ARE YOU WITH THE SERVICES OFFERED ON THE TRAIL?

Respondents' satisfaction varied when asked about services, with overall maintenance scoring the highest in all three regional trails, and enforcement of bylaws and education/park nature program the lowest (Figure 18).

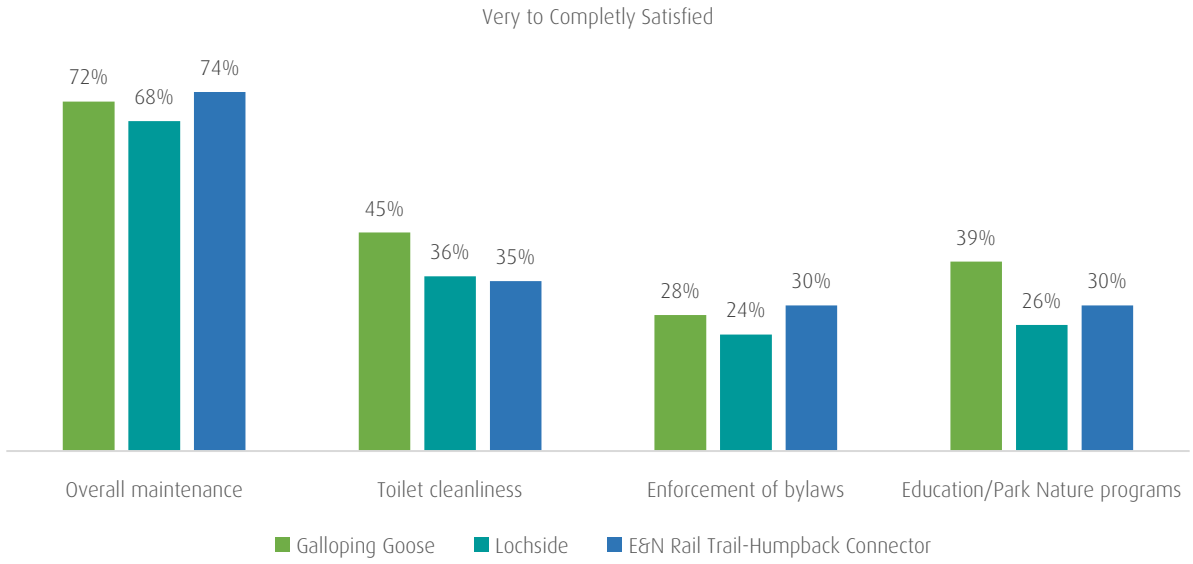


Figure 18: Percentage breakdown of respondents' satisfaction in regard to services offered on the regional trails

QUESTION: OVERALL, HOW SATISFIED ARE YOU WITH THE INFORMATION OFFERED ON THE TRAIL?

Around half of the respondents were very to completely satisfied with the information offered on all three regional trails (Figure 19).

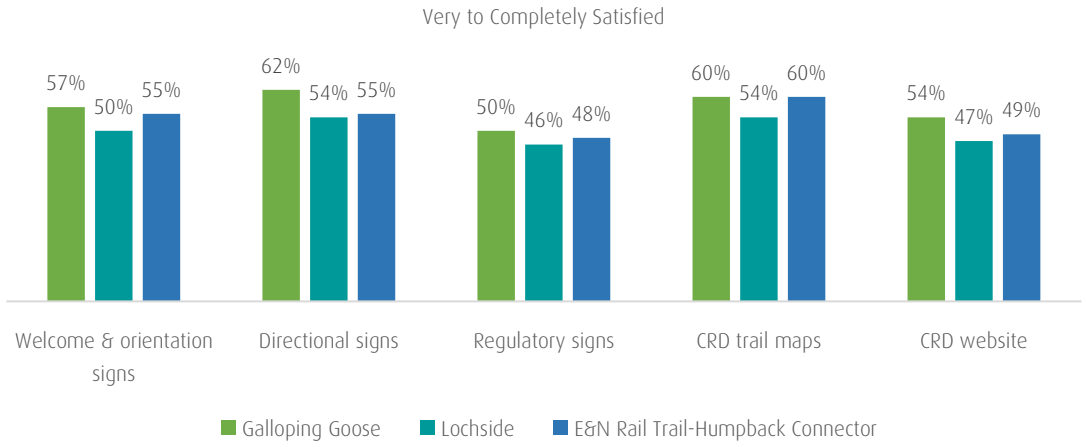


Figure 19: Percentage breakdown of respondents' satisfaction in regard to information offered on the regional trails

Section 8: Trails Management

QUESTION: WERE YOU NEGATIVELY IMPACTED BY ANY OF THE FOLLOWING EVENTS ON THE TRAIL?

Respondents were impacted by different events on the regional trails (Figure 20). For the Galloping Goose Regional Trail, the main perceived impacts were dog waste and garbage/litter. For the Lochside Regional Trail, the main perceived impacts were horse manure and lack of facilities. For the E&N Rail-Trail Humpback Connector, the main perceived impacts were lack of facilities and dog waste. Many respondents pointed out that the majority of dog owners had their dog on-leash as per the regional trails regulation.

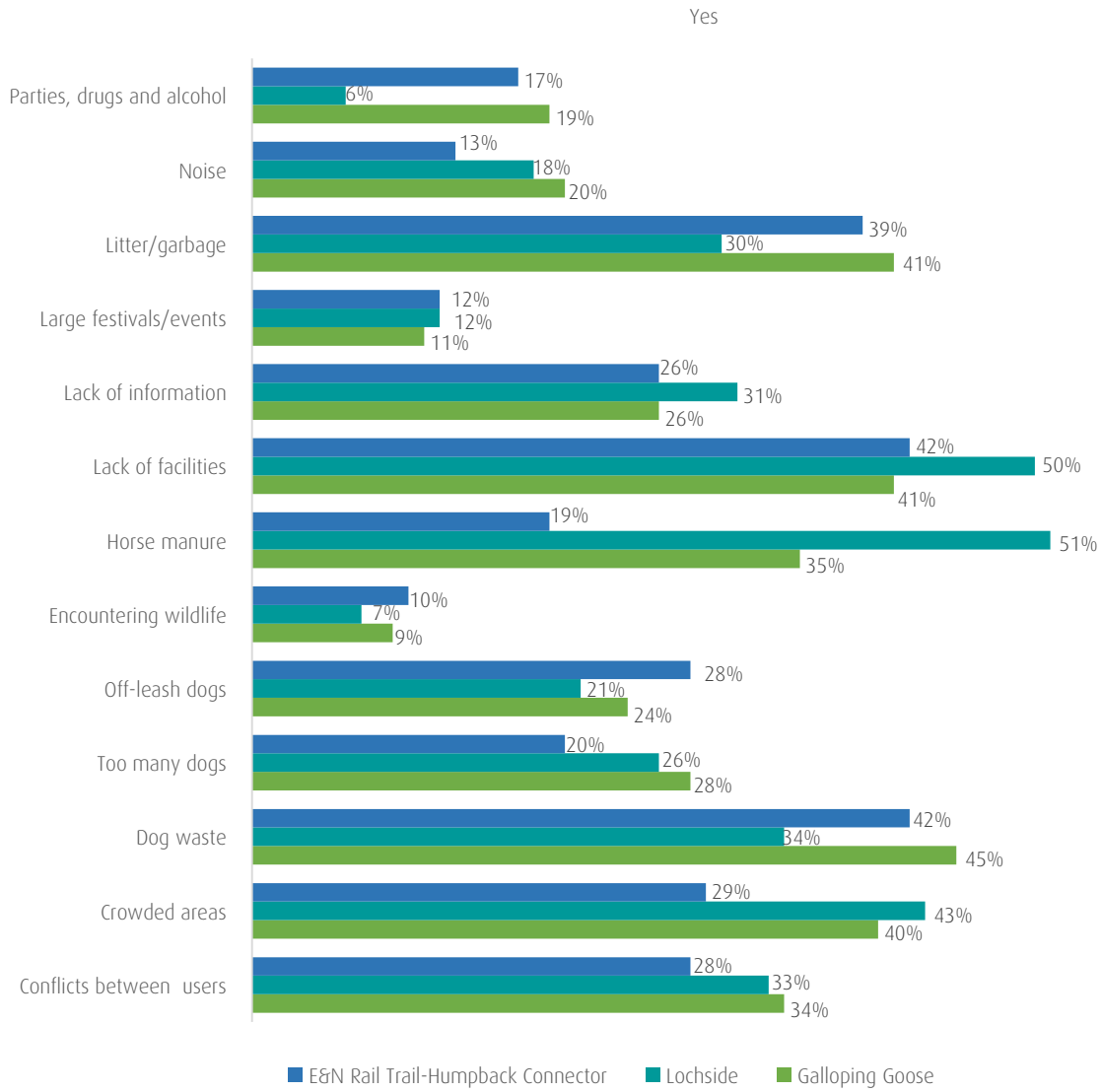


Figure 20: Percentage breakdown of respondents' experiencing a series of impacts on the regional trails

QUESTION: WHAT ARE THE MOST SIGNIFICANT ISSUES YOU EXPERIENCE ON THIS TRAIL?

Respondents' perceptions of issues affecting the three trails can be summarized in the following themes, which were consistent among all three trails:

- Increase in regional trails traffic and speed: Respondents reported that the regional trails are increasingly busy and there are cycling 'rush hours' due to the number of active commuters using them. Another significant issue identified by users was the high speeds that cyclists, including commuters, athletes, and e-bike users, reached on all three regional trails. High speeds were described as exceeding roughly 20 km per hour.
- Lack of separation between trail uses: Maintaining the regional trails as shared-use trails is perceived as unsafe, as recreational users are described as slower moving and desiring a more relaxed trail experience, while commuters are described as speeding and enjoying a more tightly-controlled flow of traffic to efficiently navigate the trail corridors. Some respondents specified they feel unsafe when sharing the trail with cyclists travelling at high speeds, as any collisions that occur at that speed could result in serious injury.
- Poor trail etiquette: Respondents pointed out that other users did not adhere to trail right-of-way etiquette. Cyclists were described as passing pedestrians in risky ways, quickly and without warning, sometimes splitting the lane. Some bikers were described as aggressive and overbearing, especially when commuting or training. Pedestrians were described as distracted, since they were wearing headphones and using both the right and left lanes. Several respondents described situations of trail obstruction, with users blocking oncoming traffic, and/or not accommodating oncoming traffic to allow for safe passing distances.
- Increase of e-bikes: Speeding was the most common issue mentioned by respondents in relation to e-bikes, along with passing too closely and without warning. E-bikes were perceived as allowing cyclists to achieve speeds beyond their skill level and without having developed the necessary safety skills. Also, the potential impact of a crash with these heavier and faster bikes was seen as significantly higher.
- Other motorized transportation methods: The presence of motorized bikes/motorcycles/ scooters that do not require active pedaling in order to engage the motor were identified as an issue. Speed seemed to contribute the most to respondents concern, though noise and the smell of fuel was also mentioned as a drawback caused by these motorized bikes/motorcycles/scooters.
- Dog-user conflicts: Several respondents specified that they enjoyed encountering on-leash dogs that were under control, behaved safely near cyclists and other users, and were properly

cleaned-up after. Dogs were also described as enhancing their owners' physical and mental well-being through active and regular outdoor activities and socialization. Yet two main dog management-related concerns were expressed by survey respondents: hazardous off-leash and/or out-of-control dogs and uncollected dog waste. Off-leash and/or out-of-control dogs were defined as dogs not clearly restrained by a leash, not staying within the trail or on the right side of the trail, and approaching other trail users without being encouraged to do so. Off-leash dogs were perceived as a concern on all three regional trails, with users specifying their support for the on-leash policy. It is important to acknowledge that most users recognized that owners, not the dogs themselves, were at fault for dog-user conflicts.

- Unsafe road crossing: Respondents noted that some road crossings lack clear right-of-way signage, crossing indicators (including flashing lights and/or zebra lines on the pavement), or sightlines for vehicles and cyclists when approaching road crossings. Respondents noted that some intersections are difficult to navigate, and that it is not clear where the regional trails connect on the other side of the intersection.
- Limited signage: Signage clearly outlining trail etiquette was perceived as missing, as well as additional road signage for vehicles to increase awareness about the presence of the regional trail crossings.
- Limited lighting: Lack of visibility was reported as increasing the chance of collisions, and detracted from overall feelings of safety while on the trail. While headlights on bikes helped slightly, some users reported that oncoming headlights can cause temporary blindness and may actually increase the chance of collision.
- Illegal activity: Several respondents reported encountering illegal camping or other activities on the regional trails on a semi-regular basis.
- Facilities: Respondents suggested adding rest stations with washrooms or water fountains at key access points. Cyclists felt that most bridges/trestles located along regional trail routes had an uncomfortable and bumpy surface that was difficult to ride and damaged bikes, especially in icy winter conditions. While users recognized that ongoing trail maintenance required significant effort, they still wished to see the trails consistently cleared and de-iced in the winter, and repaired from tree roots or other damaging elements.

QUESTION: BASED ON YOUR RESPONSES ABOVE, WHAT ACTIONS WOULD YOU SUGGEST THE CRD UNDERTAKE IN THE NEXT 5 YEARS TO MAINTAIN OR IMPROVE YOUR SATISFACTION?

Respondents' perceptions of actions to be undertaken on the three regional trails over the next 5 years can be summarized in the following themes, which were consistent among all three trails:

- Expanding the regional trail network, and improving regional connectivity: Via trail networks, was a popular suggestion to address traffic and trail crowding.
- Widening the trails or twinning the trails: Particularly along the busiest sections of the trails, was also frequently suggested to allow recreational users and commuters to use the trail separately. Such an approach would facilitate separation of high-speed traffic and lower-speed traffic.
- Strengthen trails etiquette: In addition to the current trail etiquette guidelines, respondents suggested banning the use of headphones or other sound-blocking devices. Users also recommended adding signage inviting people to walk or ride in single file during peak periods. Additional education about, and enforcement of, trail regulations, especially related to speed limits, dogs on-leash, and motorized vehicles, was also suggested.
- Establishment and enforcement of a speed limit: On the regional trails of roughly 20-25 km/h. Trail users would like to see this speed limit and other trail regulations clearly posted.
- Improve dog management: During peak periods of high traffic, trail users suggested that owners should maintain strict control over their dogs, including keeping them on a shorter leash and ensuring that they remain clearly on the right-hand boundary side of the trail. Some users suggested providing additional garbage cans along the trails in order to facilitate dog waste removal, and additional education and enforcement to ensure conflicts between dog owners and other trail users are minimized in the future.
- Improve road crossing: Where possible, overpasses or underpasses were suggested to reduce vehicle/trail interactions. Where road crossings were not avoidable, users recommended clearly marking and signing crossings, and developing crossing standards, in conjunction with other jurisdictions (e.g., zebra stripes or similar markings, clear right-of-way signage, clearly marked bike lines, pedestrian-activated lights and cautionary signage).
- Provide additional lighting: Additional lighting was recommended by some respondents along the regional trails to ensure visibility is adequate in the evenings.
- Provide additional facilities: Trail users recommended upgrading trail and bridge surfaces to ensure safe and comfortable use. Some users suggested to improve maintenance in winter

for trails to remain a viable active transportation route in snowy or icy conditions. Respondents suggested the addition of washrooms, garbage cans and water stations, where possible.

- **Provide additional signage:** Additional navigational signage was suggested, including full-sized maps with details and distances between facilities.
- **Develop a mobile app:** Development of a mobile app version of the CRD Bike Map was proposed.

Section 9: Communication

QUESTION: WHAT IS THE MAIN SOURCE OF INFORMATION YOU USE TO FIND OUT ABOUT THE REGIONAL TRAILS YOU VISIT?

Respondents used mostly Google, word-of-mouth, the CRD website and family and friends to get information about the three regional trails (Figure 21).

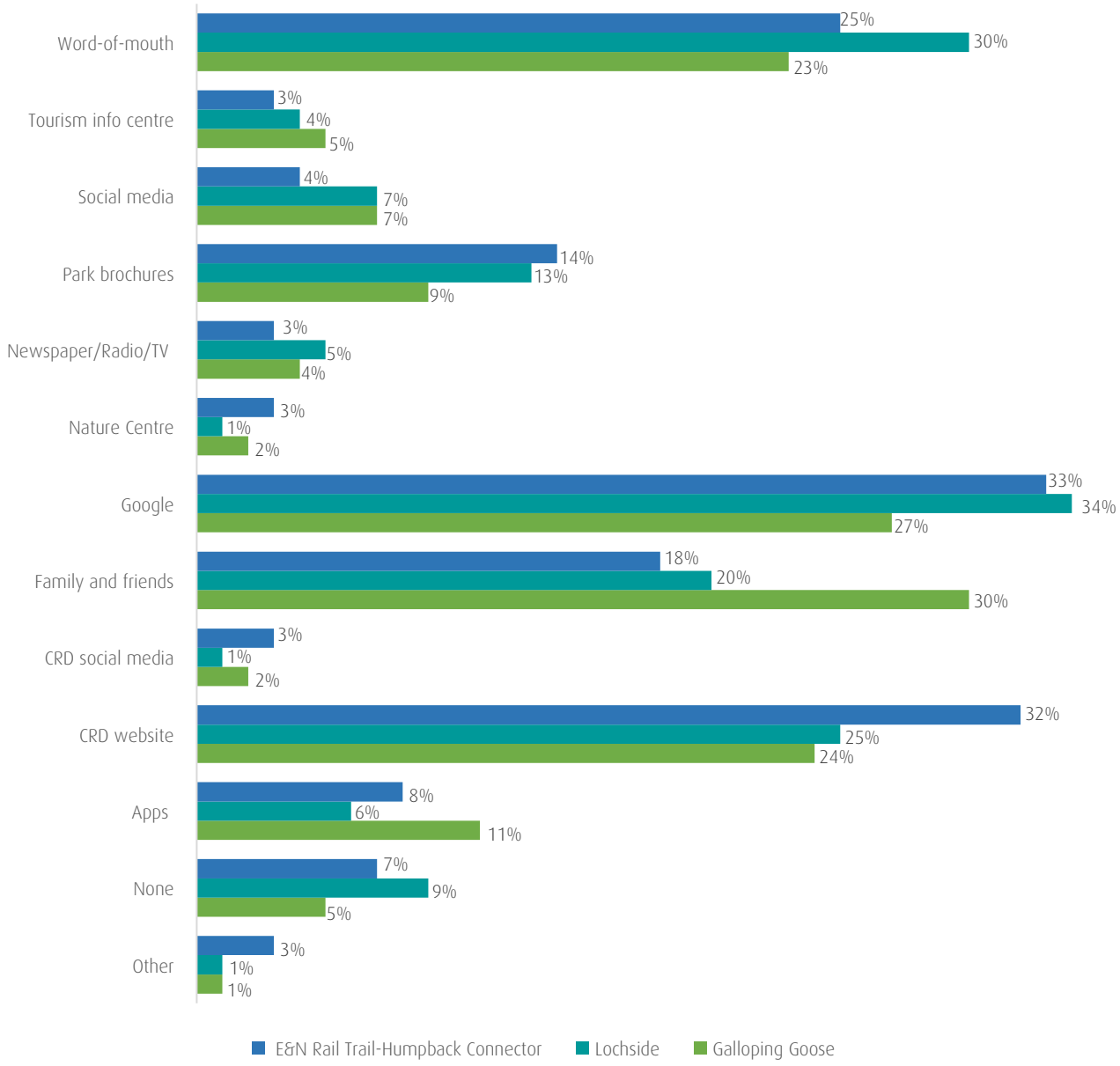


Figure 21: Percentage breakdown of respondents' information sources used to learn more about the regional trails

Section 10: Additional Comments

QUESTION: DO YOU HAVE ANY OTHER COMMENTS ABOUT YOUR REGIONAL TRAILS?

Survey respondents were thankful to CRD staff for the upkeep of regional trails, and for seeking public feedback on regional trails. A number of respondents described the regional trails as one of the most important aspects of the region, and stressed the quality-of-life improvements facilitated by accessible trails. Many respondents described the impact that the trails experience had on them, including improvement of physical and emotional well-being, and the fostering of environmental values and appreciation for nature. Respondents wished for more recreation and active transportation opportunities in the CRD.

Appendix 1

SURVEY METHODOLOGY

A structured questionnaire was administered by an interviewer or self-completed online by visitors who used the Galloping Goose Regional Trail, Lochside Regional Trail and E&N Rail Trail-Humpback Connector from May 27 to September 15, 2019. Both in-person and online opportunities were provided. Details about how this methodology was implemented are described below.

SAMPLING STRATEGY

Surveys were administered to people visiting the regional trails (Table 2). Survey site selection was premised on the assumption that these areas may provide somewhat different experiences for visitors and that visitors of these areas may be somewhat unique, and reflected previous survey locations for consistency.

Table 2: Data collection location chosen along the Galloping Goose Regional Trail, Lochside Regional Trail and E&N Rail Trail-Humpback Connector

Regional Trail	Code	Name	Latitude (N)	Longitude (W)
Galloping Goose Regional Trail	GGRT1	Roche Cove Regional Park	48.37446	-123.633214
	GGRT2	Luxton – Fairground	48.429221	-123.530923
	GGRT3	Atkins Road Parking Lot	48.45988	-123.457347
Lochside Regional Trail	LSRT1	Switchbridge	48.45645	-123.377875
	LSRT2	Blenkinsop	48.475962	-123.359664
	LSRT3	Fowler Park	48.53498	-123.377469
	LSRT4	Bevan Ave at Mary Whisper Centre	48.648473	-123.406289
	LSRT5	Mount Newton Crossroad	48.593467	-123.397754
E&N Rail Trail – Humpback Connector	ENRT1	Veterans	48.447388	-123.49477
	ENRT2	Portage Park	48.451997	-123.431444
	ENRT3	Hereward	48.434274	-123.394019

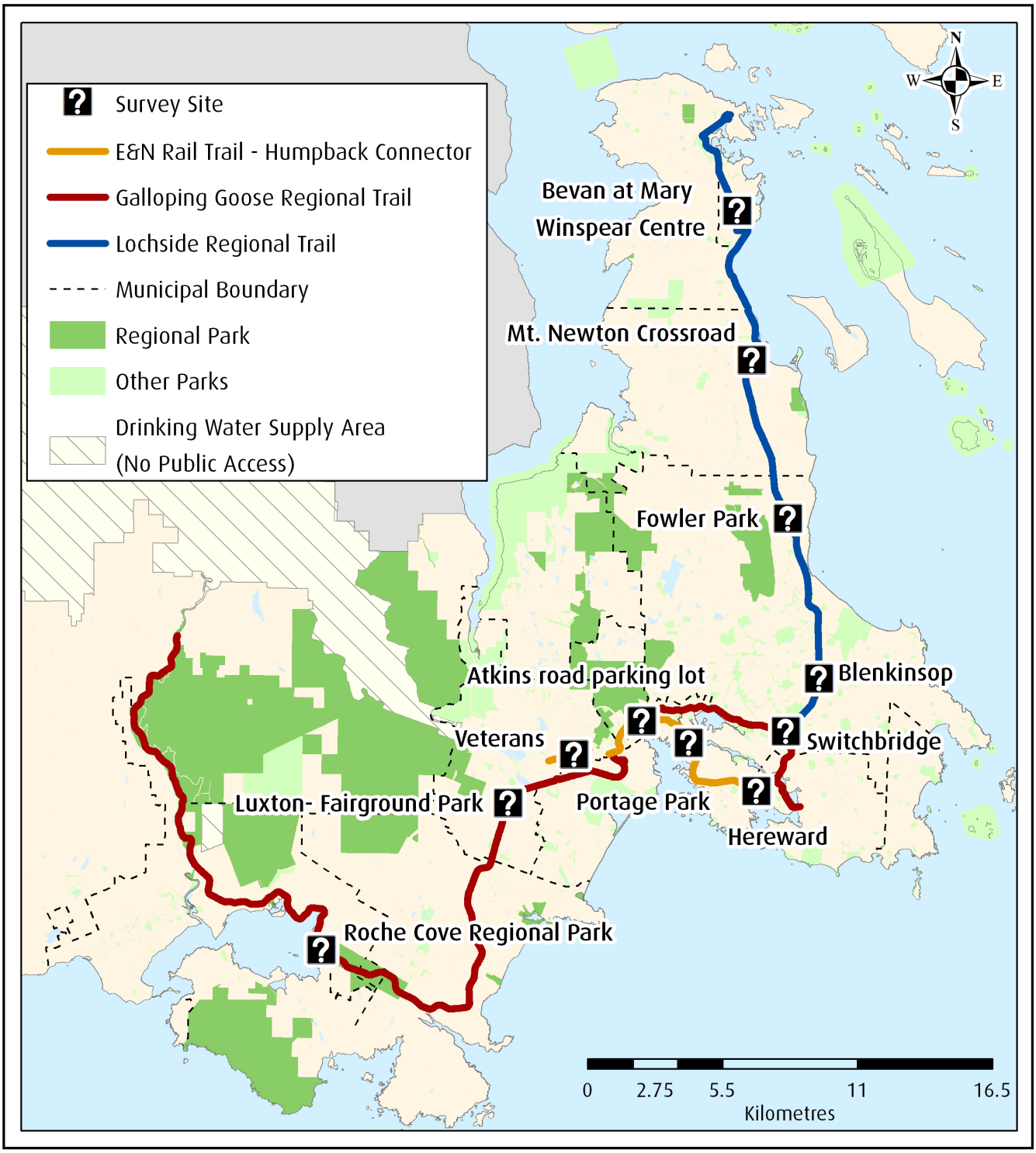


Figure 22: 2019 Regional Trail Survey sites

The sampling strategy employed a "balanced randomization" method that allowed for sampling to occur on randomly selected days and at randomly selected times between May 27 and September 15, 2019. Since data collection was being conducted simultaneously at three regional trails, each area received 19-20 four-hour sampling sessions over this period. Sampling sessions were divided into three time slots: 8:30-12:30, 12:30-16:30 and 16:30-20:30. This technique allowed for reasonable coverage between the different sites at different times of day and on different days of the week (Table 3). Differences in the randomized sampling outcomes were due to rearranging data collection based on weather or other conditions (i.e., wildfire smoke) that made some time periods unsuitable for data collection.

Table 3: Balanced randomization sampling method overview

Times slots	Galloping Goose Regional Trail	Lochside Regional Trail	E&N Rail Trail-Humpback Connector
8:30-12:30	5	6	5
12:30-16:30	10	10	11
16:30-20:30	4	4	4
Total	19	20	20
Weekdays	11	12	12
Weekends	8	8	8
Total	19	20	20

SAMPLING METHOD

For all sampling areas, the intercept survey method was used. This method involves the surveyor interacting with participants at their home address or in a public space, requesting the selected individual to participate in the survey (Vaske et al 2008). In this case, people were interviewed as they passed through the data collection locations. Because of the high interest shown for the survey and trail users being in transit while passing the data collection station, participants were not intercepted by the interviewer, rather they approached the data collection station voluntarily. Participants were also offered the opportunity to take the survey online. A postcard with the URL of the survey was provided to visitors to allow them to fill out the survey at their convenience.

QUESTIONNAIRE DESIGN

A survey with a standardized set of questions was administered to visitors to the study area. The main areas of focus for the questionnaire were: values, attitudes, use patterns, satisfaction and

management. Questions about participants' demographic characteristics (i.e., age, residency) were also added to the questionnaire to better understand who visits regional parks and trails. Due to the similarity between the Regional Trails Visitor Use Survey 2019 and the survey conducted in 2013 (see https://www.crd.bc.ca/docs/default-source/parks-pdf/regionaltrailssurveyreportmarch2014.pdf?sfvrsn=4d96cca_2), no pre-test of the questionnaire was performed.

The survey consisted of closed-ended quantitative questions and open-ended qualitative questions. Closed-ended questions were used to reduce the response burden for participants. Open-ended questions were included to allow respondents to offer additional comments and clarify their responses if they wished. All responses in the survey were voluntary, thus participants had the freedom to skip any question they did not wish to answer. All information was collected in compliance with the *Freedom of Information and Protection of Privacy Act* (see https://www.crd.bc.ca/freedom-of-information).

QUANTITATIVE VERSUS QUALITATIVE DATA

Quantitative and qualitative data are collected through this survey for different purposes. Quantitative data are collected to measure a specific fact in a numerical form that can be reported in categories, rank orders or measured in units (Dillman et al 2014). Such data allow for quantifiable patterns and trends of a behavior to be documented, such as how long visitors spend in a park, what type of activities they do, etc. Qualitative data are non-numerical in nature and are used to characterize a behavior and/or patterns (Dillman et al 2014). They are collected to develop an initial or in-depth understanding of such behavior and/or patterns. For example, why are visitors spending that amount of time in the park and why are they doing that specific activity? Hence, quantitative data defines a behavior and/or patterns, whereas qualitative data describes it.

COMPLETION TIME

The survey included 28 questions, many of which had multiple statements to be answered. The survey was designed to take 10 to 15 minutes to complete.

DATA ENTRY AND ANALYSIS

Upon retrieval of each survey, the surveyors reviewed the questionnaire to ensure completeness of data and all hard copy surveys were entered and coded. Providing an identifying code on the hard copy allowed for the checking of errors or the entering of missing data when necessary. Responses on each questionnaire were entered directly onto an Excel spreadsheet in numeric

form. Open-ended responses were typed in as text, quoting directly the response provided. This dataset was merged with the data obtained through the online survey and exported to the IBM SPSS 20 software for analysis. Qualitative data were coded to identify the main themes mentioned by participants and to reduce the possibility of respondents to be recognized through personal information. For more information about the statistical approach used, please consult the following source: "Survey Research and Analysis. Application in Parks, Recreation and Human Dimension" by Jerry J. Vaske (2008)

REFERENCES

Dillman D.A., Smyth J.D., & Christian L.M (2014). Internet, phone, mail, and mixed-mode (4th Eds). Hoboken, NJ: John Wikey & Sons.

Vaske J. J. (2008). Survey research and analysis: Applications in parks, recreation and human dimensions. Pennsylvania: Venture Publishing Inc.

Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 27, 2021

SUBJECT **CRD Regional Parks and Trails – 2020 Update**

ISSUE SUMMARY

To present an update on 2020 Regional Parks and Trails Accomplishments

BACKGROUND

This report presents accomplishments for 2020 and information on the Regional Parks services and programs.

Regional Parks staff are extremely appreciative of the support and the patience of the public as the CRD continues to respond to COVID-19 challenges. The success of 2020 is in large part due to volunteer groups; First Nations, local, provincial and municipal governments; community organizations; and all CRD staff, who demonstrated their stewardship of, and commitment to, regional parks and trails. The support of a number of generous donors and organizations also helped with the acquisition of additional land and the completion of important projects.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:

That the Regional Parks and Trails – 2020 Update be received for information.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

ATTACHMENT

Appendix A: Presentation – CRD Regional Parks and Trails – 2020 – Year in Review

CRD REGIONAL PARKS AND TRAILS

2020 – YEAR IN REVIEW

Presentation to:
Regional Parks Committee
January 27, 2021

Park/Trail Planning

Mount Work, East Sooke and Matheson Lake & Roche Cove regional parks management planning processes



- Initiated park management planning process in May 2020.
- Conducting initial phase of public engagement and reporting back activities.
- Engaging in discussions with W̱SÁNEĆ Leadership Council reps, T'Sou-ke Nation & Sc'ianew First Nations.

Southern Gulf Islands Regional Trail design project initiated

- Developing engineering designs for future regional trails on North Pender, Galiano and Saturna islands.

Park/Trail Planning

Completed Park Opening Plan: Sooke Hills Wilderness – Southern Section

- Identified opening trail system, facilities type and location, and access points.



Mayne Island Regional Trail Phase 1 development project initiated

- $2.8 million Investing in Canada Infrastructure grant received.
- Project initiated in June, archaeological overview assessment completed in November.



Present

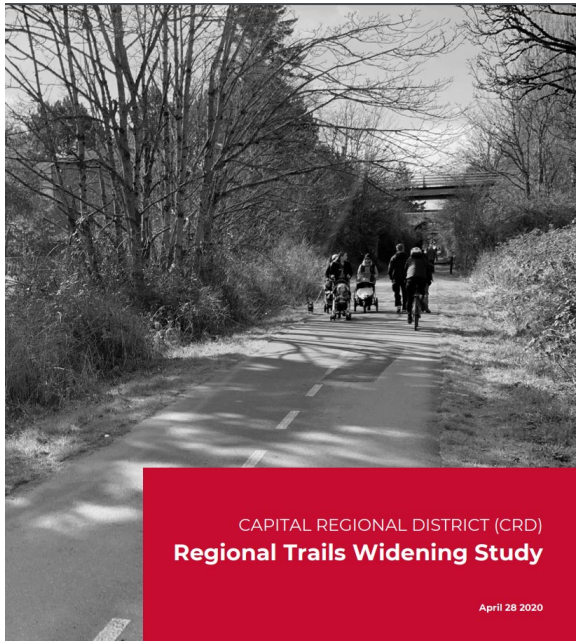


Future

Park/Trail Planning

Regional Trails Widening & Lighting Study

- Advanced Regional Trails Management Plan priority action.
- Report completed in 2020 for priority sections of Galloping Goose and Lochside regional trails, including a cost refinement analysis.



Planning Development Referrals

- 106 reviewed in 2020 for development activities adjacent to regional parks and trails.

Park Facility Planning

Rehabilitation of the Todd Creek Trestle

- Along the Galloping Goose Regional Trail near Sooke Potholes Regional Park.
- This four-storey wooden trestle was originally built in 1917 as part of the Canadian National Railway and its historical value has been maintained. It is now reopened to the public for use after significant damage several years ago.



Durrance Lake Dam in Mount Work

- 'Upgrade or Decommission Options' Review.



Environmental Conservation Specialist

Millstream Fishway Project at Mill Hill – opens another 7 km of upstream habitat for salmon



- Led by Peninsula Stream Society, completed in November, leading discussions towards a MOU for long-term maintenance and monitoring (CRD, PSS and Langford).

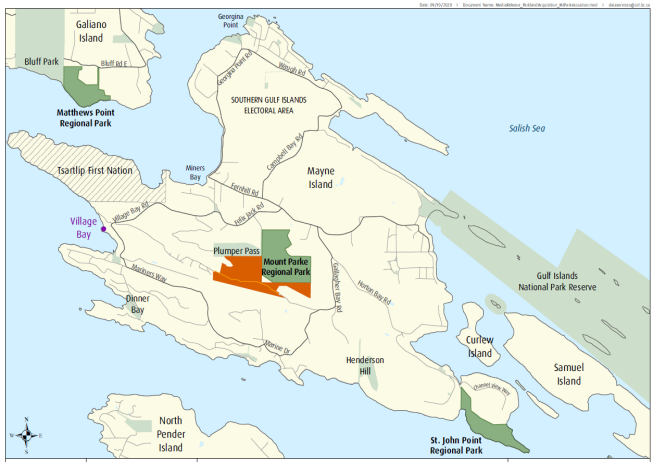
Elk/Beaver Lake Initiative

- Watershed Management Plan approved; seeking funding for 50% of capital costs for an oxygenation system.

Land Acquisition

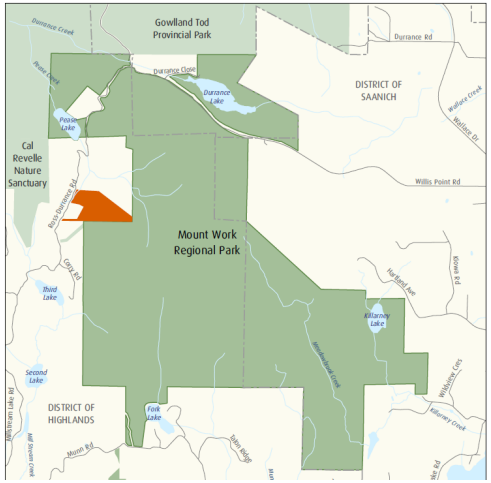
Mount Parke Addition on Mayne Island

- October - acquired a 41-hectare forested parcel, trails and sensitive ecological areas.
- Receiving 2 donations to aid in the $855,000 purchase ($50,000 from the Mayne Island Conservancy, $105,000 from the landowner).



Mount Work Regional Park Addition

- In December, acquired 12.1 hectares of forested land for $760,000.



Mountain Road Property

- In December - Board agreed to purchase, in partnership with the Habitat Acquisition Trust, a 20-hectare property in Saanich.
- Contributing up to $2 million, the remainder funded through community fundraising and landowner donation.



Land Acquisition Program

- Land Acquisition Strategy (2020–2021) renewed and 42 Property assessments completed.

Compliance and Enforcement

Visitation increased 25% in Regional Parks in 2020 to 8,529,256 visits

- 1,700 hrs of patrol (coordinated with CRD Bylaw Enforcement Service)
- 6,000 public relations contacts
  - 3,000 resulting in voluntary compliance
  - 192 written warnings
  - 59 evictions
  - 29 MTIs
- 280 hours on active wildfire mop-up duties





Operations Projects

- Expanded parking at East Sooke Aylard Farm
- Upgraded and re-roofed, picnic, kiosks and rest shelters in East Sooke and Sooke Potholes









Operations Projects

- Sooke Hills Wilderness Regional Park
- Construction of a 60-vehicle parking lot
- 3 wooden footbridges
- 50-foot clear span aluminum bridge







Operations Projects

- Bridge replacement along the 10K trail at Elk/Beaver Lake
- Trail restoration at Horth Hill
- Rebuild Mount Manuel Quimper Fire Lookout Tower







Visitor Services





Staff demonstrate physical distancing while conducting outreach

Pandemic Outreach by the Interpretation Team

In response to the global pandemic and the challenge of increased visitation, interpreters conducted extensive social distancing education, reminding visitors to enjoy parks safely.

- Between March and September, staff spoke to 24,500 visitors in person
- Four rec centre staff joined interpretation staff to conduct outreach
- Many visitors reacted positively to seeing an increased staff presence
- Related social media posts received many comments that supported the decision to keep regional parks open and expressed gratitude towards park staff

"Here's a park system finding ways to say yes. Kudos @crd_bc! And @crd_bc is doing great visitor education on how to visit responsibly. They're finding ways to say yes."

- Social media user

Visitor Services

A Return to Programming

Between July and November, staff offered 38 public nature programs and saw 3,020 visitors participate

- New self-guided opportunities reached visitors who may not normally book a guided program



Fall 2020, staff delivered 18 school programs

- Given limited transportation options, programs were offered in more parks, to accommodate schools that could walk to parks

To support teachers in their return to school, staff offered three new professional development workshops on the topic of teaching curriculum outdoors

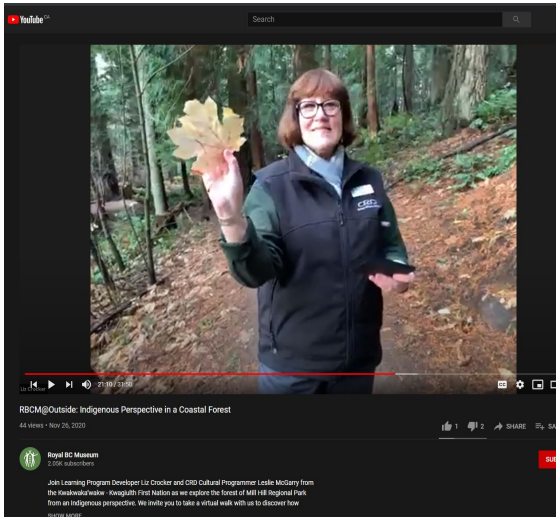


Adapted programming combining in-person and self-guided learning

Visitor Services

Cultural Program

- Meeting with educators from local First Nations to discuss the development of school programs with cultural content
- Developing a cultural display which includes a territorial acknowledgement for the Francis/King Nature Centre
- Piloting a live online park program in partnership with The Royal BC Museum
- Drafting a self-guided walk titled “Exploring Indigenous Perspectives”
- Drafting three cultural school programs
- Evaluating current program offerings for opportunities to include cultural content



Online program “Exploring Indigenous Perspectives in a Coastal Forest” and display items at the Nature Centre

Making a difference...together

RWSC 21-02

REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, JANUARY 20, 2021

SUBJECT **Regional Water Supply Service 2021-2025 Capital Budget Amendment**

ISSUE SUMMARY

The 2021-2025 capital plan and budget require amendment as a result of recent confirmation that the Regional Water Transmission Main No. 4 and Saanich Peninsula Water Supply upgrade project was not selected for federal funding.

BACKGROUND

As the Regional Water Supply Commission (Commission) is aware, in July 2020, the Capital Regional District (CRD) submitted a grant application under Canada's Disaster Mitigation and Adaptation Fund (DMAF) program. The application was to complete a seismic resiliency upgrade to the Regional Water Transmission Main No. 4 and portions of the Saanich Peninsula Water Supply System. The scope of the project included replacing vulnerable sections of reinforced concrete cylinder and asbestos cement pipe, constructing supply system interconnections to provided redundancy and constructing direct bulk water connections to three First Nations Reserves.

The total project budget was set at $87 million, and was to be cost-shared between the Regional Water Supply Service and the Saanich Peninsula Water Service. The grant eligible costs were estimated at $36.9 million. The project was included in both the Regional Water and Saanich Peninsula Water 2021-2025 capital plan and budgets which received provisional approval by the Commissions and the CRD Board in the fall of 2020. Since then, the CRD has been advised by Infrastructure Canada that the project was not selected for federal funding as part of the summer 2020 program intake. Staff are proposing to revise the scope of the project and the budget, to undertake the highest priority work, funded through the capital reserve funds and planned financing (subject to the successful completion of the loan authorization processes and bylaw adoption). The revised total project budget has been set at $50.1 million. The following tables summarize the provisional and revised project plans and budgets.

Regional Water Supply Service – **Provisional** project plan and budget (October 2020)

Proj. No.	Capital Project Title	Total Project Budget	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5-Year Total
21-11	RWS Supply Main No. 4 Upgrade	$35,400,000	WU/Reserves	$0	$1,800,000	$7,800,000	$11,400,000	$13,500,000	$900,000	$35,400,000
21-11	RWS Supply Main No. 4 Upgrade	$23,600,000	Grant	$0	$1,200,000	$5,200,000	$7,600,000	$9,000,000	$600,000	$23,600,000

Regional Water Supply Service – **Revised** project plan and budget (January 2021)

Proj. No.	Capital Project Title	Total Project Budget	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5-Year Total
21-11	RWS Supply Main No. 4 Upgrade	$3,300,000	WU/Reserves	$0	$1,800,000	$0	$0	$2,400,000	$900,000	$3,300,000
21-11	RWS Supply Main No. 4 Upgrade	$32,100,000	Debt	$0	$1,800,000	$7,800,000	$11,400,000	$11,100,000	$0	$32,100,000

Saanich Peninsula Water Service – **Provisional** project plan and budget (October 2020)

Proj. No.	Capital Project Title	Total Proj Budget	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5-Year Total
21-05	SPW System Upgrade and Expansion	$14,700,000	Res	$0	$1,800,000	$0	$0	$0	$0	$1,800,000
21-05	SPW System Upgrade and Expansion		Debt	$0	$0	$2,550,000	$5,550,000	$4,500,000	$300,000	$12,900,000
21-05	SPW System Upgrade and Expansion	$13,300,000	Grant	$0	$1,200,000	$3,450,000	$5,450,000	$3,000,000	$200,000	$13,300,000

Saanich Peninsula Water Service – **Revised** project plan and budget (January 2021)

Proj. No.	Capital Project Title	Total Proj Budget	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5-Year Total
21-05	SPW System Upgrade	$14,700,000	Res	$0	$1,800,000	$0	$0	$0	$0	$1,800,000
21-05	SPW System Upgrade		Debt	$0	$0	$2,550,000	$5,550,000	$4,500,000	$300,000	$12,900,000

The revised scope is summarized on the attached drawings (Appendix A) and includes the following:

1. Complete preliminary and detailed designs for all segments in 2021 (design and construction budget estimates for the four segments are noted below):
    a. Regional Water:
        i. No. 4 Main (Goldstream/Station) – budget estimate is $21,975,000
        ii. No. 1 Main (Humpback/Watkiss/PRV Stations) – budget estimate is $13,425,000
    b. Saanich Peninsula Water:
        i. Bear Hill Interconnect (East Saanich) – budget estimate is $14,200,000
        ii. North Saanich/Sidney Supply (Willingdon) – budget estimate is $500,000
2. Construct Regional Water Service segments between 2022-2025
3. Construct Saanich Peninsula Water Service segments between 2022-2025

ALTERNATIVES

Alternative 1
The Regional Water Supply Commission recommends to the Capital Regional District Board:

That the provisionally approved Regional Water Supply Service 2021-2025 capital plan and budget be amended in accordance with the revised plan and budget for Project No. 21-05 as presented.

Alternative 2
The Regional Water Supply Commission recommends to the Capital Regional District Board:

That staff be directed to revise the 2021-2025 capital plan and budget as directed by the Commission.

IMPLICATIONS

Without completing all of the original scope of work proposed in the grant application, some vulnerable sections of pipe will remain in service. Staff will include the outstanding scope of work not included in the 2021-2025 capital plan, in the 2026-2030 capital plan. Staff will also monitor future intake opportunities under the DMAF and other senior government funding programs. Completing the detailed design for most of the original scope will result in 'shovel-ready' projects which could position them better for future grant opportunities and allow the CRD to secure future pipe alignments with the various municipalities.

The Regional Water Supply Service portion of the project that will be financed falls within the $46 million loan authorization bylaw recommended by the Commission as part of the 2021 provisional budget approval. The Saanich Peninsula Water Commission will have to consider a loan authorization bylaw to enable financing the service's portion of the project.

CONCLUSION

The 2021-2025 capital plan and budget require amendment as a result of recent confirmation that the Regional Water Transmission Main No. 4 and Saanich Peninsula Water Supply upgrade project was not selected for federal funding. Staff are proposing to revise the scope of the project and the budget, to undertake the highest priority work, funded through the capital reserve funds and planned financing (subject to the successful completion of the loan authorization processes and bylaw adoption). The revised total project budget has been set at $50.1 million. The outstanding scope of work not included in the 2021-2025 capital plan, will be included in the 2026-2030 capital plan.

RECOMMENDATION

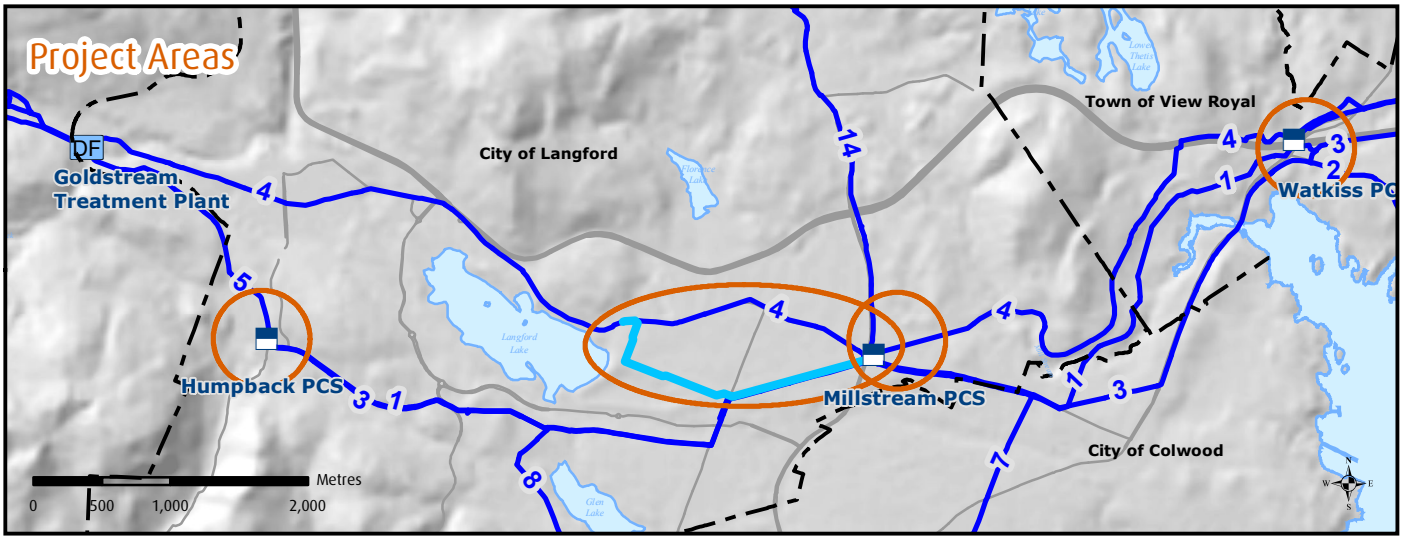
The Regional Water Supply Commission recommends to the Capital Regional District Board:

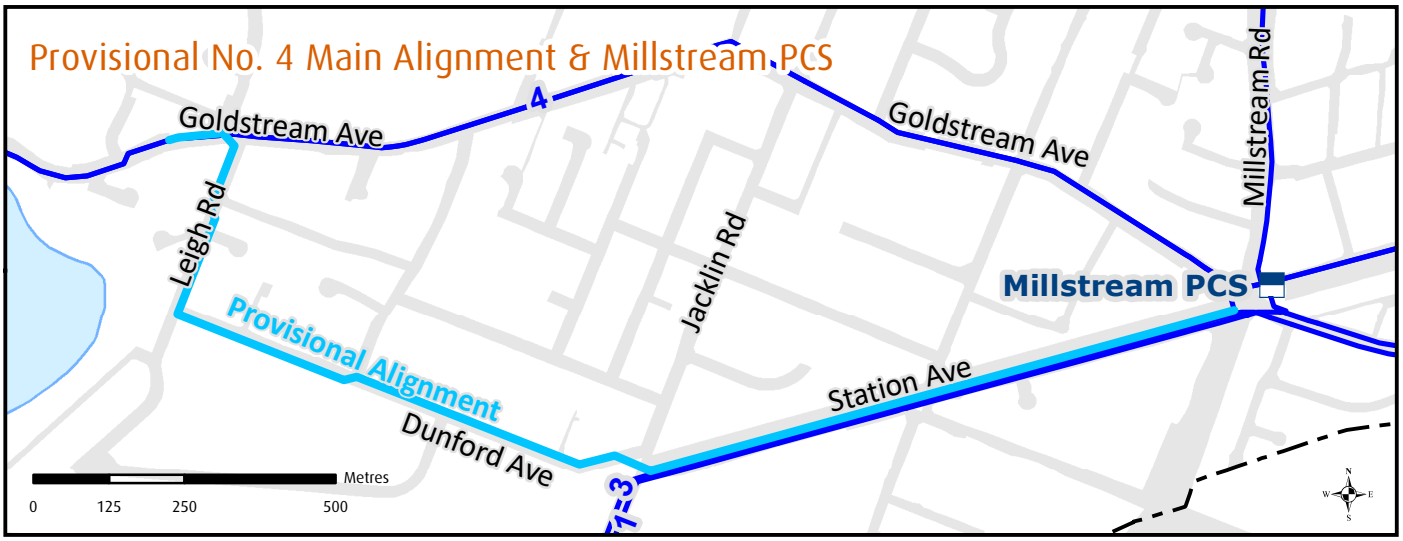
That the provisionally approved Regional Water Supply Service 2021-2025 capital plan and budget be amended in accordance with the revised plan and budget for Project No. 21-05 as presented.

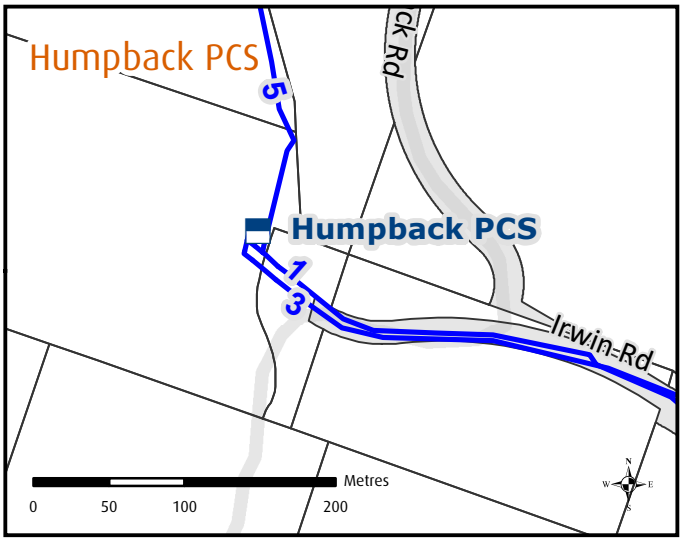
Submitted by:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

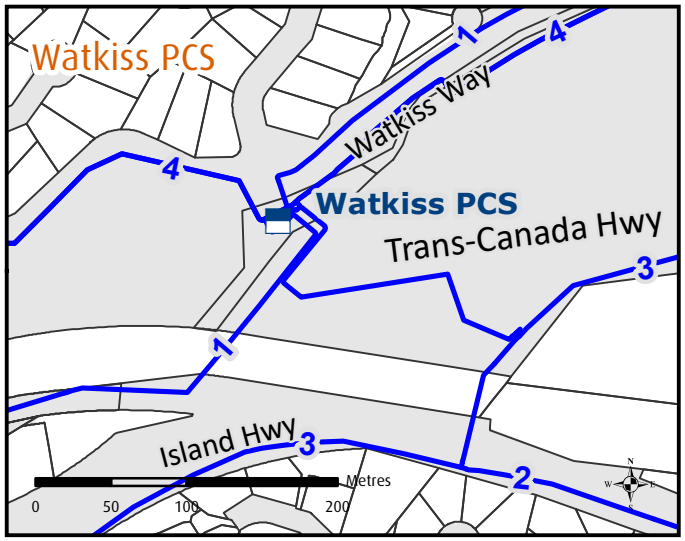
ATTACHMENT

Appendix A: Project segment drawings









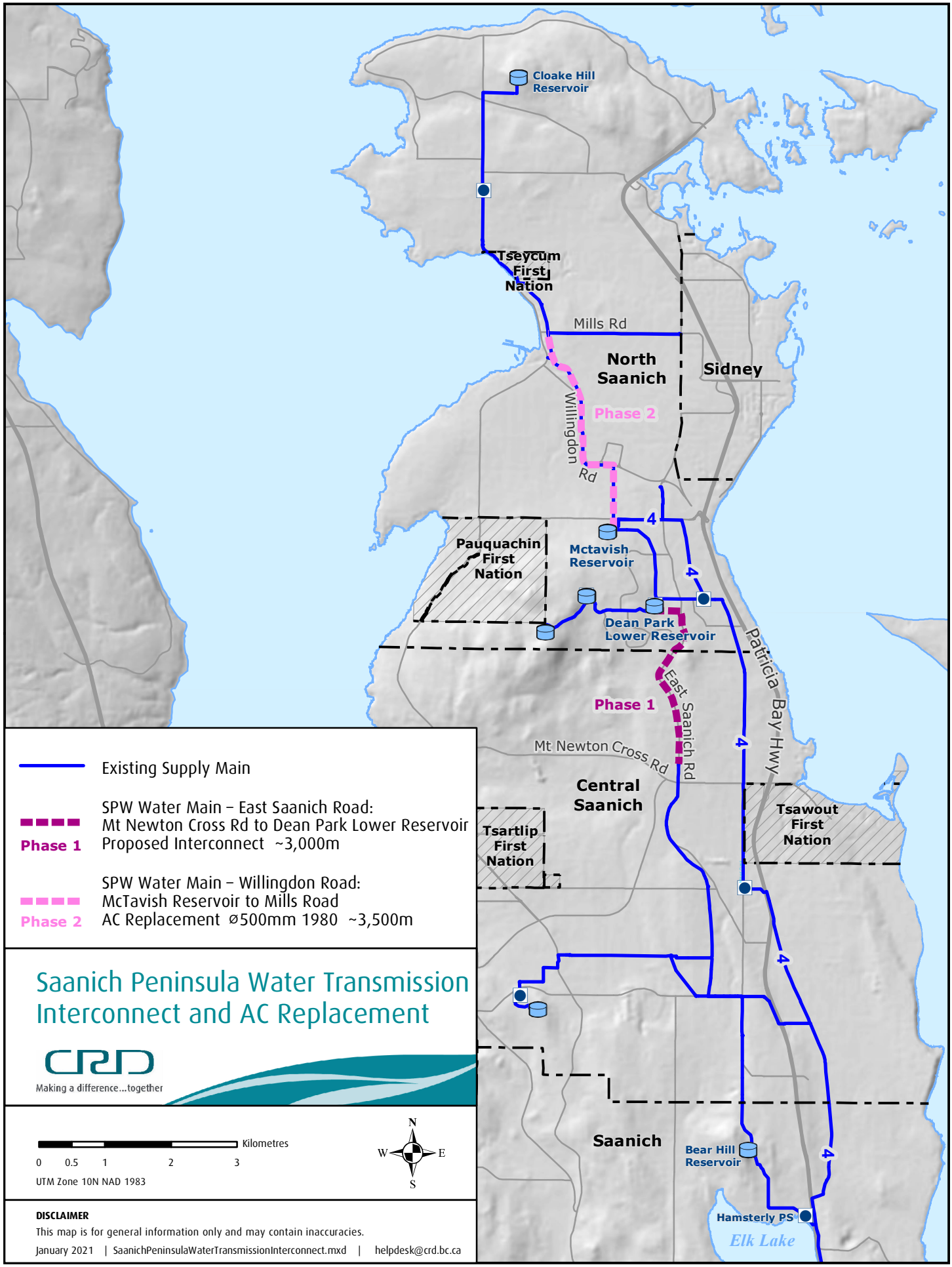
Regional Water Main Replacement and Upgrade

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January 2021 | RegionalWaterMainReplacementUpgrade.mxd | helpdesk@crd.bc.ca

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APPENDIX A


Cloake Hill Reservoir
Tseycum First Nation
Mills Rd
North Saanich
Sidney
Willingdon Rd
Phase 2
Pauquachin First Nation
Mctavish Reservoir
Dean Park Lower Reservoir
Patricia Bay Hwy
East Saanich Rd
Phase 1
Mt Newton Cross Rd
Central Saanich
Tsartlip First Nation
Tsawout First Nation
Saanich
Bear Hill Reservoir
Hamsterly PS
Elk Lake
4
Existing Supply Main
SPW Water Main – East Saanich Road:
Mt Newton Cross Rd to Dean Park Lower Reservoir
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AC Replacement ø500mm 1980 ~3,500m
Saanich Peninsula Water Transmission Interconnect and AC Replacement
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Kilometres
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SPWC 21-01

REPORT TO SAANICH PENINSULA WATER COMMISSION
MEETING OF THURSDAY, JANUARY 21, 2021

SUBJECT Saanich Peninsula Water Service 2021 Budget Amendment

ISSUE SUMMARY

The 2021-2025 capital plan and budget require amendment as a result of recent confirmation that the Regional Water Transmission Main No. 4 and Saanich Peninsula Water Supply upgrade project was not selected for federal funding.

BACKGROUND

As the Saanich Peninsula Water Commission (Commission) is aware, in July 2020, the Capital Regional District (CRD) submitted a grant application under Canada's Disaster Mitigation and Adaptation Fund (DMAF) program. The application was to complete a seismic resiliency upgrade to the Regional Water Transmission Main No. 4 and portions of the Saanich Peninsula Water Supply System. The scope of the project included replacing vulnerable sections of reinforced concrete cylinder and asbestos cement pipe, constructing supply system interconnections to provided redundancy and constructing direct bulk water connections to three First Nations Reserves.

The total project budget was set at $87 million, and was to be cost-shared between the Regional Water Supply Service and the Saanich Peninsula Water Service. The grant eligible costs were estimated at $36.9 million. The project was included in both the Regional Water and Saanich Peninsula Water 2021-2025 capital plan and budgets which received provisional approval by the Commissions and the CRD Board in the fall of 2020. Since then, the CRD has been advised by Infrastructure Canada that the project was not selected for federal funding as part of the summer 2020 program intake. Staff are proposing to revise the scope of the project and the budget, to undertake the highest priority work, funded through the capital reserve funds and planned financing (subject to the successful completion of the loan authorization processes and bylaw adoption). The revised total project budget has been set at $50.1 million. The following tables summarize the provisional and revised project plans and budgets.

Saanich Peninsula Water Service – Provisional project plan

Proj. No.	Capital Project Title	Total Proj Budget	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5-Year Total
21-05	SPW System Upgrade and Expansion	$14,700,000	Res	$0	$1,800,000	$0	$0	$0	$0	$1,800,000
21-05	SPW System Upgrade and Expansion		Debt	$0	$0	$2,550,000	$5,550,000	$4,500,000	$300,000	$12,900,000
21-05	SPW System Upgrade and Expansion	$13,300,000	Grant	$0	$1,200,000	$3,450,000	$5,450,000	$3,000,000	$200,000	$13,300,000

Saanich Peninsula Water Service – Revised project plan

Proj. No.	Capital Project Title	Total Proj Budget	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5-Year Total
21-05	SPW System Upgrade	$14,700,000	Res	$0	$1,800,000	$0	$0	$0	$0	$1,800,000
21-05	SPW System Upgrade		Debt	$0	$0	$2,550,000	$5,550,000	$4,500,000	$300,000	$12,900,000

Regional Water Supply Service – Provisional project plan

Proj. No.	Capital Project Title	Total Proj Budget	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5-Year Total
21-11	RWS Supply Main No. 4 Upgrade	$35,400,000	WU	$0	$1,800,000	$7,800,000	$11,400,000	$13,500,000	$900,000	$35,400,000
21-11	RWS Supply Main No. 4 Upgrade	$23,600,000	Grant	$0	$1,200,000	$5,200,000	$7,600,000	$9,000,000	$600,000	$23,600,000

Regional Water Supply Service – Revised project plan

Proj. No.	Capital Project Title	Total Project Budget	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5-Year Total
21-11	RWS Supply Main No. 4 Upgrade	$3,300,000	WU/Reserves	$0	$1,800,000	$0	$0	$2,400,000	$900,000	$3,300,000
21-11	RWS Supply Main No. 4 Upgrade	$32,100,000	Debt	$0	$1,800,000	$7,800,000	$11,400,000	$11,100,000	$0	$32,100,000

The revised scope is summarized on the attached drawings (Appendix A) and includes the following:

1. Complete preliminary and detailed designs for all segments in 2021 (design and construction budget estimates for the four segments are noted below):
    a. Regional Water:
        i. No. 4 Main (Goldstream/Station) – budget estimate is $21,975,000
        ii. No. 1 Main (Humpback/Watkiss/PRV Stations) – budget estimate is $13,425,000
    b. Saanich Peninsula Water:
        i. Bear Hill Interconnect (East Saanich) – budget estimate is $14,200,000
        ii. North Saanich/Sidney Supply (Willingdon) – budget estimate is $500,000
2. Construct Regional Water Service segments between 2022-2025
3. Construct Saanich Peninsula Water Service segments between 2022-2025

ALTERNATIVES

Alternative 1
The Saanich Peninsula Water Commission recommends to the Capital Regional District Board:

That the provisionally approved Saanich Peninsula Water Service 2021-2025 capital plan and budget be amended in accordance with the revised plan and budget for Project No. 21-05 as presented.

Alternative 2
The Saanich Peninsula Water Commission recommends to the Capital Regional District Board:

That staff be directed to revise the 2021-2025 capital plan and budget as directed by the Commission.

IMPLICATIONS

Without completing all of the original scope of work proposed in the grant application, some vulnerable sections of pipe will remain in service. Staff will include the outstanding scope of work not included in the 2021-2025 capital plan, in the 2026-2030 capital plan. Staff will also monitor future intake opportunities under the DMAF and other senior government funding programs. Completing the detailed design for most of the original scope will result in 'shovel-ready' projects which could position them better for future grant opportunities and allow the CRD to secure future pipe alignments with the various municipalities.

The Regional Water Supply Service portion of the project that will be financed falls within the $46 million loan authorization bylaw recommended by the Commission as part of the 2021 provisional budget approval. The Saanich Peninsula Water Commission will have to consider a loan authorization bylaw to enable financing the service's portion of the project.

CONCLUSION

The 2021-2025 capital plan and budget require amendment as a result of recent confirmation that the Regional Water Transmission Main No. 4 and Saanich Peninsula Water Supply upgrade project was not selected for federal funding. Staff are proposing to revise the scope of the project and the budget, to undertake the highest priority work, funded through the capital reserve funds and planned financing (subject to the successful completion of the loan authorization processes and bylaw adoption). The revised total project budget has been set at $50.1 million. The outstanding scope of work not included in the 2021-2025 capital plan, will be included in the 2026-2030 capital plan.

RECOMMENDATION

The Saanich Peninsula Water Commission recommends to the Capital Regional District Board:

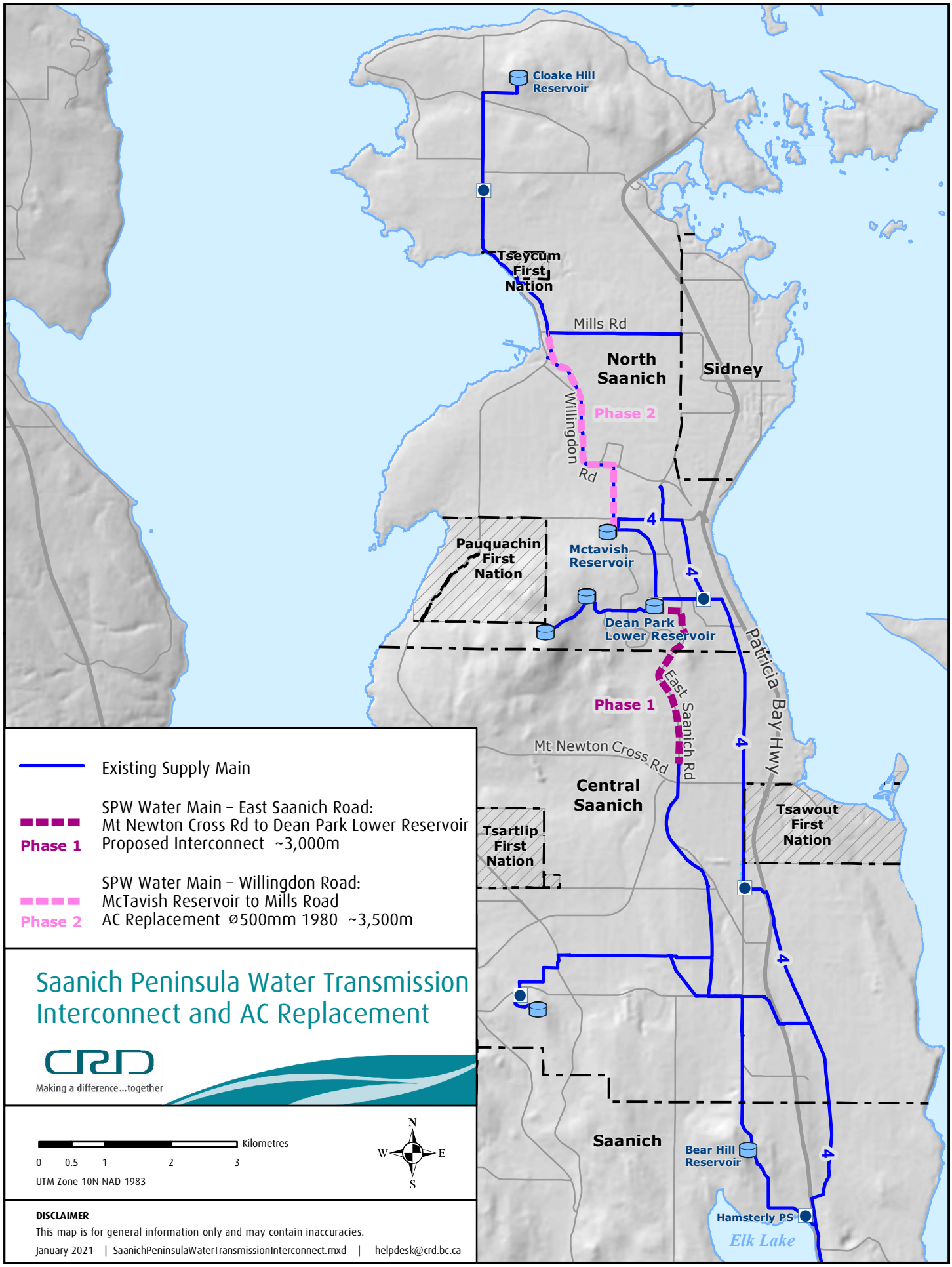
That the provisionally approved Saanich Peninsula Water Service 2021-2025 capital plan and budget be amended in accordance with the revised plan and budget for Project No. 21-05 as presented.

Submitted by:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Project segment drawings

APPENDIX A


Cloake Hill Reservoir
Tseycum First Nation
Mills Rd
North Saanich
Sidney
Willingdon Rd
Phase 2
Pauquachin First Nation
Mctavish Reservoir
Dean Park Lower Reservoir
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Phase 1
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Tsartlip First Nation
Tsawout First Nation
Saanich
Bear Hill Reservoir
Hamsterly PS
Elk Lake
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Existing Supply Main
SPW Water Main – East Saanich Road:
Mt Newton Cross Rd to Dean Park Lower Reservoir
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SPW Water Main – Willingdon Road:
McTavish Reservoir to Mills Road
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AC Replacement ø500mm 1980 ~3,500m
Saanich Peninsula Water Transmission Interconnect and AC Replacement
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SPWWC 21-01

REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION
MEETING OF THURSDAY, JANUARY 21, 2021

SUBJECT **Supply of Sludge Dewatering Equipment – RFP No. 2020-632**

ISSUE SUMMARY

To seek approval to award a contract for supply of sludge dewatering equipment and to request additional funds for the project.

BACKGROUND

The 2013 Stantec condition assessment report recommended replacement of the rotary press by 2020. The existing 25-year-old press has operated well but it is nearing its end of life, is becoming more difficult to maintain, and there is no redundancy to this critical piece of equipment. The Saanich Peninsula Wastewater Commission approved funding in the 2019 budget to commence with the rotary press replacement. The scope of the project included: assessing sludge dewatering options, recommending a technology with the best triple-bottom-line, pre-purchasing the equipment, and retaining a contractor to install the equipment. The total approved capital budget for the project is $1,190,000.

Progress to Date

Through a competitive request for proposal (RFP) process, an engineering consultant (HDR Inc.) was retained in 2020 to complete the technology review and prepare procurement documents for pre-purchasing the new equipment. HDR reviewed the following sludge dewatering technologies: rotary press, centrifuges, screw press, and a belt filter press. The screw and belt filter press equipment is too large and will not fit into the available space where the existing rotary press resides so they were not considered. A triple bottom line analysis was completed on the rotary press and two centrifuges. The rotary press ranked much higher than the centrifuges, primarily due to lower capital and lifecycle cost, equipment fit, good operator experience, less noise, and built-in redundancy.

HDR completed the preliminary design and specifications for a larger rotary press unit to accommodate population growth until the year 2045. RFP No. 2020-632 was issued for pre-purchasing the rotary press and it closed on December 4, 2020. Only one proposal was received from Fournier Industries (the same supplier as the existing press). Their proposal met all of the technical requirements and the total price was $589,730 plus taxes. This cost is higher than originally anticipated due to a change in the fire protection and electrical code standards requiring explosion proof motors and control panels. In addition, during the preliminary design, HDR identified a number of other items that were not included in the original budget, including: demolition of a wall to remove the existing press, and a more complicated temporary dewatering system required to keep the plant running while removing the old and installing the new equipment.

Consequently, additional funds of approximately $300,000 are required in order to complete this project. The Capital Reserve Funds have a balance of $1,652,256 as of December 31, 2020, leaving sufficient funds available to increase the project budget and adjustments can be made to the 2021 capital plan budget to accommodate the budget increase (see revised capital plan and expenditure plan summary in Appendix A).

ALTERNATIVES

Alternative 1

1. That the Saanich Peninsula Wastewater Commission Recommends to the Capital Regional District Board that the 19-01 Project Budget, in the Saanich Peninsula Wastewater Services 2021 Capital Plan, be increased by $300,000 from the capital reserve fund to bring the revised project budget up to $1,490,000.

2. That the Saanich Peninsula Wastewater Commission award Contract 2020-632 - Supply of Sludge Dewatering Equipment, to Fournier Industries in the amount of $589,730 plus taxes.

Alternative 2

1. That the Saanich Peninsula Wastewater Commission not recommend that the 19-01 Project Budget, in the Saanich Peninsula Wastewater Service 2021 Capital Plan, be increased by $300,000 from the capital reserve fund.

2. That the Saanich Peninsula Wastewater Commission not award Contract 2020-632 – Supply of Sludge Dewatering Equipment.

Alternative 3

The Saanich Peninsula Wastewater Commission refer the report back to staff for further information.

IMPLICATIONS

Alternative 1 – Fournier Industries are a reputable Canadian company, the proposal met all of the technical requirements, and they have provided good service to the Capital Regional District (CRD) with the existing rotary press. They have indicated the equipment can be manufactured and delivered to the site by summer, in time to replace the equipment this year. Costs are higher than originally anticipated due to electrical code changes and other unanticipated conditions. There are sufficient funds available in the capital reserve fund to increase the project budget by $300,000 to $1,490,000.

Alternative 2 – The RFP could be cancelled, the capital reserve fund can remain unchanged, and a new RFP could be re-issued which would delay the replacement of the existing rotary press and likely result in higher costs. In addition, there would be some additional risk in operating the existing rotary press longer than its recommended replacement time and should it cease to perform properly, liquid sludge would have to be trucked to the Hartland Residual Treatment Facility at considerable extra trucking expense.

CONCLUSION

The existing rotary press has performed well over the last 25 years but requires replacement. HDR Inc. completed a technology review of dewatering equipment and then completed the preliminary design of new, larger rotary press. A RFP was issued for the pre-purchase of a new rotary press and one proposal was received from Fournier Industries. Fournier's proposal meets all of the technical requirements and their proposal amount was $589,730 plus taxes. The cost is higher than originally anticipated due to electrical code changes and other unanticipated conditions. There are sufficient funds available in the capital reserve fund to increase the project budget by $300,000 to $1,490,000 in order to complete this project.

RECOMMENDATIONS

1. That the Saanich Peninsula Wastewater Commission Recommends to the Capital Regional District Board that the 19-01 Project Budget, in the Saanich Peninsula Wastewater Services 2021 Capital Plan, be increased by $300,000 from the capital reserve fund to bring the revised project budget up to $1,490,000.

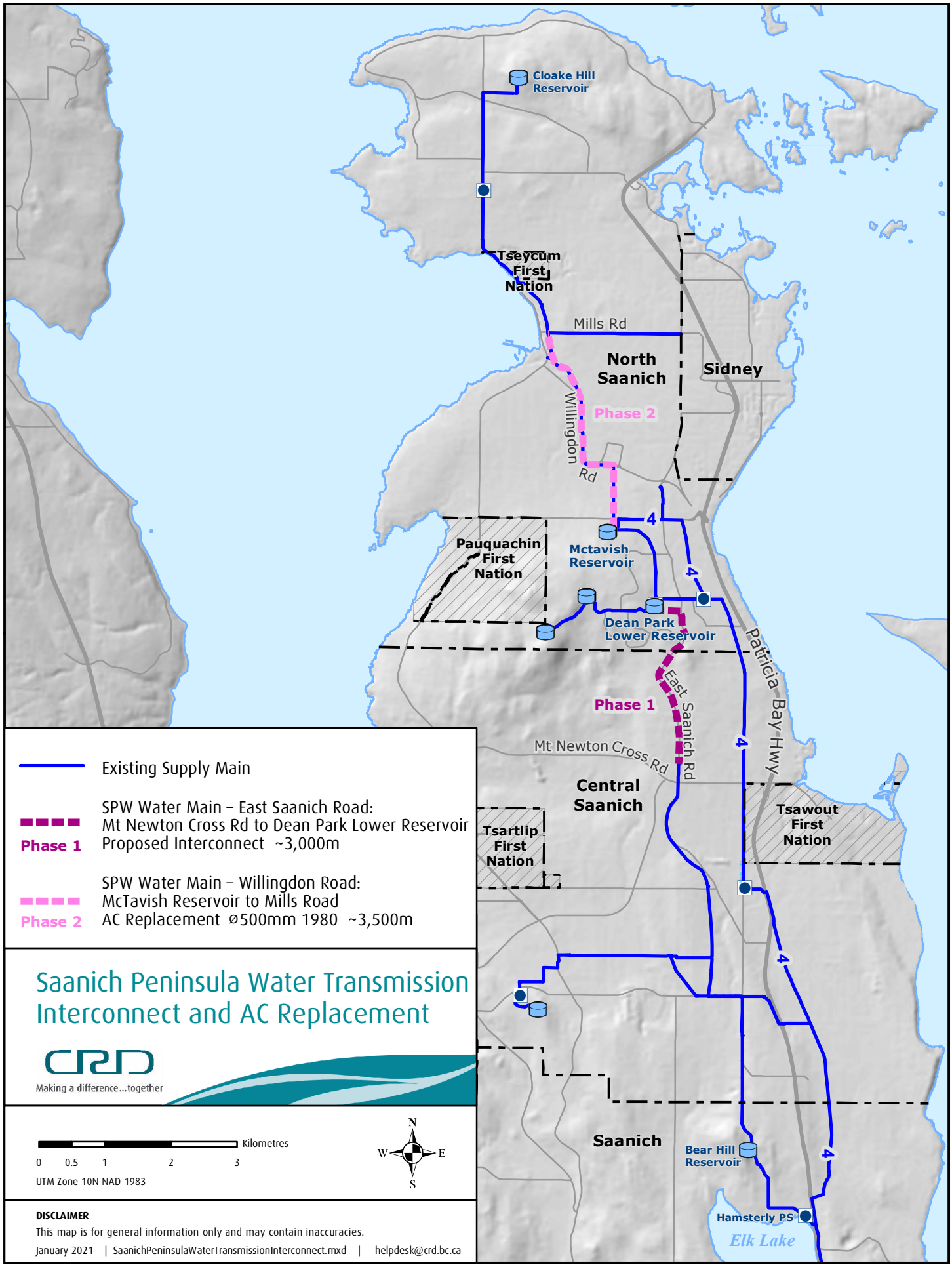
2. That the Saanich Peninsula Wastewater Commission award Contract 2020-632 - Supply of Sludge Dewatering Equipment, to Fournier Industries in the amount of $589,730 plus taxes.

Submitted by:	Malcolm Cowley, P.Eng., Manager, Wastewater Engineering and Planning
Concurrence:	Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Revised 2021-2025 Capital Plan and Expenditure Plan Summary

APPENDIX A


Cloake Hill Reservoir
Tseycum First Nation
Mills Rd
North Saanich
Sidney
Willingdon Rd
Phase 2
Pauquachin First Nation
Mctavish Reservoir
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Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Planning, Transportation and Protective Services Committee

Wednesday, November 18, 2020 | **10:00 AM** | **6th Floor Boardroom**

PRESENT
Directors: R. Windsor (Chair), K. Williams (Vice Chair), J. Brownoff (for S. Brice)(EP), B. Desjardins, F. Haynes (10:02 am), M. Hicks (EP), R. Mersereau, G. Orr, J. Ranns (10:07 am), G. Young, C. Plant (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; S. Carby, Senior Manager, Protective Services; E. Sinclair, Senior Manager, Regional and Strategic Planning; M. Lagoa, Acting Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director(s) S. Brice, C. McNeil-Smith

The meeting was called to order at 10:01 am.

1. Territorial Acknowledgement

Chair Windsor provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Williams, SECONDED by Director Mersereau,
That the agenda for the November 18, 2020 Planning, Transportation & Protective Services Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. 20-733 Minutes of the October 21, 2020 Planning, Transportation and Protective Services Committee Meeting

MOVED by Director Williams, SECONDED by Director Mersereau,
That the minutes of the Planning, Transportation and Protective Services Committee meeting of October 21, 2020 be adopted as circulated.
CARRIED

4. Chair's Remarks

The Chair welcomed Alternate Director Brownoff to the meeting. He expressed his hopes that everyone is keeping safe.

5. Presentations/Delegations

5.1. 20-730 Presentation: Dr. Murray Fyfe, Capital Regional District Traffic Safety Commission re. Annual Presentation

Dr. Fyfe presented the Annual Report on behalf of the Traffic Safety Commission.

Discussion ensued on the following:
- increasing the number of recommendations to the CRD Board from the last year
- the opportunity to collect data from cameras at intersections
- providing anecdotal data from the vulnerable road user group
- focus of the Data and Evidence Committee

Director Ranns joined the meeting at 10:07 am.

MOVED by Director Haynes, SECONDED by Director Plant,
The Planning, Transportation and Protective Services Committee recommends to the Traffic Safety Commission:
That the commission do some analysis and bring forward to this committee recommendations to explore increasing the use of red light cameras at the high accident intersections as identified in today's data.
CARRIED

5.2. 20-749 Presentation: Gord Horth, General Manager, CREST re: Coverage in Rural Electoral Areas

Mr. Horth spoke to the radio communications coverage in remote communities on behalf of CREST.

Discussion ensued on the following:
- alternative considerations in remote areas that currently have no service
- Shirley Fire Department using the BC Ambulance frequency for emergencies
- cross border communications

MOVED by Director Orr, SECONDED by Director Desjardins,
The Planning, Transportation and Protective Services Committee recommends to Capital Regional District Board:
That CREST aggressively explore alternative methods of providing reliable emergency service telecommunications in the Juan de Fuca Electoral area.
CARRIED

6. Committee Business

6.1. 20-727 Ready Step Roll - Active School Travel Planning Progress Report

K. Lorette spoke to Item 6.1.

MOVED by Director Plant, SECONDED by Director Desjardins,
The Planning, Transportation and Protective Services Committee recommends to the Capital Regional District Board:
That the Ready Step Roll - Active School Travel Planning Progress report be received for information.
CARRIED

6.2. 20-728 Regional Growth Strategy Indicators Report

K. Lorette spoke to Item 6.2.

Discussion ensued on the following:
- method of monitoring contaminants to fresh and marine water bodies
- indicators of water consumption per capita
- possibility of including an indicator for per capita reduction in greenhouse gas emissions

MOVED by Director Plant, SECONDED by Director Mersereau,
The Planning, Transportation and Protective Services Committee recommends to the Capital Regional District Board:
That the Regional Growth Strategy Indicator Report be received for information.
CARRIED

6.3. 20-729 Deer Management Update

K. Lorette spoke to Item 6.3.

Discussion ensued on the following:
- the provincial government's role in deer management
- increased deer interactions in the region

MOVED by Director Desjardins, SECONDED by Director Haynes,
That there be reconsideration of developing a regional deer management program.
CARRIED

6.4. 20-724 Previous Minutes of Other CRD Committees and Commissions for Information

MOVED by Director Desjardins, SECONDED by Director Williams,
That the following minutes be received for information:
a) Development Planning Advisory Committee minutes - September 28, 2020
CARRIED

7. Notice(s) of Motion

There were no Notice(s) of Motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Desjardins, SECONDED by Director Mersereau,
That the November 18, 2020 Planning, Transportation and Protective Services Committee meeting be adjourned at 11:20 am.
CARRIED

_____
Chair

_____
Recorder

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **Investing in Canada Infrastructure Program; COVID-19 Resilience Infrastructure Stream [Regional Parks Service]**

ISSUE SUMMARY

A Capital Regional District (CRD) Board resolution is required for grant applications to the Investing in Canada Infrastructure Program (ICIP); COVID-19 Resilience Infrastructure Stream (CVRIS).

BACKGROUND

On December 1, 2020, BC and Canada announced the intake of the CVRIS stream to support infrastructure projects in response to COVID-19. For this stream, the program has $80.29M available in funding for eligible projects.

Regional Districts (RD) are an eligible recipient under the grant program. RD are permitted to submit one application for a regional/sub-regional service, and one application from each Electoral Area (EA).

Funding is available for 100% of eligible project costs, with 80% of funding from the Government of Canada and 20% from the province. Projects must start by September 30, 2021, and be completed by December 31, 2021.

Eligible projects may include:
1. Retrofits, repairs, and upgrades;
2. Active transportation;
3. COVID-19 response infrastructure; and
4. Disaster mitigation and adaption infrastructure (excluding flood mitigation[1]).

Applications for CVRIS were due January 27, 2021 and must be supported by a Board resolution. Staff identified and submitted one regional project for the grant program's consideration (see Appendix A). Applicants will be notified of the grant program's outcome in late spring 2021. Additional information and grant history on past ICIP applications are summarized in Appendix B.

ALTERNATIVES

Alternative 1
That the Capital Regional District Board support the submitted application, as endorsed in the following resolution:

> That the Capital Regional District Board (the Board) endorse the grant application for the Regional Parks Service: Galloping Goose Bridge Replacements & Repair Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure

[1] Flood mitigation projects were eligible under the sub-stream under ICIP-CVRIS: Adaptation, Resilience and Disaster Mitigation, which had an application deadline of January 11, 2021.

Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.

Alternative 2
The Capital Regional District Board recommends:

That the Board does not endorse the submitted grant application for the Regional Parks Service: Galloping Goose Bridge Replacements & Repair Project to the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream, and withdraws the project for the funding program's consideration.

IMPLICATIONS

Financial Implications

The proposed project is included in the Regional Parks service 2021 Capital Plan.

Table 1 – Grant Applications Submitted

SERVICE PARTICIPANT	SERVICE NAME	PROJECT	REQUEST ($)	INELIGIBLE COSTS (CRD CONTRIBUTION)	TOTAL PROJECT COST	APPENDIX
Regional	Regional Parks	Galloping Goose Bridge Replacements & Repair	$1,000,000	$125,000	$1,125,000	A

The grant will fund $1M of eligible expenses. The service is proposing to use their Capital Reserve Fund to fund the ineligible expenses of $125,000. Currently, the project budgeted in the Capital Plan is lower than the grant request. Work will need to be prioritized in the plan, or the scope of the project will have to be reduced, if funding for this project is not secured through the grant. However, the project is not contingent upon grant approval.

CONCLUSION

The Investing in Canada Infrastructure Program provides funding to public infrastructure projects in BC. This new stream was developed in an effort to provide immediate funding to eligible recipients, including local governments, to help address the impacts of COVID-19, and fund other infrastructure projects. Factors that impact successful grant applications include availability of funds and their equitable distribution across the province as well as program alignment. The CRD has prioritized its projects at each service level.

RECOMMENDATION

That the Capital Regional District Board support the submitted application, as endorsed in the following resolution:

That the Capital Regional District Board (the Board) endorse the grant application for the Regional Parks Service: Galloping Goose Bridge Replacements & Repair Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Rianna Lachance, BCom, CPA, CA, Acting Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Galloping Goose Bridge Replacements & Repair Project
Appendix B: Investing in Canada Infrastructure Program Funding History

CRD GRANT PROPOSAL REVIEW

Download this form and save it after filling in the first cell. **SAVE OFTEN** as a precautionary measure. Please email questions or suggestions for improvement to CRD Corporate Asset and Grant Management Analyst.

SECTION 1: APPLICANT AND GRANT INFORMATION

CRD DEPT.	SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL.	SERVICE NO.:
PES	Galloping Goose Regional Trail	

WHAT SERVICE TYPE COULD BENEFIT?	WHICH ELECTORAL AREA?	IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT.
Regional	Not Applicable	

GRANT PROGRAM NAME	APPLICATION DUE (MM/DD/YYYY)
Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream	01/27/2021

PROPOSED PROJECT TITLE	PROJECT TYPE
Galloping Goose Bridge Replacements & Repair Project	Infrastructure Assets - New or Renew

DESCRIBE THE OUTCOME OF THE PROJECT:

The Galloping Goose Regional Trail was established in 1987 and is a 55 km active transportation trail between Victoria and Sooke. It connects 7 communities including Sooke, Metchosin, Colwood, Langford, View Royal, Saanich and Victoria.
The project includes the renewal of several key structures on the trail's network including bridge replacements at Bilsten Creek Bridges 1 & 2, deck repairs on Charters Creek Trestle, slope stabilization and retaining wall replacement at Interurban Bridge and pier stablization at the Veitch Creek Bridge.
This project meets two funding outcomes; it is an upgrade and repair to existing local government structures and is supports regional active transportation infrastructure.

SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD?

Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action.

ALIGNMENT WITH A CRD BOARD PRIORITY?	ALIGNMENT WITH A CORPORATE PRIORITY?	ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY?
Community Wellbeing - Housing & Transportation	Customer Service	Increase transportation choice
ALIGNMENT WITH THE SERVICE PLAN?	**ALIGNMENT WITH THE CAPITAL PLAN?**	**ALIGNMENT WITH THE ASSET MANAGEMENT PLAN?**
Yes - for the current year	Yes-for current year	Yes

IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE:

Planned asset renewal

THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE.

HOW MANY HOURS, *APPROXIMATELY*, WILL PREPARING THE GRANT APPLICATION TAKE?

☐ 1-10 ☑ 11-30 ☐ 31-50 ☐ 51-70 ☐ 71-90 ☐ 91-110 ☐ 111-130 ☐ 131-170 ☐ 171+

HOW MANY HOURS, *APPROXIMATELY*, WILL GRANT ADMINISTRATION TAKE IF AWARDED?

☐ 1-10 ☐ 11-30 ☑ 31-50 ☐ 51-70 ☐ 71-90 ☐ 91-110 ☐ 111-130 ☐ 131-170 ☐ 171+

GRANT REQUEST:	CRD COSTS: ELIGIBLE AND INELIGIBLE	TOTAL PROJECT COST (EST.)	MAIN SOURCE OF CRD FUNDING SHARE	EVIDENCE OF SECURED FUNDS
$ 1,000,000	$ 125,000	$ 1,125,000	Capital Reserve Fund	Yes-funding evidence is available now

WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN?	WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN?
1-Low: Applying is not disruptive to the Service's workplan	1-Low:This grant is not disruptive to the Service's workplan

IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT.

n/a

IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION.

n/a

WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD:	2. TYPICAL PLUS- Attending special meetings, conferences, various in-kind support, additional staff etc.

IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASSURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS.

Capital project delivery requires internal engineering support with planning, implementation, control, execution and close-out.

WHAT SPILLOVER BENEFITS, **ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES**, COULD RESULT FROM THIS GRANT EFFORT? SEE **INTANGIBLE BENEFIT** EXPLANATION HERE.

☐ INNOVATION ☑ PARTNERSHIP/COLLABORATION ☑ SUPPORT OF RURAL COMMUNITIES ☑ MITIGATION OF A SEVERE RISK

CRD GRANT PROPOSAL REVIEW

Download this form and save it after filling in the first cell. SAVE OFTEN as a precautionary measure. Please email questions or suggestions for improvement to CRD Corporate Asset and Grant Management Analyst.

SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets

This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services.

FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN?	DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN?	WHAT IS THE ASSET'S REMAINING SERVICE LIFE?
2020 & 2021	Yes	end of life

WHAT IS THE ASSET'S CONDITION RATING?	WHAT IS RISK OF ASSET FAILURE?
Poor-Beyond service life major deficiencies	Moderate

USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS)

As part of management of the asset, appropriate assessment reviews have been completed for the assets which have resulted in the current planned asset renewal work. The assets have reached the end of their intended service life HOWEVER are currently still in a usable condition.

SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program?

DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA.

This project fits with the criteria of the funder:
- Supports active transportation and low carbon transportation
- Increases the safety and resiliency of the regional trail structures
- Promotes community well being by connecting communities
- Project meets time requirements - design will be 90% complete by time of application and construction will occur over Summer of 2021 and complete by December 31, 2021

SECTION 5: ATTESTATION AND APPROVALS

In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the CRD Corporate Asset and Grant Management Analyst.

PROJECT LEAD ATTESTATION

- ☑ I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT;
- ☑ I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS;
- ☑ I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE;
- ☑ I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS /OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL.

NAME	TITLE	DATE (MM/DD/YYYY)
Ben Martin	Senior Project Engineer	12/21/2020

MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Mike MacIntyre	Manager Park Operations Services	12/21/2020

SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Mike MacIntyre	Acting Senior Manager CRD Regional Parks	12/21/2020

GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Larisa Hutcheson	General Manager, PES	12/21/2020

THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS.

ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO CRD Corporate Asset and Grant Management Analyst

APPENDIX B: INVESTING IN CANADA INFRASTRUCTURE PROGRAM FUNDING HISTORY

PROGRAM STREAMS	PROJECT	GRANT REQUEST	STATUS
1. Community, Culture, and Recreation Stream			
Intake 1: January 23, 2019	Mayne Island Regional Trail	$ 2,778,393	Approved
	SSI: Fernwood Elementary School Athletic Field Upgrades	$ 584,850	Declined
Intake 2: October 1, 2020	SSI: Fernwood Elementary School Athletic Field Upgrades	$ 646,587	Submitted
	Elk/Beaver Lake Oxygenation System	$ 700,000	Submitted
2. Rural and Northern Communities			
Intake 1: January 23, 2019	JDF: Wilderness Mountain Supply Improvements	$ 4,566,673	Declined
	SGI: Miners Bay Dock at Mayne Island	$ 247,423	Declined
Intake 2: October 22, 2020	SSI: Maliview Wastewater Treatment Plant Upgrade	$ 1,989,000	Submitted
	SGI: Lyall Habour Boot Cove Water Service Improvements	$ 1,110,600	Submitted
	JDF: Port Renfrew Water Supply Line Replacement	$ 1,573,918	Submitted
3. A. Green Infrastructure-Environmental Quality			
Intake 1: August 18, 2018	N/a	N/a	N/a
Intake 2: February 26, 2020	JDF: Anderson Cove Water Distribution	$ 1,460,000	Submitted
	SGI: Magic Lake Estates Wastewater System Renewal	$ 5,390,000	Submitted
3. B. Green Infrastructure-CleanBC Communities			
Intake 1: March 27, 2019	Hartland Landfill Renewable Natural Gas Initiative	$ 17,311,790	Declined
Intake 2: November 12, 2020	Panorama Energy Recovery Project	$ 1,972,430	Submitted
4. A. COVID-19 Resilience Infrastructure Stream			
Intake 1: January 27, 2021	Accepting grant applications		
4. B. COVID-19 Resilience Infrastructure Stream: Adaptation, Resilience, & Disaster Mitigation			
Intake 1: January 11, 2021	N/a	N/a	N/a
5. Public Transit			

SUMMARY OF GRANT APPLICATION REQUESTS		
STATUS	**APPLICATIONS**	**REQUEST ($)**
Approved	1	$ 2,778,393
Declined	4	$ 22,710,736
Submitted	8	$ 14,842,535
Grand Total	**13**	**$ 40,331,664**

Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **Investing in Canada Infrastructure Program; COVID-19 Resilience Infrastructure Stream [Electoral Area Projects]**

ISSUE SUMMARY

A Capital Regional District (CRD) Board resolution is required for grant applications to the Investing in Canada Infrastructure Program (ICIP); COVID-19 Resilience Infrastructure Stream (CVRIS).

BACKGROUND

On December 1, 2020, BC and Canada announced the intake of the CVRIS stream to support infrastructure projects in response to COVID-19. For this stream, the program has $80.29M available in funding for eligible projects.

Regional Districts (RD) are an eligible recipient under the grant program. RD are permitted to submit one application for a regional/sub-regional service, and one application from each Electoral Area (EA).

Funding is available for 100% of eligible project costs, with 80% of funding from the Government of Canada and 20% from the province. Projects must start by September 30, 2021, and be completed by December 31, 2021.

Eligible projects may include:

1. Retrofits, repairs, and upgrades;
2. Active transportation;
3. COVID-19 response infrastructure; and
4. Disaster mitigation and adaptation infrastructure (excluding flood mitigation).[1]

Applications for CVRIS were due January 27, 2021 and must be supported by a Board resolution. Applicants will be notified of the grant program's outcome in late spring 2021. EA Directors have given their support to three projects in the EAs that meet eligibility requirements. Three projects were submitted for the grant program's consideration (see Appendices A–C).

Additional information and grant history on past ICIP applications is summarized in Appendix D.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District support the three submitted grant applications, as endorsed in the following resolutions:

[1] Flood mitigation projects were eligible under the sub-stream under ICIP-CVRIS: Adaptation, Resilience and Disaster Mitigation, which had an application deadline of January 11, 2021.

1. That the Capital Regional District Board (the Board) supports an application for grant funding for the JDF: Willis Point Water Tank Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.

2. That the Capital Regional District Board (the Board) supports an application for grant funding for the SSI: Drake Road Trail Upgrades Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns; and

3. That the Capital Regional District Board (the Board) supports an application for grant funding for the SGI: Einar's Hill By-Pass Route (Multi Use Trail) Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.

Alternative 2
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board does not endorse the three grant applications for the Investing in Canada Infrastructure Program-COVID-19 Resilience Infrastructure Stream, and withdraws the three projects for the funding program's consideration.

IMPLICATIONS

Financial Implications

The three proposed projects will be included in each service's 2021 Capital Plan. Services will indicate the grant as a potential funding source.

Table 1 – Grant Applications Submitted

ELECTORAL AREAS	SERVICE NAME	PROJECT	REQUEST ($)	INELIGIBLE EXPENSES (CRD CONTRIBUTION)	TOTAL PROJECT COST	APPENDIX
Juan de Fuca (JDF)	Willis Point Fire Protection and Recreation Commission	Willis Point Fire Department Water Supply Expansion	$41,865	$0	$41,865	A
Salt Spring Island (SSI)	Community Parks	Drake Road Trail Upgrades	$90,127	$19,873	$110,000	B
Southern Gulf Islands (SGI)	Pender Island Parks and Recreation Commission	Einar's Hill By-Pass Route (Multi Use Trail)	$243,963	$7,600	$251,563	C

*This excludes in-kind contributions.

If the JDF Willis Point Water Supply Expansion grant application is successful, the service is proposing that the project's eligible expenses be fully funded by the grant for $41,865. The project is contingent upon receiving the grant funds, and will not proceed if funding is not secured through the grant.

If the SSI Drake Road Trail Upgrades grant application is successful, the service is proposing to use the grant to fund $90,127 of eligible expenses. The service is proposing to use their Capital Reserve Fund (CRF) to fund the ineligible expenses of $19,873. The project is not contingent upon receiving the grant fund, and will proceed with the service's CRF if funding is not secured through this grant.

If the SGI Einar's Hill By-Pass Route (Multi Use Trail) grant application is successful, the service is proposing to use the grant to fund $243,963 of eligible expenses and the service's CRF for the ineligible expenses of $7,600. The project is contingent upon receiving the grant funds, and will not proceed if funding is not secured through the grant.

CONCLUSION

The Investing in Canada Infrastructure Program provides funding to public infrastructure projects in BC. This new stream was developed in an effort to provide immediate funding to eligible recipients, including local governments, to help address the impacts of COVID-19, and fund other infrastructure projects. Factors that impact successful grant applications include availability of funds and their equitable distribution across the province as well as program alignment. The CRD has prioritized its projects at each service level.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District support the three submitted grant applications, as endorsed in the following resolutions:

1. That the Capital Regional District Board (the Board) supports an application for grant funding for the JDF: Willis Point Water Tank Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.

2. That the Capital Regional District Board (the Board) supports an application for grant funding for the SSI: Drake Road Trail Upgrades Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns; and

3. That the Capital Regional District Board (the Board) supports an application for grant funding for the SGI: Einar's Hill By-Pass Route (Multi Use Trail) Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Rianna Lachance, BCom, CPA, CA, Acting Chief Financial Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: JDF: Willis Point Fire Dept Water Supply Expansion
Appendix B: SSI: Drake Road Trail Upgrades Project
Appendix C: SGI: Einar's Hill By-Pass Route (Multi Use Trail) Project
Appendix D: Investing in Canada Infrastructure Program Funding History

CRD GRANT PROPOSAL REVIEW

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SECTION 1: APPLICANT AND GRANT INFORMATION

CRD DEPT.	SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL.	SERVICE NO.:
PPS	Willis Point Fire Protection and Recreation Commission	

WHAT SERVICE TYPE COULD BENEFIT?	WHICH ELECTORAL AREA?	IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT.
Local	JDF	Willis Point

GRANT PROGRAM NAME	APPLICATION DUE (MM/DD/YYYY)
Investing in Canada Infrastructure (ICIP) - COVID-19 Resilience Infrastructure Stream	01/27/2021

PROPOSED PROJECT TITLE	PROJECT TYPE
Willis Point Fire Dept Water Supply Expansion	Climate Adaptation Infrastructure

DESCRIBE THE OUTCOME OF THE PROJECT:

30,000 gallon water storage tank to provide water supply for fire-fighting in event of forest fire.

Given the present climate related wildland fire potential, the Willis Point Community needs to be able to protect from any or all wildland fire disasters. The most likely wildland fire potential comes from Gowland Tod Provincial Park, and even more so, Mt Work Regional Park (CRD park), where large numbers of people visit from throughout the region on a daily basis during the summer fire season. This water tank infrastructure will provide added capacity to address the most critical part of preventing a major fire disaster; that is, having sufficient water storage to quickly extinguish a small fire before it spreads.

SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD?

Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action.

ALIGNMENT WITH A CRD BOARD PRIORITY?	ALIGNMENT WITH A CORPORATE PRIORITY?	ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY?
Not Applicable	Not Applicable	Protect manage eco-system health
ALIGNMENT WITH THE SERVICE PLAN?	**ALIGNMENT WITH THE CAPITAL PLAN?**	**ALIGNMENT WITH THE ASSET MANAGEMENT PLAN?**
Choices	Choices	Choices

IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE:

This project is being undertaken by the Willis Point Fire Commission

THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE.

HOW MANY HOURS, *APPROXIMATELY*, WILL PREPARING THE **GRANT APPLICATION** TAKE?	HOW MANY HOURS, *APPROXIMATELY*, WILL **GRANT ADMINISTRATION** TAKE IF AWARDED?
☑1-10 ☐11-30 ☐31-50 ☐51-70 ☐71-90 ☐91-110 ☐111-130 ☐131-170 ☐171+	☑1-10 ☐11-30 ☐31-50 ☐51-70 ☐71-90 ☐91-110 ☐111-130 ☐131-170 ☐171+

GRANT REQUEST:	CRD COSTS: ELIGIBLE AND INELIGIBLE	TOTAL PROJECT COST (EST.)	MAIN SOURCE OF CRD FUNDING SHARE	EVIDENCE OF SECURED FUNDS
$ 41,865	$ 0	$ 41,865	Choices	Choices

WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN?	WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN?
1-Low: Applying is not disruptive to the Service's workplan	1-Low:This grant is not disruptive to the Service's workplan

IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT.

IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION.

WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD:	Choices

IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASSURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS.

WHAT SPILLOVER BENEFITS, **ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES**, COULD RESULT FROM THIS GRANT EFFORT? SEE **INTANGIBLE BENEFIT** EXPLANATION HERE.

☐ INNOVATION ☐ PARTNERSHIP/COLLABORATION ☑ SUPPORT OF RURAL COMMUNITIES ☐ MITIGATION OF A SEVERE RISK

CRD GRANT PROPOSAL REVIEW

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SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets

This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services.

FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN?	DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN?	WHAT IS THE ASSET'S REMAINING SERVICE LIFE?
	No	New Asset

WHAT IS THE ASSET'S CONDITION RATING?	WHAT IS RISK OF ASSET FAILURE?
Excellent - New Asset	Not Applicable

USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS)

Asset to be maintained by Willis Point Fire Department under Willis Point Fire Protection and Recreation Commission

SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program?

DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA.

Willis Point Community borders Gowland Tod Provincial Park, which has steep terrain and massive fuel loading. As a community with an existing Volunteer Fire Department and a single point of entry and egress, water tanks placed in strategic locations are required in order to help prevent a wildland fire from spreading within Gowland Tod Park or Mt. Work Regional Park, and to the homes and properties that lie immediately adjacent to the Park. Early attack on a wildland fire in the forested areas of Willis Point is critical in preventing an uncontrollable disaster spreading into the Willis Point community.

SECTION 5: ATTESTATION AND APPROVALS

In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the CRD Corporate Asset and Grant Management Analyst.

PROJECT LEAD ATTESTATION

- [x] I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT;
- [ ] I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS;
- [ ] I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE;
- [ ] I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS /OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL.

NAME	TITLE	DATE (MM/DD/YYYY)
Joel Cotter, Willis Pt Fire and Rec. Commission	Commission Member	01/15/2021

MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Jonathan Reimer	Manger, EA Fire and Emergency Programs	01/15/2021

SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Shawn Carby	Senior Manager, Protective Services	01/28/2021

GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Kevin Lorette	General Manager, Planning and Protective Services	01/28/2021

THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS.

ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO CRD Corporate Asset and Grant Management Analyst

CRD GRANT PROPOSAL REVIEW

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SECTION 1: APPLICANT AND GRANT INFORMATION

CRD DEPT.	SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL.	SERVICE NO.:
Executive Services	Salt Spring Island Community Parks	1.455

WHAT SERVICE TYPE COULD BENEFIT?	WHICH ELECTORAL AREA?	IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT.
Local	SSI	Salt Spring Island

GRANT PROGRAM NAME	APPLICATION DUE (MM/DD/YYYY)
Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream	01/27/2021

PROPOSED PROJECT TITLE	PROJECT TYPE
Drake Road Trail Upgrades	Infrastructure Assets - New or Renew

DESCRIBE THE OUTCOME OF THE PROJECT.

To upgrade and provide storm water management to an established pedestrian trail leading from Cypress View Road and 24 new affordable housing units to Ganges Village and Mouat's Park.

The existing trail was built without proper drainage or storm water management causing the trail to flood and become impassable during the wetter months. The entrance to the trail off of Cypress Road is heavily sloped causing a barrier for users with mobility issues, walker, wheelchairs or strollers.

SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD?

Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action.

ALIGNMENT WITH A CRD BOARD PRIORITY?	ALIGNMENT WITH A CORPORATE PRIORITY?	ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY?
Not Applicable	Not Applicable	Not Applicable to SSI SGI
ALIGNMENT WITH THE SERVICE PLAN?	**ALIGNMENT WITH THE CAPITAL PLAN?**	**ALIGNMENT WITH THE ASSET MANAGEMENT PLAN?**
Yes - for the current year	Yes-for current year	Not Applicable

IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE:

2019 Salt Spring Island Parks and Recreation Strategic Plan

THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE.

HOW MANY HOURS, APPROXIMATELY, WILL PREPARING THE GRANT APPLICATION TAKE?	HOW MANY HOURS, APPROXIMATELY, WILL GRANT ADMINISTRATION TAKE IF AWARDED?
☑ 1-10 ☐ 11-30 ☐ 31-50 ☐ 51-70 ☐ 71-90 ☐ 91-110 ☐ 111-130 ☐ 131-170 ☐ 171+	☑ 1-10 ☐ 11-30 ☐ 31-50 ☐ 51-70 ☐ 71-90 ☐ 91-110 ☐ 111-130 ☐ 131-170 ☐ 171+

GRANT REQUEST:	Ineligible costs	Total project costs $110,000	MAIN SOURCE OF CRD FUNDING SHARE	EVIDENCE OF SECURED FUNDS
$90,127	$19,873		Capital Reserve Fund	Yes-funding evidence is available now

WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN?	WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN?
1-Low: Applying is not disruptive to the Service's workplan	1-Low: This grant is not disruptive to the Service's workplan

IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT.

IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION.

WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD:	1. TYPICAL-Executing/amending agreement, claims, project reports

IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASSURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS.

WHAT SPILLOVER BENEFITS, ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES, COULD RESULT FROM THIS GRANT EFFORT? SEE INTANGIBLE BENEFIT EXPLANATION HERE.

☐ INNOVATION ☐ PARTNERSHIP/COLLABORATION ☑ SUPPORT OF RURAL COMMUNITIES ☐ MITIGATION OF A SEVERE RISK

CRD GRANT PROPOSAL REVIEW

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SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets

This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services.

FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN?	DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN?	WHAT IS THE ASSET'S REMAINING SERVICE LIFE?
2020/2021	No	

WHAT IS THE ASSET'S CONDITION RATING?	WHAT IS RISK OF ASSET FAILURE?
Poor-Beyond service life major deficiencies	Low

USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS)

SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program?

DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA.

The project will support the development of active transportation and provide an off road alternative for pedestrians traveling to the Ganges Village core. Detailed designs and Class B cost estimates have already been completed for this project.

SECTION 5: ATTESTATION AND APPROVALS

In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the CRD Corporate Asset and Grant Management Analyst.

PROJECT LEAD ATTESTATION

- ☑ I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT;
- ☑ I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS;
- ☑ I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE;
- ☑ I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS /OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL.

NAME	TITLE	DATE (MM/DD/YYYY)

MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Dan Ovington	Manager, Salt Spring Island Parks and Recreation	12/07/2020

SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Karla Campbell	Senior Manager, Salt Spring Island Administration	12/08/2020

GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Rober Lapham	CRD Chief Administrative Officer	12/11/2020

THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS.

ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO CRD Corporate Asset and Grant Management Analyst

CRD GRANT PROPOSAL REVIEW

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SECTION 1: APPLICANT AND GRANT INFORMATION

CRD DEPT.	SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL.	SERVICE NO.:
Corporate Services	Pender Island Parks and Recreation	1.485

WHAT SERVICE TYPE COULD BENEFIT?	WHICH ELECTORAL AREA?	IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT.
Local	SGI	Pender Island

GRANT PROGRAM NAME	APPLICATION DUE (MM/DD/YYYY)
Investing in Canada Infrastructure Program	01/27/2021

PROPOSED PROJECT TITLE	PROJECT TYPE
Einar's Hill By-Pass Route (Multi Use Trail)	Infrastructure Assets - New or Renew

DESCRIBE THE OUTCOME OF THE PROJECT:

To develop a safe and scenic multimodal, active transport trail north of the Driftwood Commercial Centre.

The current connection is a stretch of road that has been identified as significantly dangerous for cyclists and pedestrians due to its steep, tightly curved, narrow and partially blind nature. This lack of a safe corridor limits active transport opportunities between the Driftwood Commercial Centre and the Community Hall, as well as the residential communities beyond those hubs.

The proposed by-pass follows a historic Ministry of Highways right of way (Alice - Church) which skirts around the west end of the airstrip adjacent to Liberto Rd.

SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD?

Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action.

ALIGNMENT WITH A CRD BOARD PRIORITY?	ALIGNMENT WITH A CORPORATE PRIORITY?	ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY?
Community Wellbeing - Housing & Transportation	Business Capacity & Continuity	Not Applicable to SSI SGI
ALIGNMENT WITH THE SERVICE PLAN?	**ALIGNMENT WITH THE CAPITAL PLAN?**	**ALIGNMENT WITH THE ASSET MANAGEMENT PLAN?**
Yes - for year 2	Yes-for year 2	No-New Asset

IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE:

Pender Island Community Parks and Recreation

THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE.

HOW MANY HOURS, *APPROXIMATELY*, WILL PREPARING THE **GRANT APPLICATION** TAKE?	HOW MANY HOURS, *APPROXIMATELY*, WILL **GRANT ADMINISTRATION** TAKE IF AWARDED?
☐1-10 ☑11-30 ☐31-50 ☐51-70 ☐71-90 ☐91-110 ☐111-130 ☐131-170 ☐171+	☐1-10 ☑11-30 ☐31-50 ☐51-70 ☐71-90 ☐91-110 ☐111-130 ☐131-170 ☐171+

GRANT REQUEST:	CRD COSTS: ELIGIBLE AND INELIGIBLE	TOTAL PROJECT COST (EST.)	MAIN SOURCE OF CRD FUNDING SHARE	EVIDENCE OF SECURED FUNDS
$ 243,963	$ 15,280 Includes in-kind	$ 259,243	Capital Reserve Fund	Yes-funding evidence will be available by :

WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN?	WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN?
1-Low: Applying is not disruptive to the Service's workplan	3-High: This grant is unusual and complex; and disruptive to the workplan

IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT.

N/A

IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION.

The project will be completed with the services of a trail development firm, such as Valhalla Trail Ltd. Following completion maintenance of the trail will fold into the regular maintenance program. The PIPRC has also struck a Project Committee to complete the application and see the project to completion. The Committee members include:

Barry Mathias is a founding member and past President of Moving Around Pender (MAP). MAP establishes and maintains active

WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD:	1. TYPICAL-Executing/amending agreement, claims, project reports

IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASSURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS.

n/a

WHAT SPILLOVER BENEFITS, **ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES**, COULD RESULT FROM THIS GRANT EFFORT? SEE **INTANGIBLE BENEFIT** EXPLANATION HERE.

☑ INNOVATION ☑ PARTNERSHIP/COLLABORATION ☑ SUPPORT OF RURAL COMMUNITIES ☑ MITIGATION OF A SEVERE RISK

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SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets

This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services.

FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN?	DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN?	WHAT IS THE ASSET'S REMAINING SERVICE LIFE?
N/A	Not Applicable	N/A

WHAT IS THE ASSET'S CONDITION RATING?	WHAT IS RISK OF ASSET FAILURE?
Choices	Choices

USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS)

This application would enable a new asset to be developed, then owned and managed by the CRD Pender Island Parks and Recreation Service.

SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program?

DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA.

This 1.5 km multi-modal trail meets the following grant outcome: "Active Transportation Infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths".
It is a shovel ready project that can be completed by 2021 as a comprehensive development plan and quote are already on file from Valhalla Trails Ltd. The proposed trail is located on existing MOTI right of way with a very short section crossing the Gulf Islands National Park Reserve. GINPR have indicated a willingness to grant a License of Occupation.
PIPRC has a demonstrable capacity to operate and maintain the resulting infrastructure over the long term. PIPRC currently operates and maintains 80 parks and trails on both North and South Pender Islands through long-term skilled contractors supervised by a diversely skilled Volunteer Board. Future maintenance and operation of this trail will be included in the annual budget planning for this Commission.
This trail serves a broad public benefit by joining the Driftwood Commercial Centre to the Community Hall. These are key hubs for commerce, recreation, and tourism on the island. Currently active transport between these hubs is significantly limited due to the dangers of the Einer's Hill section of public road. By bypassing this dangerous corridor, the trail also improves overall safe active transportation between the BC Ferry dock and the densely populated Magic Lake subdivision.

SECTION 5: ATTESTATION AND APPROVALS

In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the CRD Corporate Asset and Grant Management Analyst.

PROJECT LEAD ATTESTATION

- ☑ I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT;
- ☑ I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS;
- ☑ I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE;
- ☑ I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS /OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL.

NAME	TITLE	DATE (MM/DD/YYYY)
Rob Fawcett	Commissioner PIPRC	12/20/2020

MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Justine Starke	Manager, Service Delivery, Southern Gulf Islands	12/18/2020

SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
N/A		

GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Kristen Morley	General Manager, Corporate Services	01/04/2021

THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS.

ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO CRD Corporate Asset and Grant Management Analyst

APPENDIX D: INVESTING IN CANADA INFRASTRUCTURE PROGRAM FUNDING HISTORY

PROGRAM STREAMS	PROJECT	GRANT REQUEST	STATUS
1. Community, Culture, and Recreation Stream			
Intake 1: January 23, 2019	Mayne Island Regional Trail	$ 2,778,393	Approved
	SSI: Fernwood Elementary School Athletic Field Upgrades	$ 584,850	Declined
Intake 2: October 1, 2020	SSI: Fernwood Elementary School Athletic Field Upgrades	$ 646,587	Submitted
	Elk/Beaver Lake Oxygenation System	$ 700,000	Submitted
2. Rural and Northern Communities			
Intake 1: January 23, 2019	JDF: Wilderness Mountain Supply Improvements	$ 4,566,673	Declined
	SGI: Miners Bay Dock at Mayne Island	$ 247,423	Declined
Intake 2: October 22, 2020	SSI: Maliview Wastewater Treatment Plant Upgrade	$ 1,989,000	Submitted
	SGI: Lyall Habour Boot Cove Water Service Improvements	$ 1,110,600	Submitted
	JDF: Port Renfrew Water Supply Line Replacement	$ 1,573,918	Submitted
3. A. Green Infrastructure-Environmental Quality			
Intake 1: August 18, 2018	N/a	N/a	N/a
Intake 2: February 26, 2020	JDF: Anderson Cove Water Distribution	$ 1,460,000	Submitted
	SGI: Magic Lake Estates Wastewater System Renewal	$ 5,390,000	Submitted
3. B. Green Infrastructure-CleanBC Communities			
Intake 1: March 27, 2019	Hartland Landfill Renewable Natural Gas Initiative	$ 17,311,790	Declined
Intake 2: November 12, 2020	Panorama Energy Recovery Project	$ 1,972,430	Submitted
4. A. COVID-19 Resilience Infrastructure Stream			
Intake 1: January 27, 2021	Accepting grant applications		
4. B. COVID-19 Resilience Infrastructure Stream: Adaptation, Resilience, & Disaster Mitigation			
Intake 1: January 11, 2021	N/a	N/a	N/a
5. Public Transit			

SUMMARY OF GRANT APPLICATION REQUESTS		
STATUS	**APPLICATIONS**	**REQUEST ($)**
Approved	1	$ 2,778,393
Declined	4	$ 22,710,736
Submitted	8	$ 14,842,535
Grand Total	**13**	**$ 40,331,664**

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **Review of Separation of Building Inspection Services for Each Electoral Area**

ISSUE SUMMARY

At the April 10, 2019 Electoral Areas Committee (EAC) meeting staff were directed to provide a report on separating by Electoral Area the Building Inspection services and implications, both financially and operationally, and advise on required bylaw amendments and operational impacts.

BACKGROUND

The three Electoral Areas (EAs), Juan de Fuca (JdF), Salt Spring Island (SSI) and the Southern Gulf Islands (SGI) are served by the Capital Regional District (CRD) with respect to building inspection services. CRD Building Inspection's four offices are located within each of the three EAs (JdF, SSI, Pender Island and an office at the CRD building in Victoria). Within the four offices building inspectors and administrative staff perform the functions of issuing and managing permits, performing building inspections and serving the public. The Fisgard office is the headquarters (HQ) and provides supervision and management to all offices, although it also provides direct service delivery to a portion of JdF as well as some of the Gulf Islands. This is done to ensure that building construction complies with the BC Building Code, the CRD Building Bylaw and related standards, as addressed in the *Building Act*.

At the request of the EA directors, staff have reviewed the proposal of separating the three EAs both financially and operationally. The current operation involves a considerable amount of travel time and cost in order to deliver the service to all parts of the EAs including the smaller remote islands as well as some remote parts of the western side of the JdF. Although the three offices are located within each of the three EAs there is some staff travel from Victoria to serve some of the islands. The Pender Island office has a resident Building Inspector that also travels to Mayne Island on a regular basis. As well, some of building inspectors serve more than one area on a regular basis and therefore, their time and costs are not specific to a single EA.

Bylaw No. 1750 in 1989 provided the CRD with the authority to deliver Building Inspection service to the EAs. Should the three EAs separate their operations new establishing bylaws and legal and legislative changes must be carried out to ensure compliance with provincial requirements.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Building Inspection service to the three Electoral Areas remain as a single shared service with a single budget.

Alternative 2
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Building Inspection service be separated into three separate services with three separate budgets and a prescribed shared internal allocation to ensure effective management and corporate and financial administration.

IMPLICATIONS

Operational Implications
As the EA offices are separated by considerable distances and bodies of water, travel time and cost have a major impact on service delivery.

Work performed by the Manager and Senior Administrative Coordinator covers all three EAs and the legislative and regulatory requirements for the operation of the building inspection service requires significant oversight by the Chief Building Official (Manager) and specialized administrative oversight for statutory notifications, orders, notices and record keeping processes. Currently in order to provide consistent service delivery, leave coverage and address fluctuations in activity, Building Officials are not exclusively assigned to each of the three electoral areas. While the building officials are stationed out of the individual offices and perform the majority of their work for an electoral area, they remain flexible to cover requirements in the other electoral areas and shift their schedules to accommodate requests for service. Work demands can change from week to week and year to year affecting staffing allocations. Monitoring of staff time and expenses to individual EA budgets will become much more challenging with separate services.

It is also important, especially in times of staff shortages, that each EA maintains a high level of Building Inspection service to the communities as new regulations in effect February 28 of this year legally restrict a building inspector to making decisions only on project types that he or she is qualified for. There are three certification levels for building inspectors and two for plumbing inspectors. Not all CRD inspectors are fully qualified for all buildings. In order to address this individual inspector's expertise and abilities will need to be shared throughout the three EAs. To maintain a consistent level of service careful staff planning, training and financial agreements must be in place within the three EAs and costs between services will require additional tracking. Due to the challenges of managing inspectors' qualification levels and application to appropriate projects increasing administration and costs, separation is not recommended.

Legal Implications
The legal process of the separation of the three EAs would be as follows:

- EAC would decide by majority vote to recommend to the Board to split the building inspection services;
- The CRD Board would endorse this approach and instruct staff to draft the appropriate bylaws.
- Following this, three new service establishment bylaws would be drafted, one for each EA. These bylaws must, among other things, indicate the method of cost recovery.
- CRD would remain with a single Building Bylaw, which would be modified to ensure its applications to all areas and consistency for CRD staff and builders as well as ensure that the approach to legislative and regulatory compliance is consistently administered, given the CRD's corporate responsibilities and liabilities.
- On drafting of the three service establishment bylaws, the CRD Board would need to approve three readings of each of the service establishment bylaws. Each EA director would need to consent in writing to the creation of the relevant EA's service.
- Ministerial approval is then required. Ministerial review will closely examine the manner or formula for requisition share to ensure fairness to all, and may require splitting of the service to go to a different elector approval process, though this is unlikely.
- After Ministerial approval, the CRD Board would adopt each service bylaw with a coming in-force date and bring in changes to the Building Bylaw with the same in-force date. Three reserve funds would be created to serve each of the three EAs.

This process could take up to 8 months as Ministerial review alone can take 8-12 weeks. New services must meet the approval deadline of April 10 of each year and based on this timeline the deadline for 2021 cannot be met. CRD's legal services staff have discussed this service arrangement with the Governance branch of the Ministry, who confirm such an approach is available to the CRD.

Careful thought must be given to the effect of transitioning between two service systems as there will be legal, administrative and financial implications. Files and permits that bridge between the current system and a revised system with separate EAs must be appropriately handled. For this situation it would be recommended that the existing Service Establishment Bylaw 1750 be left in place for two to three years to address legal matters related to the previous system that may arise.

Financial Implications
Currently, the Building Inspection Service is a three EAs joint service with a single service budget. All service costs are mainly recovered by building permit fees and tax requisition. The tax requisition is cost apportioned by converted assessment among the three EAs.

If this single Building Inspection service is to be separated by each EA through individual service establishment bylaws, the current single budget will need to be split into four separate budgets: one for each of the three EAs and one for the HQ overhead administrative budget. The HQ budget would include administrative costs applicable to all three EAs and would be fully recovered by allocating the HQ cost into the individual EA budgets. The budget for each individual EA would be developed and administered separately and would include only the EA specific operating costs and a share of the HQ total costs. The total costs for each EA would then be recovered through building permit fees and tax requisition from each of the respective EAs.

Historically, the single Building Inspection service budget has included the costs and revenues for the entire service without segregating these costs separately between EA and HQ. In order to simulate the financial implications of separating the service by EA, staff have developed the proposed budget structure (Table 2) to track the costs and revenue separately for each EA and HQ using the 2021 budget forecast for analytical purposes only.

Table 1 below provides the requisition apportionment summary under the current single budget model for 2021 budget forecast.

Table 1 – Requisition Summary – Current Single Budget

Electoral Area	2021 Converted Assessments($)	% of Apportionment	Requisition($)
Salt Spring Island (SSI)	501,294,566	44.61%	**195,150**
Southern Gulf Island (SGI)	364,128,798	32.41%	**141,752**
Juan de Fuca (JdF)	258,183,066	22.98%	**100,508**
Total	**1,123,606,430**	**100%**	**437,410**

Table 2 below provides the simulation of the requisition requirement for each EA under the proposed separate budget structure of each EA and HQ for 2021 budget forecast. Since the HQ costs are applicable to all three EAs in delivering the Building Inspection service, the total costs would be fully recovered by allocating the costs into individual EA budgets based on converted assessment in alignment with the majority of the CRD services for cost apportionment methodology. Staff did analyze other cost apportionment structures that looked at an equal division among the EAs as well as by number of permits in each EA, however the use of the converted assessment structure had the least impact.

Table 2 – Requisition Simulation – Proposed Separate Budgets of EAs and HQ

Electoral Area	EA Specific Cost($)	Net HQ Cost Allocation($)*	Total Cost($)	EA Specific Fee Revenue($)	Requisition($)	Total Revenue ($)
SSI	385,421	198,674	584,095	398,554	**185,541**	584,095
SGI	344,229	144,312	488,541	362,794	**125,747**	488,541
JDF	318,372	102,323	420,695	294,574	**126,122**	420,695
Total	**1,048,022**	**445,309**	**1,493,331**	**1,055,922**	**437,410**	**1,493,331**

*Cost apportioned by converted assessment, refer to Table 1 for %. Fee revenue split based on historical actuals.

Table 3 below provides the comparison of the requisition requirement between the current single budget model and proposed three separate EA budgets using 2021 budget forecast. The requisition does not include a projection of the additional legal, administrative and financial implications.

Table 3 – Requisition Comparison Proposed Separate EA Budgets vs Single Budget

Electoral Area	Requisition Single Budget*	Requisition Separate EA Budgets**	Increase/(Decrease)
SSI	195,150	185,541	(9,609)
SGI	141,752	125,747	(16,005)
JDF	100,508	126,122	25,614
Total	**437,410**	**437,410**	**0**

*Requisition detail from Table 1
**Requisition detail from Table 2

The above analysis indicates that the separate EA budgets model will allow the three EAs to be financially independent. The requisition requirement, however, for each EA will be highly dependent upon the EA specific permit revenue and costs and will likely change and fluctuate year to year due to the changes in the economy, building industry and specific development activity within each EA. To attempt to mitigate the requisition fluctuation, separate operating reserve funds can be created through bylaw for each EA and the service surplus can be held in the respective EA operating reserve fund. Three additional Equipment Replacement funds should also be created to support the vehicle and equipment replacement needs for each respective EA.

Due to the fact that administrating three additional EA budgets with separate operating reserve funds and Equipment Replacement funds will result in increased demands on staff capacity on an ongoing basis staff are not recommending separation. Future additional resources will be required. The benefits of having a single service are that any fluctuations year to year in one EA can be offset within the combined portfolio.

CONCLUSION

Staff have been asked by the EAC to report on the option of creating separate Building Inspection services for each of the three EAs in order to create increased financial and operational independence.

Costs associated with service delivery in the three EAs reflects the geographical location of the offices and areas to be served. Some resources, including staff and equipment, are shared within the overall operation and therefore managing this will become very challenging in order to maintain consistent and equitable services throughout and to ensure appropriate costing.

Legislative processes including the creation of new establishment bylaws would need to be followed to legally complete the separation. This process would take several months or more to complete.

It is likely that additional staff time and resources will be necessary to manage the three separate operations, particularly four budgets instead of one. Budget fluctuations within each separate EA are expected from year to year. The benefits of having a single service are that any fluctuations year to year in one EA can be offset within the combined portfolio.

Due to the challenges, operationally and financially, of separating the three services staff recommend the operation remain as status quo.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Building Inspection service to the three Electoral Areas remain as a single shared service with a single budget.

Submitted by:	Mike Taylor, RBO, Manager and Chief Building Inspector, Building Inspection
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **Proposed Revisions to Capital Regional District Bylaw No. 3741 - Building Regulation Bylaw No. 5, 2010**

ISSUE SUMMARY

The Building Regulation Bylaw was last updated in 2010 and is now in need of review to address legislative changes, revision to ensure accuracy with respect to division practices and updating of permit fee requirements. Building permit fee calculations specified in the bylaw are an important part of this review in order for fee values to be more reflective of today's industry and of the cost of service to the three Electoral Areas.

The Building Inspection Division has also been asked to review potable water regulations and to consider means to encourage deconstruction of buildings to allow for recycling and repurposing of materials as opposed to demolition.

BACKGROUND

Building bylaws need to be reviewed and updated from time to time to ensure the requirements are current with respect to legislative changes, to accurately reflect practices within the Division and to address changes in the industry. Permit fees collected by the Building Inspection Division declined in 2020 from previous years and it was decided to review the fee structure within this Bylaw to ensure it reflects the ever-increasing cost of construction. Outside legal counsel have reviewed the Bylaw and recommended needed changes, shown in redlined version of existing Bylaw No. 3741 (Appendix A) and Amendment Bylaw No. 4403 (Appendix B). During this review counsel advised that we consider a complete rewrite of the Bylaw, and to follow the format of the model Building Bylaw recently created by the Municipal Insurance Association. A complete revision of our current bylaw will take considerable time, so it was decided to make changes considered to be immediately necessary at this point and at a later date to perform a more thorough review.

Revisions have been proposed to not only make necessary legal or legislative changes that have come about since the last review in 2010, but to add clarity and simplification. Further protection for the Capital Regional District (CRD) from matters of liability has been added. Requirements for permit renewal and reapplication have been simplified to ensure a consistent application and to reduce the number of incomplete permits. Tables and forms within the appendix have also been reviewed and revised where needed.

Currently the Building Regulation Bylaw specifies building permit fees based on the value of construction of the project. The determined construction value is then applied to a formula to calculate the permit fee. The formula specified in the Bylaw appears to be in line with those of other local municipalities and is not considered to be in need of adjustment.

The method of determination of the construction value however, is in need of revision. Most local Building Inspection departments base permit fees on the higher of the construction value provided by the applicant or other means to calculate fair market construction value, whereas the CRD Bylaw for single family projects does not make allowance for fees based on construction value provided by the applicant. It is recommended that this be changed.

The CRD Bylaw lists costs per square foot that are applied to the building design and used to calculate the construction value. The square foot costs in the Bylaw have not been adjusted in more than 10 years and no longer reflect today's construction costs. Proposed updated costs per square foot (Appendix A – Table M) have been derived from a review of local building departments and reflect construction value of an average house within our region. Construction cost assessment programs may also be considered for use by the Building Inspection Division to more accurately calculate realistic project values.

When considering permit fees within the three Electoral Areas, it is important to consider the additional cost of extended travel and staff time needed to deliver building inspection service within the areas.

Rain Harvesting Potable Water Regulations
Staff were directed at the September 9, 2020 CRD Board meeting as follows:

> *Be it resolved that the Regional Water Supply Commission recommends that the Electoral Area Service Committee recommends to the CRD Board: that staff be requested to review the building bylaw with respect to onsite water collection to align with the CSA B805-18 Canadian National Rainwater Harvesting Standard and report back.*

Staff considered the possibility to eliminate the current need for Professional Engineering approval of these systems due to a newly established national standard (Canadian National Rainwater Harvesting Standard CSA B805) and a certification program for designers and installers. This question was put to legal counsel and the advice given is to not withdraw the requirement for engineering approval as the referenced standard has not yet been incorporated into the BC Building Code and counsel believes the Province has not yet recognized the training and certification program. A further reason to continue to require professional certification is the liability protection for the CRD, provided through Section 743 of the *Local Government Act* when a professional engineer or architect certifies an aspect of a project.

Deconstruction and Demolition
Staff have also been asked to consider incentives to encourage the deconstruction of buildings and structures in order to allow for material reuse and recycling. In accordance with our current Bylaw demolition fees range from $42 to $95 and deconstruction fees range from $21 to $47. For further incentive for deconstruction, it is recommended that demolition fees be increased to a range from $100 to $200 and deconstruction fees be eliminated. Although this is a modest incentive, the CRD does support deconstruction and the reuse or recycling of materials but the infrastructure must be in place to make this a practical and successful option.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
a) That Bylaw 4403, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 2, 2021" be introduced and read a first, second, and third time; and
b) That Bylaw No. 4403 be adopted.

Alternative 2
That the Proposed Revisions to Capital Regional District Bylaw No. 3741 – Building Regulation Bylaw No. 5, 2010 be referred back to staff for further information based on direction from the Electoral Areas Committee.

IMPLICATIONS

Financial Implications
During the recent provisional budget approval process staff advised the Electoral Areas Committee that in order to address lower revenue expectations and offset a high potential increase to the requisition an increase to the permit fees of 10% was factored in to the revenue projections and that staff would bring forward a change to the permit fees early in 2021 to enable this. Permit fees based on realistic and fair market values of construction will allow the Building Inspection Division to meet service delivery at times of reduced construction activity.

Legal Implications
Should the Building Bylaw not be updated where needed for legal and legislative purposes the CRD could be subject to an increased amount of liability exposure or may have a reduced ability to enforce building regulations.

CONCLUSION

Updating of the Building Regulation Bylaw is overdue and necessary as determined by legal counsel in order to address needed legal and legislative changes and to ensure it is clear and accurate with respect to division practices. A more thorough review of this Bylaw will follow in the near future to address further recommendations from legal counsel.

As proposed during the 2021 provisional budget approval process, building permit fee requirements have been adjusted to address the needed permit revenue increase to reflect the current value of construction and to be more in line with other local building departments.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
a) That Bylaw 4403, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 2, 2021" be introduced and read a first, second, and third time; and
b) That Bylaw No. 4403 be adopted.

Submitted by:	Mike Taylor, RBO, Manager and Chief Building Inspector, Building Inspection
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Redlined Version of Existing Bylaw No. 3741
Appendix B: Amendment Bylaw No. 4403

Appendix A

CAPITAL REGIONAL DISTRICT (CRD) BYLAW NO. 3741

BUILDING REGULATION BYLAW NO. 5, 2010

A Bylaw to Regulate the Construction, Alteration, Repair or Demolition of Buildings and Structures in the Electoral Areas of the Capital Regional District

For further details, please contact

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CAPITAL REGIONAL DISTRICT BYLAW NO. 3741

A BYLAW TO REPEAL EXISTING BUILDING REGULATIONS AND TO ADOPT NEW BUILDING REGULATIONS IN AREAS OF THE CAPITAL REGIONAL DISTRICT NOT WITHIN A CITY, DISTRICT, TOWN OR VILLAGE

WHEREAS:

A. Section 298(1) ~~Section 694 (1)~~ of the *Local Government Act* and Section 53 of the *Community Charter* authorizes the Capital Regional District, for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw.

B. The Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the province.

C. It is deemed necessary to provide for the administration of the building code.

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

PART 1 SCOPE AND DEFINITIONS

1.1 SCOPE

1.1.1 Electoral Areas

The provisions of this Bylaw shall apply in all parts of Juan de Fuca, Southern Gulf Islands, and Salt Spring Island electoral areas in the Capital Regional District ~~not within a city, district, town or village~~.

1.1.2 Other Legislation

Nothing contained in this Bylaw relieves any person from complying with all other applicable legislation or enactments respecting health, safety and the protection of persons and property.

1.1.3 Application

The provisions of this Bylaw shall apply to the:

(1) design and construction of new buildings or structures; and

(2) alteration, reconstruction, demolition, deconstruction and change in use or class of occupancy of existing buildings or structures.

1.2 DEFINITIONS

1.2.1 Non-defined Terms

Definitions of words or phrases used in this Bylaw that are not specifically defined under Section 1.2 and are not defined under the *Building Code* shall have the meanings which are commonly assigned to them in the context in which they are used in this Bylaw, consistent with the specialized use of terms within the various trades and professions to which the terminology applies.

1.2.2 Definitions:

In this Bylaw:

"Accessory Building" means a building or structure, the use or intended use of which is ancillary, subordinate, customarily incidental and exclusively devoted to the principal use. ~~Human habitation is not permitted in an accessory building.~~

"**Alteration**" means a change or extension to any matter or thing or to any occupancy regulated by the Building Code.

"Board" means the Board of the Capital Regional District.

"Building Code" means the *British Columbia Building Code* as adopted from time to time by the Minister pursuant to Part 2 of the *Building Act*.
~~**"Building Code"** means the *British Columbia Building Code 2006* as adopted by the minister pursuant to Section 692(1) of the *Local Government Act*, or Part 3 of the *Community Charter* as amended or re-enacted from time to time.~~

"Building Official" means a Building Inspector appointed by the Capital Regional District to administer this Bylaw.

"Complex Building" means:

(a) a building classified as a post-disaster building;

(b) a building used for major occupancies classified as:

(i) assembly occupancies,
(ii) care or detention occupancies,
(iii) high hazard industrial occupancies; and

(c) a building exceeding 600 square meters in building area or exceeding three storeys in building height used for major occupancies classified as:

(i) residential occupancies,
(ii) business and personal services occupancies,
(iii) mercantile occupancies,
(iv) medium and low hazard industrial occupancies.

"**Construct**" includes build, erect, install, repair, alter, add, enlarge, move, locate, reconstruct, demolish, remove, excavate or shore.

"Construction Value" means the fair market value of the work proposed to be undertaken, including the value of all labour and materials whether contracted, volunteered or provided by the owner, together with the value of all design and professional consulting services, construction management services, and contractor's profit and overhead, as determined in accordance with section 2.4.4 of this Bylaw.

"Deconstruction" means the taking apart of a building or structure whereby at least 70% of the framing members of the building or structure are removed in salvageable form and are capable of being reused as framing members.

"Excavation" means ~~as the space created by~~ the removal of soil, rock or fill for the purpose of construction requiring a permit.

"Health and Safety Aspects of the Work" means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9, and 10, Division B, of the *Building Code*, and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.
~~**"Health and Safety Aspects of the Work"** means design and construction regulated by Part 3, Part 4, Part 7, Part 8, and Part 9 of the *Building Code*.~~

"Owner" includes a person who has been authorized by the owner to act as the owner's agent.

"Permit" means a Permit as required in Section 2 and may include a building permit, a plumbing permit, a demolition permit or a deconstruction permit, a permit for a change of occupancy, and a fireplace/chimney/woodstove/oil furnace/oil tank permit.

"Registered Professional" means a person who is registered or licensed to practice as an architect under the *Architects Act,* or a person who is registered or licensed to practice as a professional engineer under the *Engineers and Geoscientists Act.*

"Simple Building" means a building of three storeys or less in building height, having a building area not exceeding 600 square meters and used for major occupancies classified as:

(a) residential occupancies,

(b) business and personal services occupancies,

(c) mercantile occupancies, or

(d) medium and low hazard industrial occupancies.

"Structure" means a construction or portion of construction, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving, and retaining structures less than 1.2 meters in height.
~~**"Structure"** means a building used or intended for supporting or sheltering any use or occupancy and retaining structures greater than 1.2 meters in height.~~

"Wetland" means land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal conditions supports vegetation typically adapted for life in saturated soil conditions, including marshes, swamps and bogs.

1.3 PURPOSE OF BYLAW

1.3.1 Interpretation

This Bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

1.3.2 General

This Bylaw is enacted for the purpose of regulating construction within all parts of the Juan de Fuca, Southern Gulf Islands and Salt Spring Island electoral areas ~~the Capital Regional District~~ in the general public interest. The activities undertaken by or on behalf of the Capital Regional District pursuant to this Bylaw are for the sole purpose of providing a limited spot check for health, safety, and protection of persons and property. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

(1) to the protection of owners, owner/builders or constructors from economic loss;

(2) to the assumption by the Capital Regional District or any building official of any responsibility for ensuring the compliance by an owner, his or her representatives or any employees, constructors or designers retained by him or her, with the *Building Code,* the requirements of this Bylaw or any other applicable codes, enactments or standards;

(3) to providing to any person a warranty of design or workmanship with respect to any building or structure for which a Permit or a Certificate of Occupancy is issued under this Bylaw;

(4) to providing to any person a warranty or assurance that construction undertaken pursuant to a Permit issued by the Capital Regional District is free of latent defects.

PART 2 PERMITS AND PERMIT FEES

2.1 GENERAL

~~2.1~~2.1.1 A Permit is required whenever work regulated under the Building Code and this Bylaw is to be undertaken.

~~2.1.1 (1) Permit is required whenever work regulated under this Bylaw is to be undertaken.~~

~~(2) The *Building Code* does not apply to the following:~~

~~a) sewage, water, electrical, telephone, rail or similar public infrastructure systems located in a street or a public transit right of way;~~

~~b) utility towers and poles, television and radio or other communication aerials and towers, except for loads resulting from those located on or attached to buildings;~~

~~c) mechanical or other equipment and appliances not specifically regulated in these regulations;~~

~~d) flood control and hydro electric dams and structures;~~

~~e) accessory buildings less than 10 m² in building area that do not create a hazard;~~

~~f) temporary buildings such as construction site offices, seasonal storage buildings, special events facilities, emergency facilities, and such similar structures as authorized by the authority having jurisdiction;~~

~~g) factory built housing and components certified by a Standards Council of Canada, accredited agency, prior to placement on the site, as complying with Canadian Standards Association Standard A277, "Procedure for Certification of Factory Built Houses", or CAN/CSA-Z240 MH Series, "Mobile Homes", but this exemption does not extend to onsite preparations (foundations, basements, mountings), interconnection of modules, connection to services and installation of appliances; and~~

~~h) those areas that are specifically exempted from provincial building regulations or by federal statutes or regulations.~~

~~(3) Notwithstanding 2.1.1(2), a permit is required whenever work is regulated under this Bylaw, except for work exempted from a building permit under 2.1.3.~~

2.1.2 Permits Required

Every person shall apply for and obtain:

(1) a building permit before commencing:

(a) site excavation or blasting~~or blasting~~;

(b) construction, repairing or altering a building or structure;

(c) moving a building; or

(d) changing an occupancy;

(2) a plumbing permit prior to commencing the installation of any plumbing;

(3) a fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a solid fuel burning appliance or factory/masonry chimney unless the works are encompassed by a valid building permit;

~~(4) an oil burning appliance or oil tank permit prior to installation;~~

~~(5)~~(4) a demolition permit before demolishing a building or structure;

~~(6)~~(5) a deconstruction permit prior to commencing the deconstruction or removal of a building.

2.1.3 Permits Not Required

A Permit is not required in the following circumstances:

(1) for minor repairs or alterations to non-structural components of the building;

(2) when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared, or a leak repaired if no change to the piping is required;

(3) for accessory buildings less than 10 square meters in area that do not create a hazard~~for an accessory building less than 10 m^2 that is used for utility purposes that do not create a hazard~~;

(4) retaining structures less than 1.2 meters in height;

(5) other retaining structures more than 1.2 meters in height and greater than 30° off vertical.

2.1.4 Neither the issuance of a Permit under this Bylaw nor the acceptance or review of plans or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in accordance with the *Building Code,* this Bylaw and all other applicable enactments, codes and standards.

2.1.5 It shall be the full and sole responsibility of the owner and where the owner is acting through a representative, the representative to carry out the work in respect of which the Permit was issued in compliance with the *Building Code,* this Bylaw and all other applicable enactments, codes and standards.

2.1.6 Neither the issuance of a Permit, Certificate of Occupancy under this Bylaw nor the acceptance or review of plans, drawings, specifications, or supporting documents, nor any inspections made by or on behalf of the Capital Regional District constitute in any way a representation, warranty, assurance or statement that the *Building Code,* this Bylaw or any other applicable enactments, codes and standards have been complied with, nor does it constitute a representation or warranty that the building or structure meets any standard of materials or workmanship.

2.1.7 Essential Services

No Permit shall be issued for the construction of any residential, commercial, institutional or industrial buildings until the following essential services are provided for:

(1) **Water (Potable)** A community water service or other source of potable water, approved by the medical health officer, public health inspector or the authority having jurisdiction, shall be provided;

(2) **Sanitary Sewer** A community sewer or other method of sewage disposal, provided that, for a sewerage system, the owner has submitted to the building official all documents to be filed with the Vancouver Island Health Authority as prescribed in Section 8(2) of the Sewerage System Regulation BC Reg. 326/04; and for a holding tank, the owner has submitted to the building official a holding tank permit as prescribed in the Sewerage System Regulation BC Reg. 326/04;

(3) **Storm Drainage** An approved method of storm drainage disposal shall be available to service the building or structure;

(4) **Access to Property** A driveway of sufficient strength, grade and width for access and egress to all principal buildings by fire and emergency vehicles within 30 meters of a building;

(5) Water supply as per NFPA 1142 "standard for Water Supply for Suburban and Rural Fire Fighting" or equivalent documents for adequate water supply for fire fighting; and

(6) Site visit to be completed by a registered professional or building official to determine if land is subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock-fall, subsidence or avalanche.

2.2 COMPLIANCE

2.2.1 No person shall rely upon any Permit as establishing compliance with this Bylaw or assume or conclude that this Bylaw has been administered or enforced according to its terms.

2.3 APPLICATIONS

2.3.1 An application for a Permit shall be made on the appropriate form attached as Appendix A to this Bylaw.

2.3.2 All plans submitted with Permit applications shall bear the name and address of the designer of the building or structure.

2.3.3 Each building or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of the building or structure as determined in accordance with ~~appendices K, L and M attached to~~ this Bylaw.

2.3.4 Applications for Complex Buildings

(1) An application for a building permit with respect to a complex building shall:

(a) be made on the appropriate form attached as Appendix A to this Bylaw, signed by the owner, or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;

(b) include a copy of a title search made within 30 days of the date of this application, complete with copies of all easements, statutory rights of way and covenants;

(c) include a site plan prepared by a registered professional or British Columbia land surveyor showing:

(i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
(ii) the legal description and civic address of the parcel;
(iii) the location and dimensions of all statutory rights of way, easements, development permit areas and setback requirements;
(iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
(v) setbacks to the natural boundary of any sea, lake, wetland, pond or watercourse;
(vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
(vii) the location, dimension and gradient of parking and driveway access.

(d) include floor plans showing the dimensions and uses of all areas; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;

(e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights, the dimensions and height of crawl and roof spaces, and construction systems;

(f) include elevations of all sides of the building or structure to confirm that it substantially conforms to the *Building Code* and any other applicable enactments;

(g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code;*

(h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, Sewage Disposal permits, Highway Access permits and Ministry of Health Services approval;

(i) include a letter of assurance in the form of Schedule A, as referred to in Division C of Part 2 of the *Building Code,* signed by the owner, or a signing officer if the owner is a corporation, and the coordinating registered professional;

(j) ~~U)~~ include letters of assurance in the form of Schedule B as referred to in Division C of Part 2 of the *Building Code,* each signed by such registered professionals as the building official or Building Code may require to prepare the design for and conduct field reviews of the construction of the building or structure;

(k) include two copies of specifications and two sets of drawings (three of each on the Southern Gulf Islands) at a scale of ¼" = 1' or 1:50 (or other appropriate scale) of the design prepared by each registered professional and including the information set out in Section 2.3.4(1) (d) to (g) of this Bylaw.

(2) In addition to the requirements of Section 2.3.4(1), the following may be required by a building official to be submitted with a building permit application for the construction of a complex building where the complexity of the proposed building or structure or siting circumstances warrant:

(a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional;

(b) a section through the site showing grades, buildings, structures, parking areas and driveways; and

(c) any other information required by the building official or the *Building Code* to establish substantial compliance with this Bylaw, the *Building Code* and other bylaws and enactments relating to the building or structure.

2.3.5 Applications for Simple Buildings

(1) An application for a building permit with respect to a simple building shall:

(a) be made on the appropriate form attached as Appendix A to this Bylaw, signed by the owner or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;

(b) include a copy of a title search made within 30 days of the date of the application, complete with copies of all easements, statutory rights of way and covenants;

(c) include a site plan showing:

(i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
(ii) the legal description and civic address of the parcel;
(iii) the location and dimensions of all statutory rights of way, easements, development permit areas and setback requirements;
(iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
(v) setbacks to the natural boundary of any sea, lake, wetland, pond or watercourse;
(vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
(vii) the location, dimension and gradient of parking and driveway access.

(d) include floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;

(e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;

(f) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, natural or finished grade as applicable and building height;

(g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code;*

(h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, Sewage Disposal permits, Highway Access permits and Ministry of Health Services approval;

(i) include two copies of specifications and two sets of drawings (three of each on the Southern Gulf Islands) at a scale of ¼" = 1' O" or 1:50 (or other appropriate scale) of the design including the information set out in Section 2.3.5(1) (d) to (g) of this Bylaw;

(j) ~~U)~~ include any other information required by the building official or the *Building Code* to establish substantial compliance with this Bylaw the *Building Code* and other bylaws and enactments relating to the building or structure.

2.3.6 Applications for Moved Buildings or Structures

(1) A Permit is required for the rehabilitation of a moved building or structure on the property to which it is to be moved.

(2) Before issuing a Permit under Section 2.3.6(1), the building official may require certification from a registered professional that the building meets the requirements of this Bylaw, the *Building Code* and any other applicable enactment.

2.3.7 Professional Plan Certification

(1) The letters of assurance in the form of Schedules A, Band C-A and C-B referred in Division C of Part 2 - Administrative Provisions of the *Building Code* and provided pursuant to this Bylaw are relied upon by the Capital Regional District and its building officials as certification that the design and plans to which the letters of assurance relate comply with the *Building Code* and other applicable enactments. Any failure on the part of the building official to provide the owner with the written notice will not diminish or invalidate the reliance by the Capital Regional District or its building officials on the registered professionals.

(2) A Permit issued pursuant to Section 2.3.4 or Section 3.4.1 of this Bylaw shall include a notice to the owner that the Permit is issued in reliance upon the certification of the registered professionals that the building complies with the *Building Code* and other applicable enactments relating to safety.

(3) When a Permit is issued in accordance with Section 2.3.4 or Section 3.4.1 of this Bylaw, the Permit fee shall be reduced by 10% of the fees payable pursuant to Appendix K to this Bylaw, up to a maximum reduction of $1000 (one thousand dollars).

2.4 PERMIT FEES AND PLAN PROCESSING FEES

2.4.1 A Permit fee for any of the following work, calculated in accordance with the forms attached as appendices C, D, E, or F to this Bylaw, shall be paid in full prior to issuance of:

(1) a plumbing Permit pursuant to section 2.1.2(2) of this Bylaw;

(2) a Permit for the installation of a fireplace, chimney, or wood stove pursuant to section 2.1.2(3) of this Bylaw;

(3) a Permit for the demolition or deconstruction of a building or structure, pursuant to section 2.1.2(4) or (5) of this Bylaw.

2.4.2 A Permit fee, calculated in accordance with Appendix K of this Bylaw, and based upon the construction value of the proposed work as determined in accordance with section 2.4.4 of this Bylaw, shall be paid in full prior to the issuance of a Permit for the construction, alteration or repair of a building or structure pursuant to section 2.1.2(1) of this Bylaw.

2.4.3 An application for a Permit pursuant to section 2.1.2(1) of this Bylaw must be accompanied by the owner's declaration of the value of the proposed work.

2.4.4 For the purpose of section 2.4.2, the construction value of the proposed work shall be the greater of the following:

(1) the value of the proposed work, as declared by the owner under section 2.4.3;

(2) the construction value of the proposed work, as determined by the building inspector using one of the following sources:

(a) the construction values set out in Appendix L and M to this Bylaw; or

(b) a construction costing manual or service that is nationally-recognized by the construction and real estate industries as authoritative, including but not limited to the Marshall & Swift Valuation Service or Residential Cost Handbook.

~~2.4.1 A Permit fee calculated in accordance with the forms attached as appendices C, D, E, F, K, L or M to this Bylaw, shall be paid in full prior to issuance of any Permit under this Bylaw.~~

~~2.4.2~~2.4.5 A plan processing fee, as set out below, shall accompany an application made for a building permit to this Bylaw.

(1) The plan processing fee for a building or structure with a construction value as established ~~in either Appendix L or M~~ under section 2.4.4 of less than $50,000 (fifty thousand dollars) shall be $100 (one hundred dollars).

(2) The plan processing fee for a building or structure with a construction value as established ~~in either Appendix L or M~~under section 2.4.4 between $50,000 (fifty thousand dollars) and
$200,000 (two hundred thousand dollars) shall be $200 (two hundred dollars).

(3) The plan processing fee for a building or structure with a construction value as established ~~in either Appendix L or M~~under section 2.4.4 of greater than $200,000 (two hundred thousand dollars) shall be $300 (three hundred dollars).

~~2.4.3~~2.4.6 The plan processing fee is non-refundable and shall be credited against the building permit fee when the Permit is issued.

~~2.4.4~~2.4.7 **Cancellations and Refunds**

(1) An application shall be cancelled and the plan processing fee forfeited if the Permit has not been issued within six months of the date that the Permit application was received.

(2) When an application is cancelled, the plans and related documents submitted with the application may be destroyed.

(3) The owner may obtain a refund of the Permit fee set out in Section 2.4.1 of this Bylaw, by way of a written request, when a Permit is surrendered and cancelled within six months of the Permit being issued and before any excavation or construction begins.

(4) At the written request of the owner, after six months from the date of issuing the Permit and if the work has not commenced, including excavation, the Permit shall be cancelled and a refund to the Permit holder of 60% of the fees paid for the Permit.

~~2.4.5~~2.4.8 Where, due to non-compliance with this Bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge of $100 (one hundred dollars) shall be paid prior to additional inspections being performed.

~~2.4.6~~2.4.9 The fee for a special inspection or consultation with the building inspector for work which is not addressed by an existing Permit shall be at the charge-out rate of $92 (ninety-two dollars) per hour and prorated in the case of a partial hour to the nearest quarter hour.

~~2.4.7~~2.4.10 The fee for a letter report on the status of an existing building or structure shall be $30 (thirty dollars).

~~2.4.8~~2.4.11 The fee for removing a notice that has been placed on title to land in accordance with Section 57 of the *Community Charter* shall be $500 (five hundred dollars).

~~2.4.5~~2.4.12 The fee for the review of a 219 Restrictive Covenant required in accordance with Section 219 of the *Local Government Act* and/or Section 56 of the *Community Charter* shall be $300 (three hundred dollars) and, when requested, the fee for the execution of the approved covenant shall be $200 (two hundred dollars).

2.5 CONDITIONS OF A PERMIT

2.5.1 A building official shall issue the Permit for which the application is made when:

(1) a completed application in compliance with Section 2.1.2 and with Section 2.3.4 or Section 2.3.5 of this Bylaw, including all required supporting documentation, has been submitted and the review of the application has been completed;

(2) the owner has paid all applicable fees set out in Section 2.4 of this Bylaw;

(3) the owner has paid all charges and met all regulations and requirements imposed by any other bylaw or enactment;

(4) the proposed construction does not contravene any covenant under Section 219 of the *Land Title Act;* and

(5) no enactment authorizes the Permit to be withheld.

2.5.2 Every Permit is issued upon the condition that the Permit shall expire and the rights of the owner under the Permit shall terminate if:

(1) work authorized by the Permit is not commenced within six months from the date of issuance of the Permit;

(2) work is discontinued for a period of 12 months or no inspection as listed in Section 3.5.4 has been requested during that period;

(3) work has not been completed within 24 months from the date of the issuance of the Permit; or

(4) there is a sale or transfer of the property in respect of which the Permit is issued, unless the owner has first notified the building inspector in writing and the building inspector has authorized the transfer or assignment of the Permit to the new owner~~there is a proposed sale or transfer of the property in respect of which the Permit is issued, in which case Section 2.5.10 Renewal will apply~~.

2.5.3 Reapplication

(1) Except as provided in 2.5.9, where a permit expires under section 2.5.2 the owner must apply for a new permit in order to complete the work.

(2) An application under section 2.5.3(1) must be accompanied by any of the information referred to in sections 2.3.4 or 2.3.5 that the building inspector considers is necessary to verify that the health and safety aspects of the work that has yet to be completed substantially will conform with the requirements of the then-current *Building Code*, this Bylaw and any other applicable enactment.

(3) The fee for a Permit issued under section 2.5.3(1):

(a) will be based upon the value of the work that remains to be completed, as determined by the building inspector in accordance with section 2.4.4 of this Bylaw;

(b) will in no event be less than $300.00.

~~Where a permit expires under Section 2.5.2 an owner may reapply for a permit and the permit fee for work that was the subject of a previous Permit, which has been expired, will be based upon the value of the work that remains to be completed.~~

~~2.5.4 A building official may extend the period of time set out under Section 2.5.2 where construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages. The maximum period of an extension is 12 months~~.

~~2.5.5~~2.5.4 Revocation of a Permit

The building official may revoke a Permit where there is a violation of:

(1) a condition under which the Permit was issued; or

(2) a provision of the *Building Code,* this Bylaw or other applicable bylaws or enactments.

The revoking of the Permit shall be in writing and transmitted to the Permit holder by registered mail, and deemed served at the expiration of three days after the date of mailing.

~~2.5.6~~2.5.5 Denial of Permits

Any person who has been notified in writing that work done by him or her or on his or her behalf is a violation referred to in Section 2.5.~~5~~4, shall have no Permit issued to him or her in respect of the same property, until he or she has complied, corrected the violation or satisfied the building official of his or her ability to do so.

~~2.5.7~~2.5.6 Partial Permit

A building official may issue a building permit for a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, provided sufficient information has been provided to the Capital Regional District to demonstrate to the building official that the portion authorized to be constructed substantially complies with this Bylaw and other applicable bylaws and the Permit fee applicable to that portion of the building or structure has been paid. The issuance of the Permit, notwithstanding the requirements of this Bylaw, applies to the remainder of the

building or structure as if the Permit for the portion of the building or structure had not been issued. This section does not apply to single family dwellings and accessory buildings.

~~2.5.8~~2.5.7 No person shall rely on the review or acceptance of the design, drawings, or specifications nor any inspection made by a building official as establishing compliance with the *Building Code,* this Bylaw, any other enactment or any standard of construction.

~~2.5.9~~2.5.8 An owner shall arrange for transportation of a building official to the property on which a building or structure is being constructed, where the location of the property is remote or not accessible by motor vehicle. Vessels used for the marine transportation of a building official shall comply with Transport Canada's Small Commercial Vessel Safety Guide.

~~2.5.10~~2.5.9 **Permit Renewal**

(1) Where the rights of an owner under a Permit terminate under section 2.5.2, the owner may apply to renew the Permit provided the renewal application is made no later than 30 days after the expiry of the Permit.

(2) Where all of the deficiencies listed on a Conditional Certificate of Occupancy have not been addressed to the satisfaction of the building inspector within 12 months of the issuance of the Conditional Certificate of Occupancy, the owner may apply to renew the Conditional Certificate of Occupancy provided the renewal application is made no later than 30 days after the expiry of the Conditional Certificate of Occupancy.

(3) The fee for an application under sections 2.5.9(1) or (2) shall be $300.00.

(4) Upon receipt of an application under sections 2.5.9(1) or (2), a building inspector may renew the Permit or Conditional Certificate of Occupancy, as applicable, for a period not to exceed 12 months.

(5) A Permit or Conditional Certificate of Occupancy may only be renewed once under this section 2.5.9.

~~Where the rights of an owner under a Permit terminate under Section 2.5.2, and the Permit is expired because of the sale or transfer of the property in respect of which the Permit is issued or where all of the deficiencies listed on the Conditional Certificate of Occupancy have not been addressed to the satisfaction of the building inspector, the owner may apply to renew the permit and the permit fee for such an application shall be $300 (three hundred dollars);~~

2.6 CERTIFICATE OF OCCUPANCY

2.6.1 An owner must obtain a Certificate of Occupancy, on the form attached as Appendix I to this Bylaw, prior to occupying a building or structure. Certificates of Occupancy are not required for accessory buildings.

2.6.2 A building official shall not issue a Certificate of Occupancy unless:

(1) all letters of assurance have been submitted (when required) in accordance with Section 2.3.4 and Section 3.4.2 of this Bylaw, and

(2) all aspects of the work requiring inspection and an acceptance pursuant to Section 3.5.4 of this Bylaw have been inspected and accepted.

Notwithstanding Sections 2.6.2(1) and 2.6.2(2), where owing to strikes, lock-outs or other emergencies, one or more of the inspections of buildings or structures required by this Bylaw have not been carried out, the building official may issue a Certificate of Occupancy stating the building or structure is substantially complete and suitable for occupancy if satisfied, after a final inspection, that the building is fit for occupancy, but the certificate shall list those inspections which were not carried out and shall state that the Certificate does not imply approval of such stages of construction.

2.6.3 Conditional Certificate of Occupancy

(1) A building official may issue a Conditional Certificate of Occupancy, on the form attached as Appendix **J** to this Bylaw, for part of a building or structure when that part of the building or structure is self-contained, provided with essential services and meets requirements set out in Section 2.6.2 of this Bylaw.

(2) A Conditional Certificate of Occupancy may be issued for a single family dwelling and is valid for a period of 12 months from date of issue.

(3) If at a date 12 calendar months from the date a Conditional Certificate of Occupancy is issued, all of the deficiencies listed on the Certificate have not been addressed to the satisfaction of the building inspector Section 2.5.10 Renewal shall apply.

~~(4) A renewal fee of $300 (three hundred dollars) shall be charged for each renewal, to a maximum of three renewals, after which the permit will expire and the Capital Regional District may register a notice against the title of the land, referring to the outstanding deficiencies.~~

~~(5)~~(4) If upon expiry of a Permit, an owner desires to obtain a Certificate of Occupancy for a single family dwelling, he or she may apply for a new Permit under Section 2.5.3

PART 3 PROHIBITIONS AND OBLIGATIONS

3.1 GENERAL

3.1.1 Work Without Permits

No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure or other work related to construction, for which a Permit is required under this Bylaw, unless a building official has issued a valid and subsisting Permit for the work.

3.1.2 Demolish or Deconstruct

No person shall demolish or deconstruct a building or structure unless a building official has issued a valid and subsisting demolition or deconstruction permit for the work.

3.1.3 Occupancy

No person shall occupy or use any building or structure unless a valid and subsisting Certificate of Occupancy has been issued by a building official for the building or structure. No person shall occupy or use any building contrary to the terms of any Permit issued or contrary to any notice given by a building official.

3.1.4 Tampering with Notices

No person shall, unless authorized in writing by a building official, reverse, alter, deface, cover, remove or in any way tamper with any notice, Permit or certificate posted upon or affixed to a building or structure pursuant to this Bylaw.

3.1.5 Approved Plans

No person shall do any work that is substantially at variance with the approved design, plans or specifications of a building, structure or other works for which a Permit has been issued, unless that variance has been accepted in writing by a building official.

3.1.6 Obstruction to Entry

No person shall obstruct the entry of a building official or other authorized official of the Capital Regional District on a property in the administration of this Bylaw.

3.1.7 Cessation of Work

No person shall continue to do any work upon a building or structure or any portion of it after the building official has ordered cessation or suspension of work on it.

~~3.1.8~~ Work Contrary to Requirements~~Contrary~~

No person shall do any work or carry out any construction contrary to a provision or requirement of this Bylaw, the *Building Code* or any other applicable enactment.

3.2 BUILDING OFFICIALS

3.2.1 Each building official ~~shall~~may:

(1) administer this Bylaw, but owes no public duty to do so; and

(2) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and may retain copies of all documents related to the administration of this Bylaw.

~~(1) Administer this Bylaw;~~

~~(2) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this Bylaw;~~

~~(3) carry proper credentials.~~

3.2.2 Authority

The building official:

(1) is hereby authorized to enter, at all reasonable times, and in accordance with section 16 of the *Community Charter,* upon any property subject to the regulations of this Bylaw and the *Building Code,* in order to ascertain whether the regulations of or directions under them are being observed;

(2) is directed, where any dwelling, apartment or guest room is occupied, to obtain the consent of the occupant or provide written notice 24 hours in advance of entry pursuant to Section 3.2.2(1);

(3) may order the correction of any work which is being or has been improperly done under any Permit;

(4) may order the cessation of work that is proceeding in contravention of this Bylaw, the *Building Code* or any other applicable bylaw by advising the Permit holder by letter or by a written notice on a card posted adjacent to the work;

(5) may direct that tests of materials, devices, construction materials, structural assemblies, or foundation conditions be undertaken, or sufficient evidence be submitted, at the expense of the owner, where such evidence is necessary to determine whether the materials, devices, construction or foundation meet the requirements of this Bylaw, the *Building Code,* or any other applicable enactment. The records of such tests shall be kept available for inspection during the construction of the building as required by the building official.

3.3 RESPONSIBILITY OF THE OWNER

3.3.1 Every owner shall ensure that all construction complies with the *Building Code,* this Bylaw and other applicable enactments.

3.3.2 Every owner to whom a Permit is issued shall, during construction:

(1) post and maintain the Permit in a dry and conspicuous place on the property in respect of which the Permit was issued;

(2) keep a copy of the accepted designs, plans and specifications on the property; and

(3) post the civic address on the property in a location visible from any adjoining streets.

3.3.3 Every owner shall, when notified of deficiencies by the building official, perform such alterations, corrections or replacements as may be necessary to ensure the work complies with this Bylaw, the *Building Code,* or any other applicable enactment or regulation, and advise the building official when the work is ready for re-inspection.

3.4 PROFESSIONAL DESIGN AND FIELD REVIEW

3.4.1 When a building official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a registered professional to provide design and plan certification and field *review* supported by letters of assurance in the form of Schedule B referred to in of Part 2 - Administrative Provisions of the *Building Code.*

3.4.2 Prior to the issuance of a Certificate of Occupancy for a complex building, or simple building in circumstances where letters of assurance have been required in accordance with sections 2.3.4 or 3.4.1 of this Bylaw, the owner shall provide the building official with letters of assurance in the form of Schedule C-A and C-B as is appropriate, referred to in of Part 2 - Administrative Provisions of the *Building Code.*

3.4.3 When a registered professional provides letters of assurance in accordance with sections 2.3.4 and 3.4.1 of this Bylaw, he or she shall also provide proof of professional liability insurance to the building official.

3.4 A PROFESSIONAL DESIGN (POTABLE WATER SYSTEMS)

Note: Provisions added by Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 1, 2011 are not reproduced here, but are not affected by these amendments.

~~3.4.3~~

3.5 INSPECTIONS

3.5.1 When a registered professional provides letters of assurance in accordance with sections 2.3.4 and 3.4.1 of this Bylaw, the Capital Regional District will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to Section 3.4.2 of this Bylaw as certification that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *Building Code,* this Bylaw and other applicable enactments.

3.5.2 Notwithstanding Section 3.5.1 of this Bylaw, a building official may attend the site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the registered professionals.

3.5.3 A building official may attend periodically at the site of the construction of simple buildings or structures to ascertain whether the health and safety aspects of the work are carried out in substantial conformance with the portions of the *Building Code,* this Bylaw and any other applicable enactment.

3.5.4 The owner, or his or her representative, shall *give* at least 24 hours notice to the Capital Regional District when requesting an inspection of the following aspects of the work and, in the case of a simple building, shall obtain an inspection and receive a building official's acceptance prior to concealing any aspect of the work:

(1) the foundation and footing forms, ~~after~~ before concrete is poured; location to be verified by legal survey;

(2) installation of perimeter drain tiles, roof water leader system and damp-proofing, prior to backfilling;

(3) the preparation of ground, including ground cover and insulation ~~,~~ when required, prior to the placing of a concrete slab (as applicable);

(4) rough-in of all chimneys and fireplaces and solid fuel and oil burning appliances;

(5) framing inspection, after the roof, all framing, fire blocking and bracing is in place, and all pipes, vents, chimneys, electrical wiring, roof space and crawlspace vents are completed;

(6) water and sewer connections (as applicable);

(7) rough-in plumbing;

(8) ventilation;

(9) building envelope;

(10) lath;

(11) stucco (1", 2nd final) (as applicable);

(12) insulation and vapour barrier;

(13) chimney (as applicable);

(14) solid fuel burning appliance, fireplace (as applicable);

(15) health and safety aspects of the work when the building or structure is substantially complete and ready for a Conditional Certificate of Occupancy

(16) final inspection/Certificate of Occupancy.

3.5.5 The requirements of Section 3.5.4 of this Bylaw do not apply to any aspect of the work that is the subject of a registered professional's letter of assurance provided in accordance with sections 2.3.4, 3.4.1 or 3.4.2 of this Bylaw.

PART 4 ADMINISTRATIVE PROVISIONS

4.1 PENALTIES AND ENFORCEMENT

4.1.1 Stop Work Notice

A building official may order the cessation of any work that is proceeding in contravention of the *Building Code* or this Bylaw by posting a Stop Work Notice.

(1) The owner of a property on which a Stop Work Notice has been posted, and *every* other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this Bylaw have been substantially complied with and the Stop Work Notice has been rescinded in writing by a building official.

(2) Every person who commences work requiring a Permit without first obtaining such a Permit shall, if a Stop Work Notice is issued, pay an additional charge equal to 100% of the required Permit fee prior to obtaining the required building permit.

4.1.2 Do Not Occupy

Where a person occupies a building or structure or part of a building or structure in contravention of Section 3.1.3 of this Bylaw a building official may post a Do Not Occupy Notice on the affected part of the building or structure.

4.1.3 Penalty

Every person who contravenes any prov1s1on of this Bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not more than $10,000 (ten thousand dollars) or to imprisonment for not more than six months.

PART 5 GENERAL

5.1 SCHEDULES

The schedules annexed hereto shall be deemed to be an integral part of this Bylaw.

5.2 SEVERABILITY

If any section of this Bylaw is for any reason held to be invalid, by the decision of any court, such decision shall not affect the validity of the remaining portions of this Bylaw.

5.3 REPEAL OF BYLAWS

Capital Regional District Bylaw 2990, "Building Regulation Bylaw No. 4, 2002, and amendment bylaws 3099, 3172, 3265 and 3394, are hereby repealed.

5.4 CITATION

This Bylaw may be cited for all purposes as "Building Regulation Bylaw No. 5, 2010.

READ A FIRST TIME THIS	13th	day of	October	2010
READ A SECOND TIME THIS	13th	day of	October	2010
READ A THIRD TIME THIS	9th	day of	March	2011
ADOPTED THIS	9th	day of	March	2011

CHAIR

Appendix A

Building Permit Application

Hold No.

Permit No.

SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION Mail to: P.O. Box 1000 (625 Fisgard St.) Victoria, BC, V8W 2S6 (250)360-3230 FAX (250)360-3232 Toll Free: 1-866-475-1581	JUAN DE FUCA BUILDING INSPECTION Mail to: P.O. Box 283 2 - 6868 West Coast Rd. Sooke, BC, V9Z 0S9 (250)642-1500 FAX (250)642-5274	SALT SPRING ISLAND BUILDING INSPECTION 208 - 116 Fulford Ganges Rd. Salt Spring Island, BC, V8K 2S4 (250)537-2711 FAX (250)537-9633	PENDER ISLAND BUILDING INSPECTION Driftwood Centre, Box 46 Pender Island, B.C., V0N 2M0 (250)629-3424 FAX (250)629-3502

PLEASE PRINT CLEARLY: **Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:**

I, _____ , address _____ ,

being the owner or representing the owner, hereby make application to, (Check one in box 1 and one in box 2 below)

1

- ☐ REACTIVATE
- ☐ CONSTRUCT
- ☐ ALTER
- ☐ REPAIR
- ☐ DECONSTRUCT
- ☐ ADD TO
- ☐ MOVE
- ☐ DEMOLISH

2

- ☐ SINGLE FAMILY DWELLING
- ☐ TWO FAMILY DWELLING
- ☐ MOBILE Complete form 1A
- ☐ OTHER .
- ☐ GARAGE
- ☐ CARPORT
- ☐ MULTI-FAMILY DWELLING
- ☐ COMMERCIAL

The above project is located at _____

Complete Address

Added Construction Value

LEGAL DESCRIPTION FOLIO No.

LOT	SECTION	BLOCK	PLAN	LAND DISTRICT

Other Pertinent Information Contact Email: _____

OWNER _____ _____

FIRST & LAST NAME ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

ARCHITECT _____ _____

FIRST & LAST NAME ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

CONTRACTOR _____ _____

FIRST & LAST NAME ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal Information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

NOTE: An Occupancy Permit will not be issued without either a holding tank permit issued by the Vancouver Island Health Authority or a letter of certification, as described in section 9 of the Sewerage System Regulation, B.C. Reg. 326/2004, from a registered practitioner or a professional confirming that an appropriate sewerage system has been constructed.

Phone Number _____ Date _____ Signature of Applicant _____

THIS APPLICATION FORM MUST BE ACCOMPANIED BY THE FOLLOWING:

1. Plan processing fee.
2. Copy of ASSESSMENT NOTICE (Tax Notice).
3. Copy of a current TITLE SEARCH, including copies of all covenants, easements and rights of way.
4. Site Plan drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of proposed building, ground elevations, location of all existing buildings, details of site drainage.
5. Copy of documents filed with the Vancouver Island Health Authority under section 8(2) of the Sewerage System Regulation, B.C. Reg. 326/2004 and proof of potable water supply and well log.
6. Include specifications and scale drawings (three sets for the Southern Gulf Islands; two sets for Salt Spring Island) of the building with respect to which the work is to be carried out showing: foundation plan (fully dimensioned), floor plan of each level (fully dimensioned), elevations of all sides of the building, proposed and or existing uses of all rooms shown on floor plans,
7. Reverse printed plans not acceptable.
8. Documentation as required by Homeowner Protection Office.

Date Received

Note: Permit duration period is two years or permit to complete will be required.

Appendix B

CRD

Mobile Home Information Sheet

To be used in conjunction with BUILDING PERMIT APPLICATION (Appendix A)

Hold No.

Permit No.

Owner_____ Address_____

Details of Mobile Home

Name and Address of Manufacturer

_____
NAME

_____
ADDRESS

Model #_____ Serial #_____

Oil Approval #_____ Gas Approval #_____

Electrical Approval #_____ Z240 Series #_____

Year Built_____ Number of Bedrooms_____

Number of Plumbing Fixtures_____ Floor Area_____

Contractor _____

_____
ADDRESS

Engineer _____

_____
ADDRESS

Note

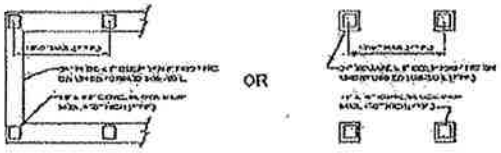
1. An approved mobile home may be permanently installed in the Electoral Areas of the Capital Regional District on property zoned for a Single Family Dwelling as long as all other requirements of the particular zone are met. Zoning Bylaws vary in their requirements depending on the location within the Capital Regional District. Please check with your local Building Inspection Office.
2. Factory built "Mobile Homes" must be certified as complying with Canadian Standards Association Standard "CAN/CSA-Z240 MH Series Mobile Homes". This standard does not apply to site preparations (foundations, basements, mountings), interconnection of modules, connection to services and installation of appliances. Mobile homes that do not meet the above standard will require the inspection and approval from a British Columbia registered professional engineer. It may be necessary for the Building Official to inspect the Mobile Home as well.
3. A completed Building Permit Application (form 1) must accompany this Information Sheet.
4. Include with the application a letter from the owner of the Mobile Home Park, the Tenant's Association or other relevant group or individual, confirming that there are no objections to the establishment of the mobile home, including any addition, on the proposed site.
5. The applicant will be notified of the permit fee when all aspects of the application have been approved.

For inspection purposes where is the mobile now located?

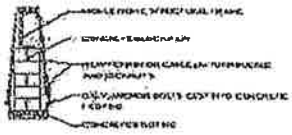
_____
ADDRESS

_____ _____ _____

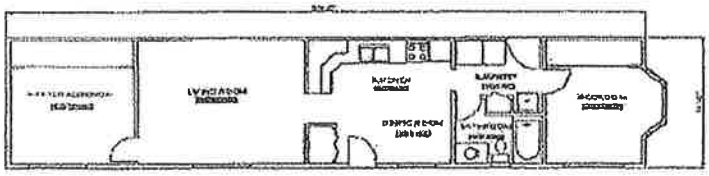
Telephone No. Date Signature of Owner



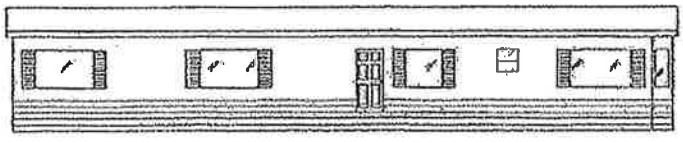
TYP. FOUNDATION PLANS



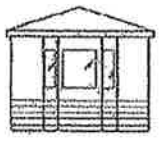
TYP. ANCHORAGE



FLOOR PLAN



FRONT ELEVATION



END ELEVATION

Appendix C

CRD
Making a difference...together

Fireplace-Chimney-Wood Stove-~~Oil Furnace~~ Application

Hold No.

Permit No.

SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION Mail to: P.O. Box 1000 (625 Fisgard Str.) Victoria, BC, V8W 2S6 (250)360-3230 FAX (250)360-3232 Toll Free: 1-866-475-1581	JUAN DE FUCA BUILDING INSPECTION Mail to: P.O. Box 283 2 - 6868 West Coast Rd. Sooke, BC, V9Z 0S9 (250)642-1500 FAX (250)642-5274	SALT SPRING ISLAND BUILDING INSPECTION 206 - 116 Fulford Ganges Rd., Salt Spring Island, BC, V8K 2S4 (250)537-2711 FAX (250)537-9633	PENDER ISLAND BUILDING INSPECTION Driftwood Centre, Box 45 Pender Island, B.C., V0N 2M0 (250)629-3424 FAX (250)629-3502

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT: I, _____ (First Name / Surname)

_____ (ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)), being the owner or representing the owner hereby

make application to (Check the options below) located at:

Site address: _____ (House Number / Street)

LEGAL DESCRIPTION | FOLIO No.

LOT	SECTION	BLOCK	PLAN	LAND DISTRICT

Other Pertinent Information

Location: sfd ☐ Garage ☐ Workshop ☐ other ☐ _____

New chimney ☐ Replace Existing Unit ☐

Owner _____ _____ (ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE))

Contractor _____ _____ (ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE))

FEE CALCULATIONS FOR PROPOSED WORK

Check the appropriate options below	Fees	Number		Totals
~~Oil Furnace~~	~~22. X~~		=	
Construct CHIMNEY-- one single flue (masonry or metal)	44. X		=	
Each additional flue in masonry chimney above	22. X		=	
Construct FIREPLACE connected to single flue	22. X		=	
SOLID FUEL BURNING APPLIANCE connected at time of construction	22. X		=	
SOLID FUEL BURNING APPLIANCE connected to existing acceptable chimney	44. X		=	
CHIMNEY reline, repair or alter (masonry)	44. X		=	
	TOTAL PERMIT FEE			

* APPLIANCES CONNECTED TO CHIMNEYS MUST COMPLY WITH AND BE INSTALLED TO ALL APPLICABLE REGULATIONS. (See Building Inspector)

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION

Personal Information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Contact email: _____

_____ Phone Number

_____ Date

_____ Signature of Applicant

NOTE: Design details of the fireplace and or chimney may be requested for approval by the Building Inspector. An inspection must be requested for the reinforcement of the hearth before the concrete is poured.

Appendix D

CRD

Plumbing Permit Application (RESIDENTIAL)

Hold No.

Permit No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
Mail to: P.O. Box 283
2 - 6868 West Coast Rd.
Sooke, BC, V9Z 0S9
(250)642-1500 FAX (250)642-5274

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-9633

PENDER ISLAND
BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-350

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT: I, _____ (First Name / Surname), being the owner or representing the owner hereby

_____ (Apt.# House # / Street / City / Postal Code)

make application to, INSTALL OR ALTER PLUMBING SYSTEM OR SEWERS located at:

Site address: _____ (House Number / Street)

LEGAL DESCRIPTION

FOLIO No.

LOT	SECTION	BLOCK	PLAN	LAND DISTRICT

Other Pertinent Information

Owner _____ (FIRST & LAST NAME) _____ (ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE))

Contractor _____ (FIRST & LAST NAME) _____ (ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE))

FEE SCHEDULE — Total No. of Fixtures:	VALUE	UNITS	FEE
Fee (first 10 fixtures)	$ 22. per fixtur	X =	0
Fee (additional fixtures)	17. per fixtu	X =	0
Hot Water Tank (domestic)	22. per tank	X =	0
Lawn Sprinkler System	49.	X =	
Hot Water Heating Boiler Connection	17.	X =	
Connect to Existing Rough-in	12. per fixtu	X =	
Alter Waste Lines (no additional fixtures)	44.	X =	
Water Connection	22.	X 1 =	
Alter Water Lines or Add Special Valve	22.	X =	
Sanitary Sewer Connection	22.	X 1 =	
Storm or Sewage Lift Station	17.	X =	
Remove or Make Safe Private Sewage System	17.	X =	
Installation of Floor Drain	12. each	X =	
Install or Alter Rain Water Leads or Roof Drain	12.	X =	
Install or Replace Cistern For Potable Water	34.	X =	
Lawn Service Stand Pipe (not part of building plumbing)	22.	X =	
Area Drains, Sumps, Catch Basins	22.	X =	
Fire Protection Sprinkler System	22. each of	X =	
Each Group of 10 Sprinklers or Portion Over First 10	17.	X =	
		TOTAL FEES	

Payment received by way of

☐

cash ☐

date _____

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

_____ Telephone No. _____ Date _____ Signature of Applicant

Appendix E

CRD CAPITAL REGIONAL DISTRICT

Plumbing Permit Application (COMMERCIAL)

Hold No.

Permit No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
Mail to: P.O. Box 283
2 - 6868 West Coast Rd.
Sooke, BC, V0Z 0S0
(250)642-1500 FAX (250)642-5274

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 116 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-9633

PENDER ISLAND
BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-350:

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT: I, _____ (First Name) _____ (Surname)

_____ (Apt. # / House # / Street / City / Postal Code), being the owner or representing the owner hereby

make application to, INSTALL OR ALTER PLUMBING SYSTEM OR SEWERS located at:

Site address: _____ (House Number) _____ (Street)

LEGAL DESCRIPTION

FOLIO No.

LOT _____ BLOCK _____ PLAN _____ LAND DISTRICT _____

Other Pertinent Information

OWNER _____ (FIRST & LAST NAME) _____ (ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE))

CONTRACTOR _____ (FIRST & LAST NAME) _____ (ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE))

FEE SCHEDULE Total No. of Fixtures:	VALUE	UNITS	FEE
Fee (First 10 fixtures)	$ 22. per fxt.	X =	
Fee (Additional fixtures)	17. per fixt.	X =	
Hot Water Tank (domestic)	22. per tank	X =	
Lawn Sprinkler System	49. per zone	X =	
Hot Water Heating Boiler Connection	17.	X =	
Connect to Existing Rough-in	12. per fixt.	X =	
Alter Sanitary/Storm Drainage Sytem (existing)	42.	X =	
Water Connection	22.		
Sanitary Sewer Connection	22.		
Alter or Add to Water System	22.	X =	
Install Floor Drain or Funnel Drain	12. each	X =	
Install or alter Rain Water Leads or Roof Drain	12.	X =	
Install or Replace Cistern For Potable Water	34.	X =	
Installation of Building Sanitary Sewer	21. per 100'	X =	
Installation of Building Storm Sewer	21. per 100'	X =	
FIRE PROTECTION			
Fire Protection Sprinkler System	21. each first 10 heads	X =	
Each Group of 10 Sprinklers or Portion Over First 10	21.	X =	
Fire Stand Pipe	21.	X =	
Fire Hydrant	32. each	X =	
OUTSIDE SERVICES			
Pumping Station other than for S.F.D.	32. each	X =	
Lawn Service Stand Pipe (not part of building plbg.)	21.	X =	
Storm or Sanitary Lift Station	32. each	X =	
Remove or Make Safe Private Sewage System	16.	X =	
Area Drains / Catch Basins / Sumps	21.	X =	
Manholes and Interceptors (all kinds)	21.	X =	
Acid neutralizers or Special Control Valve or Cap Off Sanitary, Storm, Water Connections	21.	X =	
	TOTAL FEES		

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments.

FREEDOM OF INFORMATION WAIVER

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Payment received by way of

cheque ☐

cash ☐

date _____

_____ Telephone No. _____ Date _____ Signature of Applicant

Appendix F

CRD
Making a difference...together

Demolition - Deconstuction Permit Application

Hold No.

Permit No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
Mail to: P.O. Box 283
2 - 6868 West Coast Rd.
Sooke, BC, V9Z 0S0
(250)642-1500 FAX (250)642-5274

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-96

PENDER ISLAND
BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-350

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT

I, _____ Address _____ Being the owner or representing the own

hereby make application to DEMOLISH or DECONSTRUCT _____ located at:
single family dwelling, accessory buildings, etc.

Site address : _____
House Number Street

Reason for Demolition _____ Age of Building _____

LEGAL DESCRIPTION

FOLIO No.

Lot _____ Section _____ Block _____ Plan No. _____ District _____

Other Pertinent Information

Owner _____ Address _____
Street City Postal Code

Contractor _____ Address _____
Street City Postal Code

All work relating to this application, including rendering sewage disposal system safe, and providing a safe demolition site shall meet the requirements of the Capital Regional District and the British Columbia Building Code and be completed by _____ .

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Telephone Number _____ Date _____ Signature of Applicant _____

FEE SCHEDULE

	Check one of the following	Demolition Fee	Deconstruction Fee	Totals
☐	Buildings up to 400 square feet in area	$100 ~~$42.00~~	~~$21.00~~ $0.00	
☐	Buildings over 400 square feet in area	$200 95.00	~~47.00~~ $0.00	
☐	Rendering private sewage disposal system safe	21.00	21.00	
☐	Cap building sewer	16.00	16.00	
			Total Permit Fee	

Payment received by way of

cheque ☐

cash ☐

date _____

Appendix G

CRD

Change of Occupancy Classification

Hold No.

Permit No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard St.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1561

JUAN DE FUCA
BUILDING INSPECTION
Mail to: P.O. Box 283
2 - 6868 West Coast Rd.
Sooke, BC, V9Z 0S9
(250)642-1500 FAX (250)642-5274

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-9933

PENDER ISLAND
BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-3502

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:

I, _____ _____ _____ _____ , being
Street City Postal Code

the owner hereby make application to **CHANGE THE OCCUPANCY CLASSIFICATION**

of the building or a portion of the building located at: _____.

LEGAL DESCRIPTION

FOLIO No.

Lot _____ Section _____ Block _____ Plan No. _____ District _____

Present use of Building or Part of Building: _____.

Proposed Change to: _____ Use.

_____ _____ _____ _____

Telephone No. Date Signature of Applicant Signature of Property Owner

Office Use Only

FROM	☐ Group A, Division 1	☐ Group A, Division 2	☐ Group A, Division 3	☐ Group A, Division 4
	☐ Group B, Division 1	☐ Group B, Division 2	☐ Group C	☐ Group D
	☐ Group E	☐ Group F, Division 1	☐ Group F, Division 2	☐ Group F, Division 3
TO	☐ Group A, Division 1	☐ Group A, Division 2	☐ Group A, Division 3	☐ Group A, Division 4
	☐ Group B, Division 1	☐ Group B, Division 2	☐ Group C	☐ Group D
	☐ Group E	☐ Group F, Division 1	☐ Group F, Division 2	☐ Group F, Division 3

AUTHORITY	REJECTED	APPROVED	SIGNATURE	DATE	COMMENTS
BUILDING INSPECTION					
PLANNING ZONING					
HEALTH					
FIRE DEPARTMENT					

Appendix H

BUILDING PERMIT
CAPITAL REGIONAL DISTRICT
Building Inspection Division

G.S.T. Registration No. R121299836

Hold No.

Permit No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
Mail to: P.O. Box 283
2 - 6868 West Coast Rd.
Sooke, BC, V9Z 0S9
(250)642-1500 FAX (250)642-5274

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-9633

PENDER ISLAND
BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-3502

PURSUANT TO REGULATIONS APPLICABLE TO THE CAPITAL REGIONAL DISTRICT:

Mr. / Mrs. / Ms. _____
Street City Postal Code

Being the owner is hereby granted a PERMIT to

Located at _____ and as shown by the accompanying plan.

Telephone Number _____

LEGAL DESCRIPTION

FOLIO No.

LOT SECTION BLOCK PLAN LAND DISTRICT

Owner _____ Address _____
Street City Postal Code

Builder _____ Address _____
Street City Postal Code

THIS PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:

Notes:

1. Permit issued according to the above SPECIAL REQUIREMENTS, the accompanying plans and the applicable regulations.
2. Inspections must be requested in accordance with Building Regulation Bylaw requirements. At least 24 hours notice is required.
3. A re-inspection fee will be charged in accordance with the Building Regulation Bylaw
4. Work related to this permit must be started within 6 months of the date of issue and must not be discontinued or suspended for more than one year. Separate permits are required for plumbing installations, and fireplace / chimney construction.
5. A CERTIFICATE OF OCCUPANCY MUST BE APPLIED FOR AND OBTAINED PRIOR TO THE OCCUPANCY OF ANY BUILDING.

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

FEE SUMMARY

AREA OF BUILDING	FEE
ESTIMATED COST	
PLUMBING PERMIT (residential)	
PLUMBING PERMIT (commercial)	
CHIMNEY / APPLIANCE PERMIT	
DEMOLITION / DECONSTRUCTION PERMIT	
OTHER	
Total Permit Fee	

_____
BUILDING INSPECTOR
CAPITAL REGIONAL DISTRICT

Payment By ☐ cheque
date _____ ☐ cash

_____
DATE PERMIT GRANTED

Appendix I

Conditional Certificate of Occupancy

Permit No.

ISSUED BY THE BUILDING INSPECTION DIVISION OF THE
CAPITAL REGIONAL DISTRICT

FOLIO No.

Owner_____ Address_____.
Street

LEGAL DESCRIPTION

LOT	SECTION	BLOCK	PLAN	LAND DISTRICT

THE CONDITIONAL CERTIFICATE OF OCCUPANCY IS ISSUED SUBJECT TO THE FOLLOWING CONDITIONS:

1. The deficiencies listed below shall be rectified to the satisfaction of the building inspector.
2. Upon satisfactory completion of all deficiencies the building inspector may issue a CERTIFICATE OF OCCUPANCY for the building.
3. If at a date 12 calendar months from the date of issue of this CONDITIONAL CERTIFICATE OF OCCUPANCY, all of the deficiencies listed below have not been addressed to the satisfaction of the building inspector, the permit will need to be renewed for an additional one year period. A renewal fee of $300 shall be charged for each renewal, to a maximum of three years after which the permit will expire and the Capital Regional District will register a notice against the title of the land, referring to the outstanding deficiencies. The notice will remain in place until the deficiencies have been rectified to the satisfaction of the building inspector. Upon expiry of a building permit and in order for the building inspector to conduct the required final inspection and issue the CERTIFICATE OF OCCUPANCY, it will be necessary for the owner to apply for a permit to complete the outstanding work. Upon completion of all deficiencies the notice will be removed and the building inspector may issue a permanent CERTIFICATE OF OCCUPANCY for the building.
4. The CONDITIONAL CERTIFICATE OF OCCUPANCY confirms only that the building is believed to meet the minimum level of health and safety requirements and is not a representation, warranty, assurance or statement that the building complies with the Building Code, the Building Regulation Bylaw of the CRD, or any other applicable enactments, codes or standards.

The following list of deficiencies should not be construed as a definitive list of all requirements. Known deficiencies outstanding at date of issue of CONDITIONAL CERTIFICATE OF OCCUPANCY are:

Date of Sewerage System Certification_____ Authorized Use ☐ SFD ☐ Other_____

APPROVED FOR OCCUPANCY_____ **DATE**_____

Building Inspector

Appendix J

CRD
Making a difference...together

Certificate of Occupancy

ISSUED BY THE BUILDING INSPECTION DIVISION OF THE
CAPITAL REGIONAL DISTRICT
PURSUANT TO THE BRITISH COLUMBIA LOCAL GOVERNMENT ACT

Hold No.

Permit No.

THIS IS TO CERTIFY that the premises named herein have been constructed under the authority of a valid Building Permit and have received the final inspection.

THIS BUILDING IS NOW COMPLETED AND READY FOR OCCUPANCY.

FOLIO No.

Owner_____ Address_____
Street

LEGAL DESCRIPTION

LOT SECTION BLOCK PLAN LAND DISTRICT

No action may be brought against the Capital Regional District or its officials or servants for anything done or left undone in good faith in the performance or intended performance of any authority conferred or duty imposed under this or any other Bylaw adopted by the Capital Regional District pursuant to the British Columbia Local Government Act.

NO REPRESENTATION BY CRD

Neither the issuance of a permit, Certificate of Occupancy or Conditional Certificate of Occupancy under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw or any other applicable enactments, codes, and standards have been complied with.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

_____ _____
Date Signature of Owner

_____ _____
Date Signature Building Inspector

Appendix K

CRD
Making a difference...together

Permit Fees Schedule

for

Capital Regional District

TOTAL CONSTRUCTION VALUE AS PRESCRIBED IN APPENDIX "L" OR "M".	FEE
Less than $100.00	$ NIL
Over $100.00 and not over $1,000.00	50.00
Each additional $1,000.00 or fraction thereof and not exceeding $5,000.00	25.00
Each additional $1,000.00 or fraction thereof not exceeding $400,000.00	13.00
Each additional $1,000.00 or fraction thereof over $400,000.00	10.00

Appendix L

Construction Values *

for

Buildings Other Than Single Family Dwellings, Factory Built Homes

Mobile Homes and Moved Buildings

The construction value for buildings shall be the contract price or, where there is no contract price, the value shall be calculated according to the following schedule. Refer to Bylaw No. 3741 where there is more than one building.

Language revised

TYPE OF BUILDING	TYPE OF CONSTRUCTION		VALUE PER SQ. FT.	VALUE PER METER SQ.	
Hotel / Motel	Wood frame	200	$ ~~180.00~~	$ ~~1937.56~~	2152.00
Hotel / Motel	Reinforced masonry or concrete	260	~~240.00~~	~~2583.42~~	2797.60
Hotel / Motel	Steel frame		Contract	Value	
Town House or Apartment	Wood frame	200	~~180.00~~	~~1937.56~~	2152.00
Town House or Apartment	Reinforced masonry or concrete	260	~~240.00~~	~~2583.42~~	2797.60
Town House or Apartment	Steel frame		Contract	Value	
Commercial Building (shell only)	Wood frame or heavy timber	150	~~120.00~~	~~1291.70~~	1614.00
Commercial Building (shell only)	Steel frame	150	~~120.00~~	~~1291.70~~	1614.00
Commercial Building (shell only)	Reinforced masonry or concrete	200	~~180.00~~	~~1937.56~~	2152.00
Commercial Buildings Except Offices and Restaurant	Completion of interior	80	~~60.00~~	~~645.85~~	860.80
Commercial Buildings Restaurants	Completion of interior	110	~~90.00~~	~~968.78~~	1183.60
Commercial Building Office Interiors	Completion of interior	80	~~72.00~~	~~775.02~~	860.80
Industrial Buildings (shell only)	Wood frame or heavy timber	110	~~90.00~~	~~968.78~~	1183.60
Industrial Buildings (shell only)	Steel frame	110	~~90.00~~	~~968.78~~	1183.60
Industrial Buildings	Reinforced masonry or concrete	150	~~120.00~~	~~1291.70~~	1614.00
Industrial Buildings (interiors)	Completion of interior	35	~~30.00~~	~~322.92~~	376.66
Temporary Buildings	Wood frame	70	~~60.00~~	~~645.85~~	753.20

Appendix M

Construction Values *

for

Single and Two Family Dwellings, Factory Built Homes, Mobile Homes, and Moved Buildings in the Electoral Areas of Juan de Fuca, Salt Spring Island, Southern Gulf Islands

Language added

FLOOR AREA OR TYPE OF STRUCTURE		VALUE PER SQ. FT.	VALUE PER METER SQ.	
Finished Main* Floor Areas	200	$ ~~150.00~~	$ ~~1614.64~~	2152.00
Finished Areas Other than Main* Floor	150	~~100.00~~	~~1076.42~~	1614.00
Finishing Previously Unfinished Basement**, Attics, or Other Floors	45	~~35.00~~	~~376.74~~	484.20
Garages and or Workshops, Barns, or Sheds (Semi-detached) floor + roof + wall	90	~~75.00~~	~~807.31~~	968.40
Carports (roof)	35	~~25.00~~	~~269.11~~	376.60
Sundecks (floor)	35	~~25.00~~	~~269.11~~	376.60
Additions Where an Existing Wall Forms Part of the Addition	200	~~150.00~~	~~1614.64~~	2152.00
Finished Floor Areas of Factory Built Homes, Mobile Homes or Moved Dwellings		100.00	~~1076.42~~	1076.00

* Main floor shall be defined as the floor area where the main activity takes place, usually the floor where the living room, dining room and/or kitchen are located.

** Basement shall be defined as in the British Columbia Building Code.

For renovations, and for other construction work not in this appendix or elsewhere in this bylaw, the permit fees shall be based on the value of the works that are subject to the British Columbia Building Code as submitted by the owner.

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4403

A BYLAW TO AMEND BYLAW NO. 3741, "BUILDING REGULATION BYLAW No. 5, 2010"

WHEREAS the Capital Regional District wishes to amend Bylaw No. 3471, "Building Regulation Bylaw No. 5, 2010";

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

1. Building Regulation Bylaw No. 5, 2010 is amended in Paragraph A of the Recitals by deleting the reference to section 694(1) of the *Local Government Act* and substituting a reference to section 298(1) of the *Local Government Act*.

2. Building Regulation Bylaw No. 5, 2010 is amended in section 1.1.1 by deleting the words "not within a city, district, town or village".

3. Building Regulation Bylaw No. 5, 2010 is amended in section 1.1.3(2) by adding the words "use or" after the words "change in" in the first line.

4. Building Regulation Bylaw No. 5, 2010 is amended in section 1.2.2 by:

   (a) deleting the words "Human habitation is not permitted in an accessory building." from the definition of "Accessory Building";

   (b) deleting the words "as the space created by" from the definition of "Excavation";

   (c) deleting the definitions of "Building Code", "Health and Safety Aspects of the Work", and "Structure" and substituting the following definitions in their place:

   "Building Code" means the *British Columbia Building Code* as adopted from time to time by the Minister pursuant to Part 2 of the *Building Act*.

   "Health and Safety Aspects of the Work" means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9, and 10, Division B, of the *Building Code,* and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.

   "Structure" means a construction or portion of construction, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving, and retaining structures less than 1.2 meters in height.

   (d) adding the following definitions in alphabetical order:

   "Alteration" means a change or extension to any matter or thing or to any occupancy regulated by the Building Code.

   "Construct" includes build, erect, install, repair, alter, add, enlarge, move, locate, reconstruct, demolish, remove, excavate or shore.

"Construction Value" means the fair market value of the work proposed to be undertaken, including the value of all labour and materials whether contracted, volunteered or provided by the owner, together with the value of all design and professional consulting services, construction management services, and contractor's profit and overhead, as determined in accordance with section 2.4.4 of this Bylaw.

5. Building Regulation Bylaw No. 5, 2010 is amended in section 1.3.2 by deleting the words "within the Capital Regional District" in the first sentence and substituting the words "within all parts of the Juan de Fuca, Southern Gulf Islands and Salt Spring Island electoral areas".

6. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.1.1 in its entirety and substituting:

   "**2.1.1** A Permit is required whenever work regulated under the Building Code and this Bylaw is to be undertaken."

7. Building Regulation Bylaw No. 5, 2010 is amended in section 2.1.2 by:

   (a) by deleting sub-section (4), and renumbering sub-sections (5) and (6) as sub-sections (4) and (5).

8. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.1.3(3) and substituting the following:

   "(3) for accessory buildings less than 10 square meters in area that do not create a hazard;"

9. Building Regulation Bylaw No. 5, 2010 is amended in section 2.1.6 by adding the following at the end of that section:

   ", nor does it constitute a representation or warranty that the building or structure meets any standard of materials or workmanship".

10. Building Regulation Bylaw No. 5, 2010 is amended in section 2.3.3 by deleting the words "appendices K, L and M attached to".

11. Building Regulation Bylaw No. 5, 2010 is amended in section 2.3.7(1) by adding the following at the end:

    "Any failure on the part of the building official to provide the owner with the written notice will not diminish or invalidate the reliance by the Capital Regional District or its building officials on the registered professionals."

12. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.4.1, by renumbering sections 2.4.2 through 2.4.9 as sections 2.4.5, 2.4.6, 2.4.7, 2.4.8, 2.4.9., 2.4.10, 2.4.11, and 2.4.12, and by adding the following sections:

    "**2.4.1** A Permit fee for any of the following work, calculated in accordance with the forms attached as appendices C, D, E, or F to this Bylaw, shall be paid in full prior to issuance of:

    (1) a plumbing Permit pursuant to section 2.1.2(2) of this Bylaw;

(2) a Permit for the installation of a fireplace, chimney, or wood stove pursuant to section 2.1.2(3) of this Bylaw;

(3) a Permit for the demolition or deconstruction of a building or structure, pursuant to section 2.1.2(4) or (5) of this Bylaw.

2.4.2 A Permit fee, calculated in accordance with Appendix K of this Bylaw, and based upon the construction value of the proposed work as determined in accordance with section 2.4.4 of this Bylaw, shall be paid in full prior to the issuance of a Permit for the construction, alteration or repair of a building or structure pursuant to section 2.1.2(1) of this Bylaw.

2.4.3 An application for a Permit pursuant to section 2.1.2(1) of this Bylaw must be accompanied by the owner's declaration of the value of the proposed work.

2.4.4 For the purpose of section 2.4.2, the construction value of the proposed work shall be the greater of the following:

(1) the value of the proposed work, as declared by the owner under section 2.4.3;

(2) the construction value of the proposed work, as determined by the building inspector using one of the following sources:

(a) the construction values set out in Appendix L and M to this Bylaw; or

(b) a construction costing manual or service that is nationally-recognized by the construction and real estate industries as authoritative, including but not limited to the Marshall & Swift Valuation Service or Residential Cost Handbook."

13. Building Regulation Bylaw No. 5, 2010 is amended in section 2.4.5 by deleting the words "in either Appendix L or M" where they appear in subsections (1), (2) and (3), and by substituting the words "under section 2.4.4.".

14. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.5.2(4) and substituting the following:

"(4) there is a sale or transfer of the property in respect of which the Permit is issued, unless the owner has first notified the building inspector in writing and the building inspector has authorized the transfer or assignment of the Permit to the new owner."

15. Building Regulation Bylaw No. 5, 2010 is amended by deleting sections 2.5.3 and 2.5.4 and substituting the following:

2.5.3 Reapplication

(1) Except as provided in 2.5.9, where a permit expires under section 2.5.2 the owner must apply for a new permit in order to complete the work.

(2) An application under section 2.5.3(1) must be accompanied by any of the information referred to in sections 2.3.4 or 2.3.5 that the building inspector

considers is necessary to verify that the health and safety aspects of the work that has yet to be substantially completed will conform with the requirements of the then-current *Building Code*, this Bylaw and any other applicable enactment.

(3) The fee for a Permit issued under section 2.5.3(1):

(a) will be based upon the value of the work that remains to be completed, as determined by the building inspector in accordance with section 2.4.4 of this Bylaw;

(b) will in no event be less than $300.00.

16. Building Regulation Bylaw No. 5, 2010 is amended by renumbering sections 2.5.5 through 2.5.10 as sections 2.5.4, 2.5.5, 2.5.6, 2.5.7, 2.5.8. and 2.5.9.

17. Building Regulation Bylaw No. 5, 2010 is amended in section 2.5.5 by deleting “Section 2.5.5” and substituting “Section 2.5.4”.

18. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.5.9 and substituting the following:

2.5.9 Permit Renewal

(1) Where the rights of an owner under a Permit terminate under section 2.5.2, the owner may apply to renew the Permit provided the renewal application is made no later than 30 days after the expiry of the Permit.

(2) Where all of the deficiencies listed on a Conditional Certificate of Occupancy have not been addressed to the satisfaction of the building inspector within 12 months of the issuance of the Conditional Certificate of Occupancy, the owner may apply to renew the Conditional Certificate of Occupancy, provided the renewal application is made no later than 30 days after the expiry of the Conditional Certificate of Occupancy.

(3) The fee for an application under sections 2.5.9(1) or (2) shall be $300.00.

(4) Upon receipt of an application under sections 2.5.9(1) or (2), a building inspector may renew the Permit or Conditional Certificate of Occupancy, as applicable, for a period not to exceed 12 months.

(5) A Permit or Conditional Certificate of Occupancy may only be renewed once under this section 2.5.9.

19. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.6.3(4) and by renumbering section 2.6.3(5) as section 2.6.3(4).

20. Building Regulation Bylaw No. 5, 2010 is amended in section 3.1.1 by adding “, for which a Permit is required under this Bylaw,” after the word “construction” in the third line.

21. Building Regulation Bylaw No. 5, 2010 is amended by deleting the sub-heading to section 3.1.8 and substituting **“Work Contrary to Requirements”**.

22. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 3.2.1 and substituting the following:

    "3.2.1 Each building official may:

        (1) administer this Bylaw, but owes no public duty to do so; and

        (2) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and may retain copies of all documents related to the administration of this Bylaw."

23. Building Regulation Bylaw No. 5, 2010 is amended in section 3.2.2(1) by adding "and in accordance with section 16 of the *Community Charter*," after the words "at all reasonable times," in the first line.

24. Building Regulation Bylaw No. 5, 2010 is amended in section 3.5.4(1) by deleting the word "after" and substituting the word "before".

25. Building Regulation Bylaw No. 5, 2010 is amended in section 3.5.4(2) by adding ", roof water leader system" after the words "drain tiles".

26. Building Regulation Bylaw No. 5, 2010 is amended in section 3.5.4(3) by deleting the comma after "ground cover", and by adding "and insulation" after the words "ground cover".

27. Building Regulation Bylaw No. 5, 2010 is amended by deleting Appendices A, C, F, L and M and substituting the Appendices A, C, F, L and M that are attached as Schedule "A" to this Bylaw.

28. This Bylaw may be cited for all purposes as the "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 2, 2021".

READ A FIRST TIME THIS	day of	2021
READ A SECOND TIME THIS	day of	2021
READ A THIRD TIME THIS	day of	2021
ADOPTED THIS	day of	2021

Chairperson

Corporate Officer

Schedule "A"
Building Regulation Bylaw No. 5, 2010 Amendment Bylaw No. 2, 2021

Appendices A, C, F, L and M

Appendix A

Building Permit Application

Hold No.

Permit No.

SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION Mail to: P.O. Box 1000 (625 Fisgard St.) Victoria BC, V8W 2S6 (250) 360-3230, Fax-3232 Toll Free: 1-866-473-1381	JUAN DE FUCA BUILDING INSPECTION Mail to: P.O. Box 283 2 - 6868 West Coast Rd. Sooke BC, V9Z 0S9 (250) 642-1500, Fax-5274	SALT SPRING ISLAND BUILDING INSPECTION 206 - 118 Fulford Ganges Rd. Salt Spring Island BC, V8K 2S4 (250) 537-2711, Fax-9633	PENDER ISLAND BUILDING INSPECTION Driftwood Centre, Box 46 Pender Island BC, V0N 2M0 (250) 629-3424, Fax-3502

PLEASE PRINT CLEARLY: **Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:**

I, _____, address _____,

being the owner or representing the owner hereby make application to, (check one in box 1 and one in box 2 below)

1			2		
☐ REACTIVATE	☐ DECONSTRUCT		☐ SINGLE FAMILY DWELLING	☐ GARAGE	
☐ CONSTRUCT	☐ ADD TO		☐ TWO FAMILY DWELLING	☐ CARPORT	
☐ ALTER	☐ MOVE		☐ MULTI-FAMILY DWELLING	☐ MOBILE	
☐ REPAIR	☐ DEMOLISH		☐ OTHER:	☐ COMMERCIAL	

Construction Value: _____
Total Cost of Construction

The above project is located at: _____
Complete address

LEGAL DESCRIPTION

LOT _____ SECTION _____ BLOCK _____ PLAN _____ LAND DISTRICT _____

Other Pertinent Information **Contact Email:** _____

OWNER _____ _____
FIRST & LAST NAME ADDRESS (UNIT, HOUSE, STREET, CITY, POSTAL CODE)

ARCHITECT _____ _____
FIRST & LAST NAME ADDRESS (UNIT, HOUSE, STREET, CITY, POSTAL CODE)

CONTRACTOR _____ _____
FIRST & LAST NAME ADDRESS (UNIT, HOUSE, STREET, CITY, POSTAL CODE)

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

NOTE: An Occupancy Permit will not be issued without either a holding tank permit issued by the Vancouver Island Health Authority or a letter of certification, as described in sectoin 9 of the Sewerage System Regulation, B.C. Reg. 326/2004, from a registered practitioner or a professional confirming that an appropriate sewerage system has been constructed.

_____ _____ _____
Phone Number **Date** **Signature of Applicant**

THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

1. Plan Processing Fee.
2. Copy of ASSESSMENT NOTICE (Tax Notice).
3. Copy of current TITLE SEARCH, including copies of all covenants, easements and rights of way.
4. Site Plan drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of proposed building, ground elevations, location of all existing buildings, details of site drainage.
5. Copy of documents filed with the Vancouver Island Health Authority under section 8(2) of the Sewerage System Regulation, B.C. Reg. 326/2004 and proof of potable water supply and well log.
6. Include specifications and scale drawings (three sets for the Southern Gulf Islands; two sets for Salt Spring Island) of the buildg with respect to which the work is to be carried out showing: foundation plan (fully dimensioned), floor floor plan of each level (fully dimensioned), elevations of all sides of the building, proposed and or existing uses of rooms shown on floor plans.
7. Reverse printed plans not acceptable.
8. Documentation as required by the Homeowner Protection Office.

Date Received

Appendix C

Fireplace-Chimney-Wood Stove Application

Hold No.

Permit No.

SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION	JUAN DE FUCA BUILDING INSPECTION	SALT SPRING ISLAND BUILDING INSPECTION	PENDER ISLAND BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard St.) Victoria, BC, V8W 2S6 (250)360-3230 FAX (250)360-3232 Toll Free: 1-866-475-1581	3-7450 Butler Rd. Sooke, BC V9Z 1N1 (250)642-8109 FAX (250)642-5274	208 - 118 Fulford Ganges Rd., Salt Spring Island, BC, V8K 2S4 (250)537-2711 FAX (250)537-9933	PO BOX 1000 VICTORIA BC V8W 2S6 (250)360-3230

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT: I, _____ (First Name) _____ (Surname)

_____ (ADDRESS (UNIT#, HOUSE#, STREET, CITY, POSTAL CODE)), being the owner or representing the owner hereby

make application to (Check the options below) located at:

Site address: _____ (House Number) _____ (Street)

LEGAL DESCRIPTION

FOLIO No.

LOT	SECTION	BLOCK	PLAN	LAND DISTRICT

Other Pertinent Information

Location: sfd ☐ garage ☐ workshop ☐ other ☐ _____

New chimney ☐ Replace Existing Unit ☐

Owner _____ _____ (ADDRESS (UNIT#, HOUSE#, STREET, CITY, POSTAL CODE))

Contractor _____ _____ (ADDRESS (UNIT#, HOUSE#, STREET, CITY, POSTAL CODE))

FEE CALCULATIONS FOR PROPOSED WORK

Check the appropriate options below	Fees	Number		Totals
Construct CHIMNEY-- one single flue (masonry or metal)	44. X		=	
Each additional flue in masonry chimney above	22. X		=	
Construct FIREPLACE connected to single flue	22. X		=	
SOLID FUEL BURNING APPLIANCE connected at time of construction	22. X		=	
SOLID FUEL BURNING APPLIANCE connected to existing acceptable chimney	44. X		=	
CHIMNEY reline, repair or alter (masonry)	44. X		=	
	TOTAL PERMIT FEE		=	

* APPLIANCES CONNECTED TO CHIMNEYS MUST COMPLY WITH AND BE INSTALLED TO ALL APPLICABLE REGULATIONS. (See Building Inspector)

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Contact email: _____

_____ Phone Number _____ Date _____ Signature of Applicant

NOTE: Design details of the fireplace and or chimney may be requested for approval by the Building Inspector. An inspection must be requested for the reinforcement of the hearth before the concrete is poured.

Appendix F

CRD

Demolition - Deconstuction Permit Application

Hold No.

Permit No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard St.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
3-7450 Butler Rd.
Sooke, BC V9Z 1N1
(250)642-8109 FAX (250)642-5274

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 116 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S/
(250)537-2711 FAX (250)537-66

PENDER ISLAND
BUILDING INSPECTION
PO BOX 1000
VICTORIA BC V8W 2S6
(250)360-3230

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:

I, _____ Address _____ Being the owner or representing the own

hereby make application to DEMOLISH or DECONSTRUCT _____ located at:
single family dwelling, accessory buildings, etc

Site address : _____
House Number Street

Reason for Demolition _____ Age of Building _____

LEGAL DESCRIPTION

FOLIO No.

Lot _____ Section _____ Block _____ Plan No. _____ District _____

Other Pertinent Information

Owner _____ Address _____
Street City Postal Code

Contractor _____ Address _____
Street City Postal Code

All work relating to this application, including rendering sewage disposal system safe, and providing a safe demolition site shall meet the requirements of the Capital Regional District and the British Columbia Building Code and be completed by

_____.

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal Information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

_____

Telephone Number Date Signature of Applicant

FEE SCHEDULE

	Check one of the following	Demolition Fee	Deconstruction Fee	Totals
☐	Buildings up to 400 square feet in area	$ 100.00	$ 0.00	
☐	Buildings over 400 square feet in area	$ 200.00	$ 0.00	
☐	Rendering private sewage disposal system safe	$ 21.00	$ 21.00	
☐	Cap building sewer	$ 16.00	$ 16.00	
			Total Permit Fee	

Payment received by way of

cheque ☐

cash ☐

date _____

Appendix L

CRD Making a difference...together

Construction Values

for
Buildings Other than Single Family Dwellings, Factory Built Homes, Mobile Homes and Moved Buildings

For the use and application of this schedule, see section 2.4.4 of the Bylaw.

TYPE OF BUILDING	TYPE OF CONSTRUCTION	VALUE	
		PER SQ. FT.	PER METER SQ.
Hotel / Motel	Wood frame	$ 200.00	$ 2,152.00
Hotel / Motel	Reinforced masonry or concrete	260.00	2797.60
Hotel / Motel	Steel frame	Contract	Value
Town House or Apartment	Wood frame	200.00	2152.00
Town House or Apartment	Reinforced masonry or concrete	260.00	2797.60
Town House or Apartment	Steel frame	Contract	Value
Commercial Building (shell only)	Wood frame or heavy timber	150.00	1614.00
Commercial Building (shell only)	Steel frame	150.00	1614.00
Commercial Building (shell only)	Reinforced masonry or concrete	200.00	2152.00
Commercial Buildings Except Offices and Restaurants	Completion of interior	80.00	860.80
Commercial Buildings Restuarants	Completion of interior	110.00	1183.60
Commercial Buildings Offices Interiors	Completion of interior	80.00	860.80
Industrial Buildings (shell only)	Wood frame or heavy timber	110.00	1183.60
Industrial Buildings (shell only)	Steel frame	110.00	1183.60
Industrial Buildings	Reinforced masonry or concrete	150.00	1614.00
Industrial Buildings (interiors	Completion of interior	35.00	376.60
Temporary Buildings	Wood frame	70.00	753.20

Appendix M

CRD Making a difference...together

Construction Values

for
Single and Two family Dwellings, Factory Built Homes, Mobile Homes, and Moved Buildings in the Electoral Areas of Juan de Fuca, Salt Spring Island, Southern Gulf Islands

For the use and application of this schedule, see section 2.4.4 of the Bylaw.

FLOOR AREA OR TYPE OF STRUCTURE	VALUE	
	PER SQ. FT.	PER METER SQ.
Finished Main* Floor Areas	$ 200.00	$ 2,152.00
Finished Areas other than Main* Floor	150.00	1614.00
Finishing Previously Unfinished Basement**, Attics, or Other Floors	45.00	484.20
Garages and/or Workshops, Barns, or Sheds (semi-detached) floor + roof + wall	90.00	968.40
Carports (roof)	35.00	376.60
Sundecks (floor)	35.00	376.60
Additions Where an Existing Wall Forms Part of the Addition	200.00	2152.00
Finished Floor Areas of Factory Built Homes, Mobile Homes or Moved Dwellings	100.00	1076.00

* Main floor shall be defined as the floor area where the main activity takes place, usually the floor where the living room, dining room and/or kitchen are located.
** Basement shall be defined as in the British Columbia Building Code.

Making a difference...together

BRIEFING NOTE
WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **AVICC RESOLUTION: COVID SAFE RESTART GRANT INEQUITY FOR ELECTORAL AREAS (Directors Holman & Howe)**

ISSUE SUMMARY

The adjusted COVID Safe Restart per capita amount provided to municipalities is greater than the per capita amount provided to electoral areas.

BACKGROUND

The Capital Regional District (CRD), as a regional district, received an allocation of $1.421M under the grant. The provincial formulae was based on two per capita amounts: $8.13 for rural populations and $3.10 for all populations (including rural), and a flat funding amount. While the grant program takes into account the unique structure of regional districts as a service provider, with differing per capita amounts, the per capita allocation for Electoral Areas versus local municipalities is vast. The adjusted per capita amount provided to municipalities resulted in a much higher allocation for larger municipalities when compared to regional districts and rural populations. The ceiling limit also resulted in a reduced per capita rate for the regional population.

As a local service provider in the Juan de Fuca, Salt Spring Island, and Southern Gulf Islands EA, the communities were significantly impacted by COVID-19. Rural areas, such as EA and First Nations, with smaller populations received a smaller amount which has impacted their restart and recovery efforts for local government operations.

RECOMMENDATION:

Whereas the Capital Regional District, received a funding allocation of $1.421M under the Safe Restart grant based on two per capita amounts formulae: $8.13 for rural populations and $3.10 for all populations, and a flat funding amount.

And whereas, the Safe Restart program takes into account the unique structure of regional districts as a service provider, with differing per capita amounts, there is a significant disparity between the per capita allocation for Electoral Areas versus local municipalities with a similar population.

Therefore be it resolved that AVICC and UBCM advocate to the Ministry of Municipal Affairs and Housing to provide additional Safe Restart Grant funding to Regional District Electoral Areas to equal the funding provided to local municipalities.

CONTACT

Robert Lapham, Chief Administrative Officer
Capital Regional District | Email: rlapham@crd.bc.ca | Tel: (250) 360-3124

ATTACHMENT(S)

Appendix A: December 2, 2020 Staff Report: COVID-19 Safe Restart Grants for Local Government
Appendix B: Letter dated January 14, 2021 from Colin Plant, Chair, CRD Board

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

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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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

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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January 14, 2021

File: 1850-20

The Honourable John Horgan
Premier, Province of British Columbia
Room 156 Parliament Buildings
Victoria BC V8V 1X4
Via email: premier@gov.bc.ca

Dear Premier:

RE: CAPITAL REGIONAL DISTRICT: SAFE RESTART GRANTS FOR LOCAL GOVERNMENT

At the December 9, 2020 meeting of the Capital Regional District (CRD), members of the CRD Board passed a motion recommending that the CRD Board Chair, write and meet with the Premier and Minister responsible to advocate for additional funding for the COVID-19 Safe Restart Grants for Local Government for Electoral Areas (EA) and First Nations.

The CRD, as a regional district, received an allocation of $1.421M under the grant. The provincial formulae was based on two per capita amounts: $8.13 for rural populations and $3.10 for all populations (including rural), and a flat funding amount. While the grant program takes into account the unique structure of regional districts as a service provider, with differing per capita amounts, the per capita allocation for EA versus local municipalities is vast. The adjusted per capita amount provided to municipalities resulted in a much higher allocation for larger municipalities when compared to regional districts and rural populations. The ceiling limit also resulted in a reduced per capita rate for the regional population.

As a local service provider in the Juan de Fuca, Salt Spring Island, and Southern Gulf Islands EA, the communities were significantly impacted by COVID-19. We recognize that regional districts were kept whole due to tax requisitions in 2020, and as such there is a greater emphasis on municipalities. However, rural areas, such as EA and First Nations, with smaller populations received a smaller amount which has impacted their restart and recovery efforts for local government operations.

The CRD Board requests that the province consider providing equal funding to regional districts and municipalities.

Yours sincerely,

Colin Plant
Chair, Capital Regional District Board

cc: CRD Board
Robert Lapham, Chief Administrative Officer, CRD

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BRIEFING NOTE
WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **AVICC RESOLUTION: INCLUSION OF SALT SPRING ISLAND AND SOUTHERN GULF ISLANDS IN THE ISLANDS COASTAL ECONOMIC TRUST (Directors Holman & Howe)**

ISSUE SUMMARY

Since 2014 the Capital Regional District (CRD) has advocated for a change in the rural designation from urban to rural for Electoral Areas within the CRD to be included in the Islands Coastal Economic Trust in order to diversify their economy.

BACKGROUND

The small rural communities of Salt Spring Island and Southern Gulf Islands continue to struggle with economic sustainability and are excluded from some rural economic development and infrastructure funding programs as a result of being a part of the Capital Regional District (CRD), which is otherwise characterized by mostly urban municipalities.

The Capital Regional District has requested the BC government classify the electoral areas as rural so that they may qualify and receive the benefits from Provincial and Federal Government rural funding programs. Only Juan de Fuca has been granted that inclusion in 2020.

RECOMMENDATION

Whereas the Capital Regional District has advocated for a change in the rural designation from urban to rural for the Electoral Areas of Salt Spring Island, Southern Gulf Islands, and Juan de Fuca as they are not eligible to participate in support programs to help diversify their economy;

And whereas the province made a regulation change in 2020 to include only the unincorporated Electoral Area of Juan de Fuca, in the Islands Coastal Economic Trust territory;

Therefore be it resolved that AVICC and UBCM request that the provincial government include the Salt Spring Island Electoral Area and the Southern Gulf Islands Electoral Area within the North Island-Coast Development Trust Region Regulation.

CONTACT

Robert Lapham, Chief Administrative Officer
Capital Regional District | Email: rlapham@crd.bc.ca | Tel: (250) 360-3124

ATTACHMENT(S)

Appendix A: May 8, 2019 Staff Report: Update on Rural Definition and Western Diversification
Appendix B: July 30, 2020 letter from SSI, SGI, and Juan de Fuca Electoral Area Directors
Appendix C: March 19, 2019 letter from Colin Plant, Chair, CRD Board
Appendix D: November 13, 2019 letter from SSI, SGI, and Juan de Fuca Electoral Area Directors
Appendix E: January 4, 2018 letter from Steve Price, former Chair, CRD Board
Appendix F: February 21, 2018 letter from Honourable Selena Robinson, Ministry of Municipal

Affairs and Housing

Appendix G: February 28, 2018 letter from Claudia Trudeau, Director, Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Appendix H: June 19, 2018 letter from Steve Price, former Chair, CRD Board

Appendix I: July 11, 2018 letter from Susan Morrison, former Acting Chair, Islands Trust Council

Appendix J: July 30, 2018 letter from Honourable Selina Robinson, Ministry of Municipal Affairs and Housing

Appendix K: January 31, 2014 letter from Robert Lapham, Chief Administrative Officer, CRD

Appendix L: August 2, 2013 letter from Alastair Bryson, former Chair, CRD Board

Appendix M: December 23, 2013 letter from Honourable Shirley Bond, Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF MAY 8, 2019

SUBJECT **UPDATE ON RURAL DEFINITION AND WESTERN DIVERSIFICATION**

ISSUE

The unincorporated electoral areas of the Southern Gulf Islands, Juan de Fuca, and Salt Spring Island are within the Capital Regional District but contain communities that are rural by character, geography, population size, and capacity to sustain services. These small communities struggle with economic sustainability and the ability to improve community infrastructure. The electoral areas are excluded from some rural economic development and infrastructure funding programs as a result of being a part of the Capital Regional District (CRD), which is otherwise characterized by mostly urban municipalities.

BACKGROUND

In recognition that rural areas lack the service capacity or base to sustain services, the Federal and Provincial governments have established grant programs, criteria, and policy specifically targeting rural communities. Within British Columbia, the distribution of federal and provincial funding through grant program offers critical support to rural areas and smaller communities. The inclusion of the three electoral areas within the CRD does not provide for regional subsidies or the redistribution of funds to support local services. Further, the *Islands Trust Act*, applicable to the Salt Spring Island and Southern Gulf Islands Electoral Areas, establishes an obligation to preserve and protect the islands and their rural character on behalf of all the people of British Columbia.

The Capital Regional District has requested the BC government classify the electoral areas as rural so that they may qualify and receive the benefits from Provincial and Federal Government rural funding programs.

In 2016, the Union of British Columbia Municipalities passed a resolution asking the Provincial Government to officially recognize and classify the three CRD electoral areas as rural communities.

On July 11, 2018, the Electoral Areas Committee passed the following relevant resolutions:

That the subject of CRD Southern Gulf Islands Electoral Area Broadband Internet Connectivity be deferred until the issue of rural definition can be clarified.

That the Electoral Area Services Committee recommend to the Capital Regional District Board: That the attached late resolution be submitted to UBCM for consideration at this fall's AGM.

That the Capital Regional District Board write a letter to the Federal Government requesting that the three Electoral Areas be declared as rural for the purposes of economic development funding.

On February 13, 2019, the Electoral Areas Committee passed the following resolution:

That staff explore options to do business with Western Economic Diversification Canada to pursue funding in the Southern Gulf Islands and Salt Spring Island Electoral Areas.

On March 13, 2019, the Electoral Areas Committee passed the following resolution:

That the Capital Regional District Board Chair send a letter to MLA Olson to request clarification of the current position of the Province regarding the rural definition and confirm inclusion in the Island Coastal Economic Trust (ICET) program.

A letter dated March 14, 2019 was sent from Chair Plant to MLA Olsen (attached). The MLA's staff confirmed he has received the letter and is committed to working towards resolving the issue.

ALTERNATIVES

Alternative 1:

That the Electoral Areas Committee receive this report for information.

Alternative 2:

That this item be refered back to staff for more information.

DISCUSSION

Western Economic Diversification Canada

Western Economic Diversification Canada (WD) sponsors Community Futures, a community and economic development program focused on creating jobs outside of major urban centres. Community Futures programs are run by non-profit corporations with volunteer boards of directors, and supported by salaried staff. There is not a Community Futures centre serving the Southern Gulf Islands or Salt Spring Island. The closest WD service centre is the Cowichan Community Futures Office, but the office does not include the Electoral Areas in their stated service area.

On August 2, 2018, the CRD Office of the Board Chair sent a letter to the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development in the House of Commons requesting that, "the three Electoral Areas be declared as "rural" for eligibility for economic development funding."

On August 30, 2018, the office of Minister Bains responded with confirmation that, "the WDP welcomes project proposals from organizations that promote economic growth in response to changing and challenging economic circumstances in their communities. Eligibility is not based on a community's rural or urban classification; rather, proposals are evaluated on the potential for the project to contribute to the community's economic development."

The Salt Spring Island Economic Development Commission Chair has also been advocating for inclusion of the SSI and SGI Electoral Areas in Provincial and Federal funding programs. She requested to present a delegation to the Cowichan Futures board but has so far not been successful.

CRD staff have consulted with staff from Western Economic Diversification Canada (WD). The following information has been clarified:

- Community Futures is open to applicants from the Salt Spring and Southern Gulf Islands Electoral Areas, despite the mapped service boundaries on the Cowichan Community Futures website.

- Community Futures provides loans to entrepreneurs, it is not a granting agency.
- WD's Regional Innovation Ecosystem (RIE) program is geared to assisting small businesses focussed on innovation, clustered business development, and inclusiveness (programs that target underrepresented groups such as women and indigenous youth). WD staff can help applicants understand how to gear their projects towards the WD priorities.
- The WD staff would be pleased to assist entrepeneurs and businesses from the island communities to make applications for funding from the programs they run, including the RIE program.

Province of British Columbia Rural Dividend and Island Coastal Economic Trust

The Province of British Columbia has been requested to make the CRD Electoral Areas permanently eligible for the Rural Dividend Program and to advance an Order in Council recommending cabinet approval to include them in the Island Coastal Economic Trust (ICET). The Island Coastal Economic Trust (ICET) provides funding for economic diversification, planning and regional revitalization in the Vancouver Island and Sunshine Coast region. To date, over $50 million in funding has been approved to support more than 200 projects resulting in total regional investments of more than $280 million. The Capital Regional District is not included in the Vancouver Island ICET program. A change in legislation is required to enable inclusion.

At the January 9, 2019 Electoral Areas Committee meeting, the EAC received a verbal update from Corporate Administrative Officer (CAO) Lapham which clarified the rural definition issue is a result of restrictive eligibility criteria for individual funding programs and not the result of any general Provincial or Federal legislation classifying the Electoral Areas as urban or rural. In late 2018, the CAO and the Director of the Southern Gulf Islands Electoral Area attended a meeting with the Provincial Minister of Municipal Affairs and Housing, where the Minister committed to advancing the Order in Council to amend provincial legislation and include the CRD Electoral Areas in the ICET program. It is felt that such commitments from the Minister reduce the need for any further request for consideration of this issue by the Union of British Columbia Municipalities, if such a resolution would even be accepted for consideration, given UBCM's existing resolution on the same issue. Please see the correspondence attached to this report.

CONCLUSION

Funding for economic development in the CRD Electoral Areas is available on a project by project basis. While the CRD Electoral Areas are currently excluded from the ICET program, the Province of BC has committed to amending legislation to remedy this. The Province has been continuing to include the CRD Electoral Areas in the Rural Dividend program as evidenced in the attached letter from Minister Robinson.

While the SSI and SGI Electoral areas are not included in the mapped catchment area of the Cowichan Community Futures Office, entrepreneurs from these communities are eligible and able to make application for Community Future loans. There are also other programs run by Western Economic Diversification Canada that community businesses and projects from within the Electoral Areas may take advantage of.

It is understood that the economic struggles of the EAs differ and are distinct from those of the CRD's member municipalities, but there is not a general legislative amendment required at the Provincial or Federal levels to change the classification of the CRD Electoral Areas to be "rural." CRD staff can continue to assist the SSI and SGI communities by facilitating Federal and Provincial infrastructure and economic development funding as opportunities arise.

RECOMMENDATION

That the Electoral Areas Committee receive this report for information.

Submitted by:	Justine Starke, Manager, SGI Service Delivery, Corporate Services
Concurrence:	Kristen Morley, JD, General Manager, Corporate Service and Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

WRITERS INITIALS:js

Attachments: Appendix 1 – Relevant correspondence

Making a difference...together

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July 30, 2020

The Honourable Michele Mungall
Minister of Jobs, Economic Development and Competitiveness
PO BOX 9060, Station Provincial Government
Victoria, BC V8W 9E2
Via email: JTT.Minister@gov.bc.ca

Dear Minister Mungall:

RE: INCLUSION OF THE CRD ELECTORAL AREAS IN THE ISLANDS COASTAL ECONOMIC TRUST

The Electoral Area Directors of the Capital Regional District (CRD) are writing to urge your support for inclusion of the CRD Electoral Areas in the Islands Coastal Economic Trust (ICET). As you know, we have been advocating for inclusion in ICET for years as a matter of consistency and fairness. More recently however, the economic impact of the COVID pandemic on many of our constituents has been as serious as on any other jurisdiction within ICET's current area, reinforcing the rationale for access to this important funding source.

MLA Adam Olsen kindly shared the transcript of your discussion of this issue in a recent session of legislative Estimates. We applaud the constructive tone of the discussion and your statement that CRD electoral areas are rural in nature. This is an important acknowledgment. The designation of CRD electoral areas seems to have been an obstacle to our inclusion in ICET.

It is our understanding that the Board of ICET were consulted by your government and has expressed concern about dilution of the fund with inclusion of more participants. This is understandable, but in our view, our constituents have been unfairly precluded from access to ICET funding since its inception over a decade ago. Due to the economic impacts of necessary provincial and federal measures to stop the spread of COVID, we also urge you to renew funding for ICET as part of your proposed COVID Economic Recovery Plan.

Our request is a matter of fairness and economic urgency. If we are truly "all in this together" we hope you will support a consistent treatment of rural areas in the Vancouver Island region, and include refurbishment of ICET funding as part of your proposed Economic Recovery Plan.

Thank you for your leadership during these extraordinary times.

Yours sincerely,

Gary Holman	Dave Howe	Mike Hicks
Salt Spring CRD Director	Southern Gulf Islands CRD Director	Juan de Fuca CRD Director

cc: CRD Board
Robert Lapham, Chief Administrative Officer, CRD
Adam Olsen, MLA, Saanich North and the Islands

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November 13, 2019

File: 0400-20

The Honourable John Horgan, M.L.A.
Premier of British Columbia
PO Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1
Via email: premier@gov.bc.ca

Dear Premier Horgan:

RE: REQUEST FOR ORDER IN COUNCIL – CRD ELECTORAL AREAS

We are writing to request an Order in Council be advanced to include the Capital Regional District (CRD) Electoral Areas of Salt Spring Island, Southern Gulf Islands and Juan de Fuca in the regions approved for investment by Islands Coastal Economic Trust (ICET).

The Islands Coastal Economic Trust's (ICET) was established in 2006 with a mandate to build a diverse, innovative and sustainable island and coastal economy for British Columbia. Despite being rural, coastal communities, the CRD Electoral Areas have been excluded from the benefits of ICET programs since 2006.

In July of 2018, representatives of the Southern Gulf Islands and Salt Spring Island Economic Development Commissions were informed by the Ministry of Jobs, Trade and Technology, (JTT) Office of Economic Partnerships, that inclusion of the CRD Electoral Areas in the ICET program would require a regulatory change with BC Cabinet approval – an Order in Council decision.

The Director of the Office of Economic Partnerships, JTT was asked by the JTT Ministry to move forward with the consultation process regarding this request. This Office arranged for consultation with the ICET Board, the CRD Electoral Area Directors, Islands Trust Trustees and leaders of organizations including VIEA, VICEDA, AVICC and UBCM. These consultations were concluded in November – December 2018. In February of 2019, the JTT Office informed CRD Electoral Area representatives that their Office continued to move forward with preparing a package for Cabinet – and that an exact timeline for presentation to Council had not been set.

In May of 2019, MLA Adam Olsen and the Office of Economic Partnerships, JTT confirmed the consultation process was complete, was satisfactory, and should lead to a positive decision to include the CRD Electoral Areas in the ICET territory. However, to this day no action has been taken by the government to address this inequity.

On October 9, 2019, the Capital Regional District Board passed a resolution to request a timely decision to include the CRD unincorporated Electoral Areas of Salt Spring Island, Southern Gulf Islands and Juan de Fuca in the Islands Coastal Economic Trust Territory.

We look forward to your response and a resolution to this issue that is of primary importance to the residents of the CRD Electoral Areas.

Sincerely,

Gary Holman
Salt Spring Island Electoral Area Director

Dave Howe
Southern Gulf Islands Electoral Area Director

Mike Hicks
Juan de Fuca Electoral Area Director

cc: Francine Carlin, Chair, Salt Spring Island Community Economic Development Commission
Deb Goldman, Chair, Southern Gulf Islands Community Economic Sustainability Commission

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March 19, 2019

File: 0400-20

Mr. Adam Olsen
MLA Saanich North and the Islands
Parliament Buildings
Victoria BC V8V 1X4
Via email: adam.olsen.MLA@leg.bc.ca

Dear Mr. Olsen:

RE: CRD ELECTORAL AREAS RURAL STATUS

I am writing on behalf of the Capital Regional District (CRD) Board to convey the CRD's request for clarification of the current position of the Provincial government regarding the rural definition for the three CRD Electoral Areas (Juan de Fuca, Southern Gulf Islands and Salt Spring Island) as well as confirmation of their inclusion in the Island Coastal Economic Trust.

Please see correspondence related to the request attached.

Sincerely,

Colin Plant
Chair, Capital Regional District Board

Attachment: Correspondence

cc: Honourable Bruce Ralston, Minister of Jobs, Trade & Technology
CRD Board
Robert Lapham, Chief Administrative Officer, CRD

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January 4, 2018

File: 0400-50 Premier

Premier John Horgan
West Annex Parliament Buildings
Victoria, BC V8V 1X4

Dear Premier Horgan:

RE: DISTRIBUTION OF FEDERAL AND PROVINCIAL FUNDING THROUGH GRANT PROGRAMS TO SUPPORT RURAL AREAS AND SMALLER COMMUNITIES

Within British Columbia the distribution of Federal and Provincial funding through grant programs is critical to support rural areas and smaller communities. The Federal and Provincial governments have recognized that rural areas lack the service capacity or base to sustain services and have established specific grant programs or grant criteria and policy to enable rural areas to access these funds.

The Juan de Fuca, Salt Spring Island and Southern Gulf Islands electoral areas of the Capital Regional District (CRD) have been wrongfully classified as urban centers due to their inclusion with the CRD. As you know, the decision to exclude these rural districts from rural programs and funding does not reflect their geography, land use or capacity to sustain services. The inclusion of the electoral areas with the CRD does not provide for subsidies or the redistribution of funds to support local services. Further, the Islands Trust Act applicable to the Salt Spring Island and Southern Gulf Islands electoral areas establishes an obligation to preserve and protect the islands and their rural character on behalf of all the people of British Columbia.

The CRD Board has considered this issue and has resolved to request that your government correctly classify the CRD's three electoral areas as rural, so that they may qualify and receive the benefits from Provincial and Federal Government programs that are directed at rural communities.

Currently the CRD's three electoral areas are excluded from the provincially funded Island Coastal Economic Trust (I.C.E.T) and the federally funded Community Futures program. I.C.E.T. alone has contributed over 50 million dollars to coastal communities from Lake Cowichan to Port Hardy and from Gabriola Island to Lund. Every Gulf Island and rural community outside the CRD has been included. Although Nanaimo is considered a rural center, Salt Spring Island, Mayne Island, Pender Island, Port Renfrew, Shirley and Otter Point are considered urban.

In addition to I.C.E.T., programs such as the HST exclusion on rural cottages, BC Rural Dividend grant program and specific grant programs directed at Provincial rural communities have specifically excluded the three electoral areas of the CRD. Community Futures, sponsored by the Federal Government has excluded the three electoral areas because they follow the Provincial classification.

In 2016, UBCM passed a resolution asking the Provincial Government to officially recognize and classify the three CRD electoral areas as rural communities. I would respectfully ask that your government include the Juan de Fuca, Salt Spring and Southern Gulf Islands electoral areas in I.C.E.T., include them in all rural programs and grant opportunities and inform the Federal Government of your re-classification so that they may receive the benefits of the Community Futures program.

I understand that you have arranged for the Minister of Municipal Affairs and Housing to meet with the Juan de Fuca Electoral Area Director, Mike Hicks, to discuss this request and that he has invited the other two electoral area Directors and our CAO to attend. On behalf of the CRD Board we appreciate your quick action to resolve this issue.

Sincerely,

Steve Price
Board Chair, Capital Regional District

cc: The Honourable Selina Robinson, Minister of Municipal Affairs and Housing
Mike Hicks, Director, Juan de Fuca Electoral Area, CRD
David Howe, Director, Southern Gulf Islands Electoral Area, CRD
Wayne McIntyre, Director, Salt Spring Island Electoral Area, CRD
Robert Lapham, Chief Administrative Officer, CRD

BRITISH COLUMBIA

RECEIVED
FEB 2 6 2018
JdF Electoral Area Planning

February 21, 2018

Ref: 231875

Adam Olsen, MLA
Saanich North and the Islands
215 – 2506 Beacon Ave
Sidney BC V8L 4T9

Mike Hicks, Director
Juan de Fuca Electoral Area
Capital Regional District
3-7450 Butler Rd
Sooke BC V9Z 1N1

Dear Mr. Olsen and Director Hicks:

I appreciate your concerns regarding your communities' access to the Rural Dividend, the Island Coastal Communities Economic Trust and Community Futures programs. I also appreciated the opportunity to hear your perspectives respecting how senior government grant programs may exclude your rural communities.

The Rural Dividend Program (RDP) is under the responsibility of my colleague, the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resources Operations and Rural Development. I am pleased that the RDP's goal is to assist small rural communities across British Columbia. Rural is defined as a community with a population of 25,000 or less, located outside the geographic boundaries of Metro Vancouver and the Capital Regional District (CRD). However, I understand that, following an initial request to the program, the RDP has consistently provided exceptions for the communities within the Juan de Fuca Electoral Area, Salt Spring Island Electoral Area and Southern Gulf Islands Electoral Area.

Over the three intakes to date, the RDP has funded multiple projects in these areas. I have enclosed a list of approved projects for rural areas of the CRD. I also understand that Minister Donaldson is currently reviewing the Program, and to ensure that he is aware of your views, I will share with him your correspondence and I also encourage you to connect with him directly.

The Island Coastal Communities Trust (ICET) is the responsibility of the Honorable Bruce Ralston, Minister of Jobs, Trade and Technology. The boundaries of the ICET are defined in legislation and regulation. Any changes would need to consider the views of the Trust Board and other stakeholders. I am pleased to bring your concerns to the attention of Minister Ralston.

.../2

Ministry of Municipal Affairs and Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4

http://www.gov.bc.ca/mah

Community Futures is a federal program which promotes socio-economic development across Canada and provides funds to community societies. Please note that societies created to access federal resources under this program umbrella are eligible for provincial Rural Dividend grants as well. I will discuss this issue with Minister Ralston, and suggest that he consider your concerns as he engages with his federal counterpart. I will also send a copy of this letter to the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development, to ensure an appreciation for including small rural communities in any future programs.

Provincially, we will also ensure the consideration of small rural communities' eligibility in future grant programs. I look forward to working with both of you in the coming year.

Sincerely,

Selina Robinson
Minister

Enclosure

Honourable John Horgan, MLA
Langford - Juan De Fuca

The Honourable Navdeep Bains
Minister of Innovation, Science and Economic Development

Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource Operations and Rural Development

Honourable Bruce Ralston
Minister of Jobs, Trade and Technology

List of Grants Provided to CRD Rural Communities

1. Port Renfrew Tourism Trail
   - Organization: Capital Regional District: Juan de Fuca Electoral Area Parks and Recreation
   - Funding Provided: $10,000
   - Project Description: This project will include a feasibility study for Port Renfrew Tourism Trail. This trail will link the San Juan River Bridge to the Community Pier at Snuggery Cove, connecting tourists to local businesses.

2. Rural Accelerator
   - Organization: Capital Regional District: Salt Spring Island
   - Funding Provided: $72,080
   - Project Description: This project will launch a structured program to support local businesses by offering training, mentoring, and access to capital.

3. Pacheedaht Campground Improvement & Expansion
   - Organization: Pacheedaht First Nation
   - Funding Provided: $100,000
   - Project Description: The project is for improvement and additions to the Pacheedaht "North End" Campground to increase the service and experience offerings for customers.

4. Experience the Gulf Islands – Concept Plan Implementation
   - Organization: Salt Spring Island Chamber of Commerce & Southern Gulf Islands Tourism Consortium
   - Funding Provided: $10,000
   - Project Description: This project will support a previously developed tourism strategy by: (1) completing outreach/engagement; (2) developing an inter-island committee and committee coordination for the tourism initiative; (3) secure a formal endorsement of the tourism initiative; and (4) develop an application for a larger project for the Rural Dividend to implement the tourism initiative.

5. Building Pender Islands Economy Through Edu-Tourism
   - Organization: Southern Gulf Islands Community Resource Centre Society
   - Funding Provided: $77,760
   - Project Description: Project will develop and implement an Edu-Tourism project on the Pender Islands. The project will include Youth and Seniors Advisory Councils.

6. Port Renfrew Tourism Trail – Phase 1
   - Organization: Capital Regional District: Juan de Fuca Electoral Area Parks and Recreation
   - Funding Provided: $89,194
   - Project Description: This project will fund Phase 1 construction of the Port Renfrew Tourism Trail project. The project will achieve an off-street trail route through the town of Port Renfrew, linking the Community Centre to Beach Camp, the waterfront and a range of tourism attractions and small businesses, with a clear focus on highlighting the recreation and scenic values of the community.

7. Salt Spring Island Farm Centre Program Development
   - Organization: Salt Spring Island Farmland Trust Society
   - Funding Provided: $100,000
   - Project Description: This project will support the development of the Salt Spring Island Farm Centre, which will provide future program and services to increase local food production, value-added processing, food education, and consumption of locally grown foods. Project activities include the refinement of business and financial plans, marketing and training.

Ministry of
Forests, Lands, Natural
Resource Operations
and Rural Development

CLIFF 236033

February 28, 2018

Steve Price
Board Chair, Capital Regional District
625 Fisgard Street
Victoria B.C. V8W 2S6

Dear Mr. Price:

Thank you for your letter dated January 4, 2018, regarding the issue of rural classification for the Juan de Fuca, Salt Spring Island, and Southern Gulf Islands electoral areas. I always appreciate the chance to hear from leaders working to improve their communities.

For the purposes of the Rural Dividend program, the B.C. government defines rural communities as those with populations of 25,000 or less outside of the Capital Regional District and Greater Vancouver Regional District.

However, given the unique circumstances of some communities within the geographic boundaries of urban areas, the program has made exceptions to these criteria where appropriate. This is true for the Juan de Fuca, Salt Spring Island, and Southern Gulf Islands electoral areas, as all are considered eligible for Rural Dividend funding.

In the coming months we will be examining opportunities to improve the Rural Dividend as part of a larger initiative to create a new Rural Development Strategy. I would welcome your input into this process, and encourage you to provide your advice on this and other rural development issues by visiting our website www.engage.gov.bc.ca/ruraldevelopment before February 28 at 4 p.m.

In regards to funding opportunities from the Island Coastal Economic Trust and Community Futures, I would encourage you to follow up with those organizations directly, as these entities determine the eligibility requirements of their programs.

Once again thank you for your letter.

Sincerely,

Claudia Trudeau
Director

pc: Premier Office
Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development

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June 19, 2018

File: 0400-20

Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310 Parliament Buildings
Victoria, BC V8V 1X4
MAH.Minister@gov.bc.ca

Dear Honourable Robinson:

RE: Reclassification of the three CRD Electoral Areas as Rural Communities

Thank you for meeting with Wayne McIntyre, Mike Hicks and Robert Lapham on January 23, 2018 to discuss the reclassification of the three CRD electoral areas as rural communities so that they may qualify and receive the benefits from Provincial and Federal Government programs that are directed at rural communities.

I was advised that the take away from that meeting was that your office would be taking steps to make this change so that the Juan de Fuca, Salt Spring and Gulf Islands electoral areas could be included in the Island Coastal Economic Trust (I.C.E.T.) and any other Provincial or Federal Programs available to rural communities in British Columbia.

It would be appreciated if you could provide an update on any additional measures being taken to include the three CRD electoral areas in I.C.E.T. as well as including them in all rural programs and grant opportunities.

Sincerely,

Steve Price
Board Chair, Capital Regional District

cc: Hon. John Horgan, Premier, MLA Langford-Juan de Fuca
Wayne McIntyre, Director, Salt Spring Island Electoral Area
Mike Hicks, Director, Juan de Fuca Electoral Area
David Howe, Director, Southern Gulf Islands Electoral Area
Robert Lapham, Chief Administrative Officer, Capital Regional District

Islands Trust

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Email information@islandstrust.bc.ca
Web www.islandstrust.bc.ca

July 11, 2018

File Number: 0400-30; 4700-20

via e-mail: premier@gov.bc.ca

The Honourable John Horgan
Premier of BC
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Dear Premier Horgan:

Re: Designate Islands Trust Area for Rural Dividend Program Funding

On behalf of the Islands Trust Council I am writing to request that the Province designate all islands in the Islands Trust Area as permanently eligible for Rural Dividend Program funding and other granting programs for rural communities, including the Island Coastal Economic Trust.

It has been a long-standing concern that the Salt Spring Island and Southern Gulf Islands electoral areas and Bowen Island have been ineligible for economic development and infrastructure programs intended for rural communities due to their inclusion within the Capital Regional District (CRD) and Metro Vancouver Regional District. The decision to exclude these rural areas from rural programs and funding does not reflect the islands' rural character, geography, land use or capacity to sustain services. Without access to these funding sources, rural island communities find it difficult to sustain community resiliency in the face of social and economic changes and to execute projects that improve community infrastructure.

In 2016, the Union of British Columbia Municipalities passed a resolution asking the Province to officially recognize and classify the three CRD electoral areas as rural communities. The three CRD electoral areas are now eligible for the Rural Dividend Program and I understand Bowen Island has been granted temporary eligibility. However, they remain ineligible for grants from the Island Coastal Economic Trust. We are requesting that the Province of BC make all islands in the Islands Trust Area permanently eligible for the Rural Dividend Program and the Island Coastal Economic Trust, and any other existing or future granting programs intended for rural communities.

The object of the Islands Trust as set out in the *Islands Trust Act* is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.

.../2

We appreciate your consideration of this request. There are many First Nations who have asserted Aboriginal interests in the Trust Area and many who have established harvesting rights. Although we copy First Nations on all correspondence such as this, we have not directly heard their positions on rural funding programs. Given our commitment to establishing and maintaining a mutually respectful relationship with First Nations, we offer the Islands Trust position while being ready to respectfully consider their positions.

Yours sincerely,



Susan Morrison
Acting Chair, Islands Trust Council
smorrison@islandstrust.bc.ca

cc: The Honourable Selina Robinson, Minister of Municipal Affairs and Housing
Islands Trust Area MLAs
Island Coastal Economic Trust Board of Directors
Union of British Columbia Municipalities Executive
Capital Regional District Board
Bowen Island Municipal Council
Cowichan Tribes
Esquimalt First Nation
Halalt First Nation
Homalco First Nation
Hul'qumi'num Treaty Group
K'omoks First Nation
Klahoose First Nation
Laich-kwil-tach Treaty Society
Lake Cowichan First Nation
Lyackson First Nation
Malahat Nation
Musqueam First Nation
Nanwakolas Council
Pauquachin First Nation
Penelakut Tribe
Qualicum First Nation
Scia'new (Beecher Bay) First Nation
Semiahmoo First Nation
Shíshálh (Sechelt) First Nation
Snaw-naw-as (Nanoose) First Nation
Snuneymuxw (Nanaimo) First Nation
Songhees First Nation
Squamish First Nation
Stz'uminus (Chemainus) First Nation
Te'mexw Treaty Association
Tla'amin (Sliammon) First Nation
T'Sou-ke (Sooke) First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseil-Waututh (Burrard Inlet) First Nation
Tseycum First Nation
We Wai Kai (Cape Mudge First Nation)
Wei Wai Kum (Campbell River First Nation
Islands Trust Council
Islands Trust website

BRITISH COLUMBIA

July 30, 2018

Ref: 238236

His Worship Mayor Steve Price, Chair
Capital Regional District
625 Fisgard St
Victoria BC V8W 2S6

Dear Chair Price:

Thank you for your letter of June 19, 2018, regarding the reclassification of the Juan de Fuca, Salt Spring and Gulf Islands Electoral areas as rural communities. I appreciate that the Capital Regional District (CRD) is looking for an update on any additional measures being taken.

The Province of British Columbia is committed to meeting the unique needs of small, rural and remote communities. As such, my meeting with Wayne McIntyre, Mike Hicks and Robert Lapham was a valuable opportunity to hear their perspectives on how senior government grant programs may exclude certain communities. During our meeting, concerns were brought forward regarding their access to the Rural Dividend Program (RDP), the Island Coastal Economic Trust (ICET) and the Community Futures program.

It is important to note that these programs are not under the responsibility of the Ministry of Municipal Affairs and Housing. The RDP is under the responsibility of the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resources Operations and Rural Development. The ICET is under the responsibility of the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology and is governed by an independent board. And lastly, Community Futures is a federal program which promotes socio-economic development across Canada and provides funds to community societies.

Nevertheless, our discussions remained productive and the Ministry determined that the three rural areas within the CRD, which have been previously considered urban for purposes of eligibility, in fact have all the characteristics of rural areas. I brought this assessment forward to both of my provincial colleagues as well as Minister Ralston's federal counterpart, the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development. My Deputy Minister, Jacqueline Dawes, also encouraged her colleagues across government that in the design of any future funding programs, to recognize that these electoral areas have rural development challenges in providing services and developing their economies.

.../2

Ministry of Municipal Affairs and Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4

http://www.gov.bc.ca/mah

You may be pleased to know that the RDP was amended and communities within the Juan de Fuca, Salt Spring Island and the Southern Gulf Islands Electoral areas are eligible to apply for funding. On the other hand, the boundaries of the ICET are defined in legislation and regulation. Any changes would need to consider the views of the Trust Board and other stakeholders. I encourage you to contact Minister Ralston if you have not already done so.

As you are likely aware, the Province signed an integrated bilateral agreement with the federal government for the Investing in Canada Infrastructure Program (ICIP). The ICIP will provide opportunities for communities to apply for new project funding, a valuable tool which will support long-term economic growth, the advancement of sustainable communities, and continued movement to a low carbon, green economy.

The ICIP includes the Rural and Northern Communities Stream which is dedicated to supporting British Columbia's rural communities and their wide-range of infrastructure priorities. Information regarding this program will be made available later this year. If you have any questions, I encourage you to contact the Local Government Infrastructure and Finance Branch by telephone at: 250 387-4060, or by email at: infra@gov.bc.ca.

Thank you again for writing.

Sincerely,

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resources Operations and Rural Development
Honourable Bruce Ralston, Minister of Jobs, Trade and Technology
Mike Hicks, Director, Juan de Fuca Electoral Area
Wayne McIntyre, Director, Salt Spring Island Electoral Area
David Howe, Director, Southern Gulf Islands Electoral Area
Robert Lapham, Chief Administrative Officer, Capital Regional District

Making a difference...together

Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC, Canada V8W 2S6

T: 250.360.3000
F: 250.360.3234
www.crd.bc.ca

January 31, 2014

File: 0400-20

Ms Line Robert
Chief Executive Officer
Island Coastal Economic Trust
#201A - 2435 Mansfield Drive
Courtenay, BC, Canada V9N 2M2

Dear Ms. Robert:

RE: ISLAND COASTAL ECONOMIC TRUST – BOUNDARY EXPANSION TO INCLUDE CAPITAL REGIONAL DISTRICT

In August 2013, you were copied on correspondence from the Capital Regional District (CRD) Board Chair, Alastair Bryson, to Minister Coralee Oakes regarding the limitations of the current Island Coastal Economic Trust geographical boundaries on the eligibility of the CRD to receive funding and the resulting challenges faced by the three CRD Electoral Areas. A copy of the correspondence is attached for your information (Attachment A).

On January 3, 2014, the CRD received a response from Minister Shirley Bond (Attachment B) recommending that we approach the Island Coastal Economic Trust (ICET) and prepare a joint recommendation from the CRD and ICET for consideration of Government.

I would like to request a meeting with you in the near future to discuss how best to prepare and move forward with a joint recommendation from the CRD and ICET boards. My Executive Assistant, Treace Alton will be in touch with your office to arrange the details. Alternatively, she may be reached by phone 250-360-3125 or email talton@crd.bc.ca.

I look forward to meeting with you soon to discuss this matter which is of great concern to the electoral areas of the CRD.

Yours truly,

Robert Lapham, MCIP, RPP
Chief Administrative Officer

Attachment A: August 22, 2013 correspondence from CRD Board Chair to Minister C. Oakes
Attachment B: December 23, 2013 correspondence from Minister S. Bond to CRD Board

cc: Hon. Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour
CRD Board of Directors

968914

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Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC, Canada V8W 256

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F: 250.360.3234
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August 22, 2013

File: 0400-20

The Honourable Coralee Oakes
Minister of Community, Sport and Cultural Development
PO Box 9056
STN PROV GOVT
Victoria, BC V8W 9E2

Dear Minister Oakes:

ISLAND COASTAL ECONOMIC TRUST – BOUNDARY EXPANSION TO INCLUDE CAPITAL REGIONAL DISTRICT

At its meeting held August 14, 2013, the Capital Regional District (CRD) Board considered a staff report regarding the limitations of the current Island Coastal Economic Trust geographical boundaries on the eligibility of the CRD to receive funding. The electoral areas located within the CRD, namely Salt Spring Island, Southern Gulf Islands and Juan de Fuca, are a blend of rural and small town centres that have suffered from a loss of resource related industries over the years. Economic Development Commissions have been established by the CRD Board in each of the electoral areas in an effort to preserve and strengthen existing business, attract new business and coordinate local economic development initiatives. The electoral areas rely on grant funding from the Province to help achieve these objectives.

As you are aware, Island Coastal Economic Trust was established by the Provincial government in 2006 to help smaller communities develop their economic strategies, develop the tools to attract economic investment and collaborate with other communities to develop regional economic strategies and marketing initiatives. Unfortunately the geographic boundaries, established by founding legislation, do not include the CRD thereby making the CRD ineligible for funding. The rationale for exclusion of the CRD from the geographical boundaries is unclear with the exception of the CRD being considered a metropolitan area. There are a number of smaller communities within the CRD, including communities that are comparable in size to other communities in the province that are part of the service area for Community Futures British Columbia and are eligible for funding. For example the City of Prince George (est. pop. 76,000) is similar in size to the City of Victoria (est. pop. 80,000) and the City of Kelowna (est. pop. 117,000) is similar in size to the District of Saanich (est. pop. 110,000); both Prince George and Kelowna are eligible for funding.

Ineligibility to obtain funding from major sources such as the Island Coastal Economic Trust results in the electoral areas facing additional challenges to achieve their economic development objectives. As such, the CRD Board adopted a resolution to request the Federal government to make the necessary amendments to expand the boundaries of the Island Coastal Economic Trust to include the CRD.

Our three electoral area directors would also like to request a meeting with representatives from the Province and Island Coastal Economic Trust to discuss the implications of exclusion of the CRD from the geographical boundaries on economic development in this region.

My Executive Assistant, Treace Alton will be in touch with your office to arrange the details. Alternatively, she may be reached by phone 250-360-3125 or email talton@crd.bc.ca .

On behalf of the CRD, thank you for taking the time to consider our request. We look forward to meeting with you.

Yours sincerely,

Alastair Bryson
Chair, Capital Regional District Board

cc: Line Robert, Chief Executive Officer, Island Coastal Economic Trust
Mike Hicks, Juan de Fuca Electoral Area Director
David Howe, Southern Gulf Islands Electoral Area Director
Wayne McIntyre, Salt Spring Island Electoral Area Director
Robert Lapham, Chief Administrative Officer, CRD
Diana Lokken, General Manager, Corporate Services, CRD
Sonia Santarossa, Manager Legislative Services, CRD

CRD EXECUTIVE OFFICE
Received
JAN 03 2013

BRITISH COLUMBIA

☑ Chair ☐ Board
☑ CAO ☑ Communications
☐ GM
☑ For action / resp. by Legislative Prod.
☐ Corresp. for Board / Committee meeting
☐ For Information Only
☑ Copies to EA directors
CA00.20

DEC 2 3 2013

Ref: 100731

Mr. Alastair Bryson, Chair
Capital Regional District
625 Fisgard Street
PO Box 1000
Victoria, BC V8W 2S6

Dear Chair Bryson:

I am in receipt of your letter addressed to my colleague, the Honourable Coralee Oakes, regarding your resolution to include the Capital Regional District (CRD) within the region allocated to the Island Coastal Economic Trust (ICET). As Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour, I am pleased to respond on behalf of Minister Oakes.

The regional boundaries for ICET are mandated under the regulation accompanying the *North Island Economic Trust Act (2005)*, and fall under the mandate of the Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour.

During these times of fiscal restraint I can understand your desire to have the CRD included within ICET boundaries, and the importance of that inclusion for the smaller and more remote communities within the CRD. At this point in time, I would like to recommend that you approach ICET with this request and together with the backing of the ICET Board, prepare a joint recommendation for the consideration of Government. I will be pleased to receive this joint recommendation and can assure you it will be given full consideration upon receipt.

Thank you again for writing.

Sincerely,

Shirley Bond

Shirley Bond
Minister

pc: Honourable Coralee Oakes
Minister of Community, Sport and Cultural Development

Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour

Office of the Minister

Mailing Address:
PO Box 9071 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 356-2771
Fax: 250 356-3000

Location:
Room 137
Parliament Buildings
Victoria BC

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REPORT TO THE GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 03, 2021

SUBJECT ***Freedom of Information and Protection of Privacy Act*** **(FIPPA) 2020 Overview**

ISSUE SUMMARY

The purpose of this report is to provide an annual year-end update on the key metrics of Freedom of Information (FOI) requests received in 2020.

BACKGROUND

The *Freedom of Information & Protection of Privacy Act* (the Act) requires all public bodies to be accountable to the public and to protect personal privacy by giving the public a right of access to records in the custody of, or under the control of, a public body including records containing personal information about the applicant.

In 2020, the Capital Regional District (CRD) received 172 requests for information under the Act. Records were retrieved across all departments and are categorized under the following themes:

- **Regulatory & Legal** – Property files, building plans, Bylaw contravention reports, dog-bite incident reports, contracts and agreements;
- **Costs, Budgets & Performance** – Financial responsibility for the lease payments for fuel cell vehicles, CAO expenses, CRD Residuals Treatment Facility RFQ results;
- **Data** – WATT Report on trail crossings of public roads reports, Goldstream Watershed Reservoirs Design, Sooke Lake and Deception Reservoir - Probable Maximum Precipitation and Probable Maximum Flood Update;
- **Projects** – Air Valve chamber installation for the Trent Forcemain project; survey records for flood plain, storm sewer between Knibbs and Chesterfield on Interurban;
- **Policy & Recommendations** – Policies on Sooke Lake Reservoir water management, policies on complaints of bylaw violations;
- **Personal Information** – HR and/or correspondence records of named individuals;
- **Consultations from other governments;** federal, provincial & local public bodies.

Tables 1 and 2 below outline the type of requesters and the number of requests broken down by CRD department area. The level of effort required to address each request varies significantly based upon the nature and scope of what the applicant is looking for. A useful metric to assess the impact on staff is the cumulative total number of pages that are reviewed and released as set out in Table 3.

Table 1

Type of Requester	Requests	
Year	**2020**	**2019**
Individuals	108	109
Law Firms	16	9
Special Interest Groups	6	9
Federal/Provincial	7	7
RCMP & Police	2	4
Businesses	23	10
Local Governments	8	12
Media	2	2
Total	**172**	**162**

Table 2

Requests by Department	Requests	
Year	**2020**	**2019**
Planning and Protective Services	123	122
Parks and Environmental Services	15	11
Executive Services	3	12
Corporate Services	11	8
Finance & Technology	1	2
Integrated Water Services	16	7
Capital Regional Housing Corp.	3	0
Total	**172**	**162**

Table 3

Year	Requests	Pages Reviewed	Pages Released	Average Review	Average Release	30 Day Extension
2020	**172**	**15,280**	**11,790**	**94**	**69**	**2**
2019	**162**	**9,186**	**5,831**	**57**	**36**	**11**

DISCUSSION

Two key trends in FOI requests for 2020 include:

- There continues to be a high volume of requests for property-related information;
- The large volume of duplicate records, emails in particular, highlights the need for better strategies and tools to manage electronic records.

Increased requests for property-related information

Real estate sales and purchases continue to drive requests for property information from both the Building Inspection and Bylaw Enforcement divisions. In 2020, the FOI and Privacy office received 99 property-related FOI requests, more than half of all requests received that year. In 2019, 92 of the 162 requests received were property-related.

Currently, accessing property records requires applicants to submit an FOI request as property records contain personal information about the owners of the property for their period of ownership; such as title, name, telephone number and email address. Other records, such as those associated with bylaw contraventions, also contain personal information. In accordance with Section 22 of the Act, the CRD must redact all personal information, unless an owner provides their written consent authorizing the disclosure of their personal information to the requestor.

The Building Inspection division routinely provides a Building Permit Information Report for $30 for any property within the Juan de Fuca, Salt Spring Island and Southern Gulf Island areas. This report outlines the permit information for a property, but does not include any violation-related information or personal information about the homeowner(s).

Building plans, surveys and technical reports are copyright protected by the creator of the material. Section 32.1 of the federal *Copyright Act* allows the release of a copy of copyright protected materials under the *Freedom of Information and Protection of Privacy Act* (the Act) for research or private use of these materials. Due to the copyright implications, these records cannot be made publically accessible and an FOI request is required for access to these records.

A growing trend is for local governments to make their permit information available for public inspection online, however, any personal information from the permits is omitted to comply with the Act. Currently, the CRD does not publish permit information online, but may wish to consider this in the future to improve open access to permit information and potentially reduce the number of building permit access requests which must be processed by staff. While this may reduce staff time in the long-term, the short-term costs and level of effort required to digitize, review and redact property files to allow for open access would be significant.

Large volume of duplicate records highlights the need for better records management

When the Privacy Manager receives an FOI request, it is distributed to staff to conduct a search for responsive records. Once all responsive records are provided, the Privacy Office must review and de-duplicated redundant information. This reduces risk of human error when applying required redactions and allows for better consistency and readability for the requestor. Email messages, in particular, pose significant challenges in identifying and deleting duplicate copies, especially for large volumes of email records accumulated across CRD staff and business areas.

One recent FOI request highlighted this issue. The request spanned multiple years and was complex in scope, ultimately producing more than 4,000 pages of email records. The majority of these email messages were duplicate records received for information purposes only (as convenience copies or cc). These types of email messages are transitory records that staff could delete when no longer required for further reference, however many staff do not routinely delete email records because it is time-consuming and some staff are uncertain about what they are required to retain and what can be safely deleted. CRD staff are not unusual in this regard: records management professionals estimate that roughly 60-80% of all organizational records are transitory in nature, containing information with no further business value. As transitory records accumulate and clutter our information systems, it becomes more difficult for staff to differentiate between transitory and final/official business records. Further, the sheer volume of transitory records which may be produced if responsive to FOI requests, can impact how much time and effort is needed process FOI requests and respond in a timely manner.

Staff are taking steps to address this issue by improving our records management tools and education. In the fall of 2020, approximately 100 CRD staff undertook email records management training for Microsoft Outlook. Participants have self-reported deleting over 343,000 transitory email records. This training will continue in 2021. Additionally, staff are continuing to develop the business case for implementation of an electronic document records management system (EDRMS) which, once implemented, would assist in reducing our digital footprint by scheduled deletion of records in accordance with a defined retention schedule.

CONCLUSION

In 2020, the CRD received 172 requests for information compared to 162 in 2019, with property-related requests being the most frequently requested. Staff released approximately double the number of pages in 2020 as compared to 2019.

A continued focus on mandatory FOI and records management training for staff may assist in reducing the number of responsive records generated when a request is received, thereby reducing FOI processing time. Potential EDRMS implementation and digitization of building inspection records are longer-term options that may help streamline public access to information.

RECOMMENDATION

The Governance Committee recommends to the Regional Board that the FIPPA 2020 Overview report be received for information.

Submitted by:	Kevin Kim, Manager, FOI and Privacy
Concurrence:	Kristen Morley, JD, General Manager, Corporate Services
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

WRITERS INITIALS: KK/KM

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REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 03, 2021

SUBJECT 1114 Rockland Housing Agreement and Bylaw

ISSUE SUMMARY

The *Local Government Act* requires a bylaw to enable the Capital Regional District (CRD) to enter into a developer-initiated housing agreement to administer two below-market home ownership units at a housing development proposed for 1114 Rockland Avenue in Victoria.

BACKGROUND

The CRD currently administers the resale control agreements on a number of below-market home ownership units within existing and proposed housing developments throughout the region.

The CRD's Regional Housing Division has been in discussions with the City of Victoria and RTR Properties (the Developer) regarding a proposed housing development that will include two price-restricted, below-market one-bedroom units as part of the project. The City of Victoria and the Developer have requested the CRD administer resales of the below-market units.

The units are part of a proposed development located at 1114 Rockland Avenue in the City of Victoria. The terms of the Bylaw and Housing Agreement (Appendix A) require all sales of below-market units be restricted to a sale price no higher than 90% of market value, as determined by an appraisal. Initial and subsequent sales will require a qualifying income level, which can be responsive to market conditions as they relate to increases in cost of living as determined by Statistics Canada.

A resale control and administrative procedure based on best practice has been prepared within the Agreement to ensure the units may only be sold as described, and, in cases of hardship, may be rented at a below-market rate for up to two years at which time they must be re-occupied with an approved occupant or relisted for sale. The Agreement provides for cost-recovery measures to pay for the CRD's administrative services. Staff are taking the same resale control approach consistent with projects previously approved by the CRD Board whereby, in the event the owner is in default with the terms of the agreement, the CRD may take control in its own name in order to most effectively administer the provisions for any below-market unit.

The City of Victoria and the Developer have requested the CRD adopt this Agreement as a covenant and housing agreement within Section 483 of the *Local Government Act*, which further requires the CRD to do so by way of bylaw.

In this case, the Developer does not yet have ownership of the property being considered for rezoning. In order to provide assurance to the current property owner, the CRD has provided the Developer with a letter of assurance that the CRD will remove the covenant should the City of Victoria decide not to approve the rezoning application.

ALTERNATIVES

Alternative 1
The Hospitals and Housing Committee recommends to the Capital Regional District Board:

a) That Bylaw No. 4398, "Resale Control and Housing Agreement Bylaw (1114 Rockland Avenue), 2021" be introduced and read a first, second and third time; and
b) That Bylaw No. 4398 be adopted.

Alternative 2
The 1114 Rockland Avenue Housing Agreement and Bylaw report be referred back to staff with alternative direction from the Hospitals and Housing Committee.

IMPLICATIONS

Financial Implications
The CRD is assessing a one-time $3,500 fee to the Developer to cover CRD costs associated with setting up the Housing Agreement and facilitating the approval of the bylaw. Administration of the resale control function and ensuring compliance with the terms of use of the affordable units has a cost associated with it, which is factored into the program by charging the buyer a fee of 0.5% of the gross selling price of the unit at time of completion (e.g., $1,500 on a $300,000 sale). Staff review and monitor the administration of previously approved projects on the basis of the amount of staff time and other resources in order to ensure full cost recovery for the provided service. It should be noted that the administration fee will change with market fluctuations, where required.

Social Implications
For the households who become able to purchase and occupy these units through a discounted price, the economic implications of home ownership will be significant. The measure of resale control allows the homeowner the opportunity to build a modest level of equity while also providing them with security of tenure.

CONCLUSION

The CRD has experience unique in the region, and the potential to enter into agreements with developers to administer the sale of affordable home ownership units aligns with the goals and objectives of the Regional Housing Affordability Strategy. The Developer and CRD staff have negotiated the Agreement and the Developer has recommended a household income limit that has been identified as acceptable and will be presented to City of Victoria Council within the rezoning application. The Agreement includes the terms of use and matters related to the resale of units, and the Developer has executed the Agreement. The CRD has developed administrative procedures that ensure unit use conforms to the Agreement terms, provides reasonable authority for the CRD to act when use is non-conforming and provides the CRD adequate cost recovery for the administration of the program.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Regional District Board:
a) That Bylaw No. 4398, "Resale Control and Housing Agreement Bylaw (1114 Rockland Avenue), 2021" be introduced and read a first, second and third time; and
b) That Bylaw No. 4398 be adopted.

Submitted by:	Don Elliott, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

ATTACHMENT

Appendix A – Bylaw No. 4398 "Resale Control and Housing Agreement Bylaw (1114 Rockland Avenue), 2021"

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4398

****

A BYLAW TO AUTHORIZE A HOUSING AGREEMENT (1114 ROCKLAND AVENUE)

****

WHEREAS:

A. The owner of land legally described as Lot 1576, Victoria City, PID: 005-212-332 wishes to develop it in the City of Victoria to provide, among a strata development of market housing, two (2) units of affordable housing;

B. Under the *Local Government Act*, RSBC 2015, c 1, section 483, the Capital Regional District may enter into an agreement, by bylaw, to ensure the availability of the housing units to certain classes of persons identified in the agreement, the administration and management of the units, rents, leases, and sale prices that may be charged, and the rates at which these may be increased over time as specified in the agreement or as determined by a formula; and under the *Land Title Act*, RSBC 1996, c 250, section 219, it may place a covenant on property to restrict its use and alienation; and

C. Whereas the Capital Regional District Board wishes to enter into such a housing agreement and covenant to secure the affordable housing;

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

1 The Capital Regional District is authorized to enter into the *Local Government Act* section 483 housing agreement and *Land Title Act* section 219 covenant attached to this Bylaw as Appendix 1 (the “Housing Agreement”).

2 The Chair of the Capital Regional District is authorized to execute the Housing Agreement and the Corporate Officer or designate is authorized to sign and file in the Land Title Office a notice of the Housing Agreement, as required by the *Local Government Act*.

3 This bylaw may be cited for all purposes as “Resale Control and Housing Agreement Bylaw (1114 Rockland Avenue), 2021".

READ A FIRST TIME THIS	__	day of	2021
READ A SECOND TIME THIS	__	day of	2021
READ A THIRD TIME THIS	__	day of	2021
ADOPTED THIS	__	day of	2021

CHAIR

CORPORATE OFFICER

LAND TITLE ACT
FORM C (Section 233) CHARGE
GENERAL INSTRUMENT - PART 1 Province of British Columbia

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act,* RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Farris LLP
Barristers and Solicitors
3rd Floor-1005 Langley Street
Victoria BC V8W 1V7

Telephone: (250) 382-1100
File: 43510-0008

Deduct LTSA Fees? Yes ☑

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID] [LEGAL DESCRIPTION]

005-212-332 **LOT 1576 VICTORIA CITY**

STC? YES ☐

3. NATURE OF INTEREST CHARGE NO. ADDITIONAL INFORMATION

SEE SCHEDULE

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) ☐ Filed Standard Charge Terms D.F. No. (b) ☑ Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

RTR PROPERTIES LTD. (INC. NO. BC0707996)

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

CAPITAL REGIONAL DISTRICT

625 FISGARD STREET
VICTORIA BRITISH COLUMBIA
V8W 1R7 CANADA

7. ADDITIONAL OR MODIFIED TERMS:

n/a

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)	Execution Date Y	M	D	Transferor(s) Signature(s)
	21			RTR Properties Ltd. by its authorized signatory(ies):
				Print name:
				Print name:

As to all signatures

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

LAND TITLE ACT
FORM D

EXECUTIONS CONTINUED

Officer Signature(s)	Execution Date			Transferor / Borrower / Party Signature(s)
	Y	M	D	
_____	21			CAPITAL REGIONAL DISTRICT by its authorized signatory(ies):
				_____ Print name:
				_____ Print name:
as to all signatures				
_____				
_____				

OFFICER CERTIFICATION:
Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

LAND TITLE ACT
FORM E

SCHEDULE

NATURE OF INTEREST	CHARGE NO.	ADDITIONAL INFORMATION
Covenant		Section 219 Page 8, paragraph 2.1
Rent Charge		Page 12, paragraph 2.4
Option to Purchase		Page 14, paragraph 3.1

TERMS OF INSTRUMENT – PART 2

SECTION 219 COVENANT AND HOUSING AGREEMENT

WHEREAS:

A. RTR Properties Ltd. (the "**Developer**") is the registered owner of the Lands described in Item 2 of Part 1 of this General Instrument and the Developer intends to complete a 22 unit condominium project on the Lands (the "**Strata Development**") and shall designate two (2) Affordable Units of the strata lots to be created by the strata plan for the Strata Development as the Affordable Units to which strata lots this Agreement will apply.

B. The Developer intends to build the Affordable Unit to ensure the availability of affordable housing in Victoria British Columbia.

C. To ensure that the Affordable Unit continues to be available as affordable housing, the Developer has agreed to grant the Capital Regional District ("**CRD**"):

(a) a covenant under Section 219 of the *Land Title Act* (the "**Covenant**") and a housing agreement under Section 483 of the Local Government Act setting out, amongst other things, the procedure to be followed in connection with any sale of an Affordable Unit as well as restrictions on the sale price on use and rental of the Affordable Unit;

(b) an option to purchase an Affordable Unit if it is sold, rented or used in breach of the Covenant; and

(c) Notice of Housing Agreement:

For clarity, the Owner acknowledges and agrees that:

(i) this Agreement constitutes both a covenant under Section 219 of the *Land Title Act* and a housing agreement entered into under Section 483 of the *Local Government Act*;

(ii) the CRD is required to file a notice of housing agreement in the Land Title Office against title to the Land; and

(iii) once such notice is filed, this Agreement binds all persons who acquire an interest in the Land as a housing agreement under Section 483 of the *Local Government Act*.

NOW THEREFORE in consideration of the mutual covenants set out below and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by each of the parties), the parties agree as follows:

SECTION 1.
INTERPRETATION

1.1 **Definitions**. In this Agreement:

1.1.1 "Affordable Unit" or "Affordable Units" shall mean the two (2) strata lots to be designated by the Developer within the Strata Development as the strata lots to which this Agreement shall apply;

1.1.2 "Affordable Rate" means a rate determined from time-to-time by the NPO in its sole discretion with reference to BC Government guidelines, if any;

1.1.3 "Agreement" means Parts 1 and 2 of this General Instrument;

1.1.4 "Appraisal" has the meaning stated in Section 2.2;

1.1.5 "Appraisal Review Period" has the meaning stated in Section 2.2.4.1;

1.1.6 "Appraiser" means an appraiser accredited by the Appraisal Institute of Canada and duly qualified to appraise an Affordable Unit and on an approved list maintained by the NPO, if any;

1.1.7 "Approved Lender" means an "approved lender" (as defined in the *National Housing Act*, R.S.C. 1985, c. N-11) which holds an Insured Mortgage of an Affordable Unit;

1.1.8 "Below Market Value" means 90% of the Fair Market Value of the Affordable Unit from time to time;

1.1.9 "Business Day" means any day other than Saturday, Sunday or a statutory holiday in the Province of British Columbia;

1.1.10 "Closing Date" means the 30th day after the Notice Date, or the first Business Day thereafter that the LTO is open for business to the public;

1.1.11 "CMHC" means Canada Mortgage and Housing Corporation or any successor thereto;

1.1.12 "Covenant" has the meaning stated in Recital C and is the covenant set out in Section 2.1;

1.1.13 "CRD" has the meaning stated in Recital C;

1.1.14 "Developer" has the meaning stated in Recital A;

1.1.15 "Environmental Law" means any applicable federal, provincial or municipal laws pertaining to the presence, handling, release or removal of Hazardous Substances;

1.1.16 "Fair Market Value" of an Affordable Unit means the purchase price from time to time which a willing purchaser would pay to a willing vendor, dealing at arm's length from

each other, for an Affordable Unit, unencumbered with the exception of Permitted Encumbrances and without the benefit of a parking stall or other parking entitlement;

1.1.17 "General Instrument - Part 1" means the General Instrument - Part 1 to which this Terms of Instrument - Part 2 is attached;

1.1.18 "Hazardous Substances" collectively means contaminants, pollutants or other substances which are hazardous or dangerous to the health of humans, animals or plants or to the environment and includes substances defined as hazardous substances or special waste under any law, regulation or order of a Statutory Authority;

1.1.19 "Immediate Family" means grandparent, parent, sibling, spouse, common-law partner, son or daughter;

1.1.20 "Insured Mortgage" means a mortgage insured pursuant to the *National Housing Act*, R.S.C. 1985, c. N-11;

1.1.21 "LTO" means the Land Title Office for the jurisdiction in which an Affordable Unit is located;

1.1.22 "Notice" means any written notice which CRD may deliver to the Owner under Section 3.3, exercising the Option;

1.1.23 "Notice Date" means the day on which the Owner is deemed by Section 6.2 to have received the Notice;

1.1.24 "NPO" means the Capital Region Housing Corporation or other non-profit housing organization or Person retained by CRD from time to time to administer the sale of the Affordable Units and to manage the rental of the Affordable Units;

1.1.25 "NPO Appraisal" has the meaning stated in Section 2.2.4.1;

1.1.26 "Offer" has the meaning stated in Section 2.2;

1.1.27 "Option" means the option to purchase granted by the Developer and the Owner to CRD under Section 3.1;

1.1.28 "Option Purchase Price" means:

(1) 90% of the Below Market Value; or

(2) if the Owner has granted a bona fide arm's length mortgage or mortgages of the Affordable Unit to an Approved Lender which, as at the Closing Date, secures in aggregate an amount which exceeds 95% of the Below Market Value, the amount owing under and required to discharge the mortgage or mortgages to the Approved Lender as at the Closing Date;

1.1.29 "Owner" means the registered owner of an Affordable Unit from time to time and includes the Developer in its capacity as developer of the Affordable Units until the first

conveyance to a Qualified Buyer, and their respective heirs, legal representatives, successors and assigns;

1.1.30 "Permitted Encumbrances" means those charges or encumbrances stated in Schedule "A" and any other encumbrances approved as required by the City of Victoria or Developer from time to time to complete the Strata Development or as in writing by CRD but shall not include any mortgage or other financial encumbrance and shall not include this Agreement;

1.1.31 "Person" means any individual, society, corporation, partnership, trustee, administrator, legal representative, Statutory Authority or other legal entity;

1.1.32 "Personal Property" means all lighting fixtures, appliances, equipment, cabinetry, affixed carpeting, drapes and blinds located within an Affordable Unit (except to the extent otherwise agreed in writing by CRD) but does not include an Owner's personal effects;

1.1.33 "Proceeding" has the meaning stated in Section 2.3.1;

1.1.34 "Project" means the Strata Development of which the Affordable Units will be a part and comprises all of the Lands referred to in Item 2 of the General Instrument – Part 1;

1.1.35 "Property" means the Affordable Unit and all Personal Property within the Affordable Unit;

1.1.36 "Qualified Buyer" means an individual who meets the criteria stated in Schedule "B";

1.1.37 "Statutory Authority" means any federal, provincial or municipal governmental authority which has jurisdiction over any matter referred to in this Agreement;

1.1.38 "Term" means the period commencing on the date of registration of this Agreement in the LTO and ending on the earlier of (a) the date which is ninety- nine (99) years thereafter, and (b) the date of any destruction or statutorily deemed destruction of the Project;

1.1.39 "Transaction" means the transfer of an Affordable Unit from the Owner to CRD;

1.1.40 "Transfer" means an instrument in a statutorily prescribed form by which the Owner transfers title to the Affordable Unit to CRD.

1.2 **Time**. Time will be of the essence of this Agreement. If any party expressly or impliedly waives this requirement, that party may reinstate it by delivering notice to the other party. If a time is specified in this Agreement for observing or performing any obligation, such time will be local time in Victoria, British Columbia.

1.3 **Governing Law**. This Agreement will be governed by and construed and enforced in accordance with the laws of British Columbia and the laws of Canada applicable in British Columbia.

1.4 **References**. In this Agreement, words importing the singular include the plural and vice versa, and words importing gender include all genders.

1.5 **Construction**. The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the interpretation of this Agreement. The wording of this Agreement will be construed simply, according to its fair meaning, and not strictly for or against any party.

1.6 **Validity of Provisions**. If a Court of competent jurisdiction finds that any provision contained in this Agreement is invalid, illegal or unenforceable, such invalidity, illegality or unenforceability will not affect any other provision of this Agreement which will be construed as if such invalid, illegal or unenforceable provision had never existed and such other provisions will be enforceable to the fullest extent permitted at law.

1.7 **No Waiver**. Failure by either party to exercise any of its rights, powers or remedies hereunder or its delay to do so, will not be interpreted as a waiver of those rights, powers or remedies except in the case of a written waiver. No waiver of a particular right will be deemed to be a waiver of that right in any other instance or a waiver of any other right.

1.8 **Statutes**. Any reference to a statute and to any regulations under that statute means the statute and regulations as amended or replaced from time to time.

1.9 **Remedies**. Any party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and/or declaratory relief, to enforce its rights under this Agreement. No reference to or exercise of any specific right or remedy under this Agreement or at law or in equity by any party will prejudice or preclude that party from exercising any other such right or remedy. No such right or remedy will be exclusive or dependent upon any other such right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

1.10 **Schedules**. The following Schedules are attached to and form integral parts of this Agreement:

Schedule “A” Permitted Encumbrances
Schedule “B” Qualified Buyer Criteria

SECTION 2.
SECTION 219 COVENANT

2.1 **Covenant.** The Owner hereby covenants with CRD that:

(a) the Affordable Unit will not be sold, assigned or otherwise transferred otherwise than:

(i) to a Qualified Buyer;

(ii) for a selling price not greater than the Below Market Value;

(iii) subject to the Covenant and the Option; and

(iv) in a way which complies with Section 2.2, or to CRD under Section 3;

(b) the Affordable Unit will not at any time be subject to a conventional high ratio mortgage or mortgages which, in total, secure an amount which exceeds 95% of the Below Market Value; and

(c) the Owner shall not permit (whether by renting or otherwise) any person other than the Owner and members of the owner's Immediate Family to occupy the Affordable Unit, and shall not use or permit the premises to be used solely for conducting a business or profession,

and the Owner and CRD agree that, subject to Section 2.3 the covenant set out above will be registered as a charge against the Affordable Unit and run with the Affordable Unit for the Term.

2.2 **Procedure for Sale of Affordable Unit.**

2.2.1 **Owner Notifies NPO of Intention to Sell**.

If at any time after the first conveyance of an Affordable Unit by the Developer, the Owner wishes to sell, assign or otherwise transfer the Affordable Unit, the Owner will do so in accordance with a bona fide arm's length agreement of purchase and sale (or as a court may order in a proceeding to enforce a mortgage of the Affordable Unit) and the Owner will, prior to:

(a) listing or offering the Affordable Unit for sale; or

(b) accepting an offer to purchase the Affordable Unit,

deliver to the NPO written notice of their intention to sell an Affordable Unit, such notice to be in the form required by the NPO.

2.2.2 **Owner Retains Appraiser**.

Within 7 days after the Owner notifies the NPO of their intention to sell an Affordable Unit, the Owner will select an Appraiser to be retained by the Owner to undertake an appraisal (the "Owner Appraisal") of the Fair Market Value of the Affordable Unit. The Owner will deliver a copy of the Owner Appraisal to the NPO within 7 days after the Owner receives the Owner Appraisal.

2.2.3 **Owner and NPO Agree on Maximum Selling Price**.

If the Owner and the NPO agree within 7 days after the Owner Appraisal is delivered to the NPO that the Fair Market Value of the Affordable Unit is as stated in the Owner Appraisal, the Fair Market Value stated in the Owner Appraisal, less 10%, will be the

maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the Owner Appraisal.

2.2.4 **Owner and NPO Do Not Agree on Maximum Selling Price.**

2.2.4.1 If the Owner and the NPO do not agree within 7 days (the "Appraisal Review Period") after the Owner Appraisal is delivered to the NPO that the Fair Market Value of the Affordable Unit is as stated in the Owner Appraisal, the NPO will retain its own Appraiser to undertake an appraisal (the "NPO Appraisal") of the Fair Market Value of the Affordable Unit in which case the average of the Fair Market Value stated in the Owner Appraisal and the NPO Appraisal, less 10%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the NPO Appraisal.

2.2.4.2 The NPO will deliver a copy of the NPO Appraisal to the Owner within 7 days after the NPO receives the NPO Appraisal.

2.2.4.3 If the NPO Appraisal is not delivered to the Owner within 30 days after the end of the Appraisal Review Period, the Fair Market Value stated in the Owner Appraisal, less 10%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the Owner Appraisal.

2.2.5 **Owner Responsible for Appraisal Costs**.

The Owner will be responsible for the cost of both the Owner Appraisal and the NPO Appraisal. If the cost of the NPO Appraisal is initially paid by the NPO, the Owner will reimburse the NPO for the cost of the NPO Appraisal within 30 days after demand by the NPO. If any amount owed by the Owner to the NPO with respect to the NPO Appraisal is not paid prior to the completion of the sale of the Affordable Unit by the Owner, a portion of the sale proceeds equal to the amount owing to the NPO will be deemed to have been irrevocably assigned by the Owner to the NPO.

2.2.6 **NPO Notifies Owner of Maximum Selling Price.**

Within 7 days after the Fair Market Value of the Affordable Unit has been determined under Section 2.2.3 or 2.2.4, the NPO will notify the Owner of the maximum price, determined under Section 2.2.3 or 2.2.4, at which time the Owner will be permitted to offer to sell the Affordable Unit, which price shall be deemed to be its Below Market Value.

2.2.7 **Owner to Deliver True Copy of Sale Contract to NPO.**

The Owner will immediately deliver a true copy of any contract of purchase and sale which the Owner may enter into with respect to the sale of the Affordable Unit or any interest therein (the "Sale Contract"). The Owner will deliver to the NPO with the Sale Contract, or upon the request of the NPO, such information with respect to the buyer

named in the Sale Contract as the NPO may reasonably require to determine whether the buyer is a Qualified Buyer.

2.2.8 **Terms to be Included in Sale Contract**.

The Sale Contract will be in writing and will:

(a) be for a selling price not greater than the Below Market Value of the Affordable Unit;

(b) be subject to the NPO determining and notifying the Owner in writing (within a period of 10 Business Days after the NPO receives a true copy of the Sale Contract) that (1) the Owner has complied with the requirements of this Section 2.2, and (2) the buyer is a Qualified Buyer, failing which the Sale Contract will be null and void; and

(c) include a statement that the buyer agrees to purchase the Affordable Unit subject to the Covenant, the Option and all other terms of this Agreement.

2.2.9 **No Sale after 6 Months Without New Appraisal**.

The NPO will not be obligated to review or make any determination with respect to a Sale Contract as stated in subsection 2.2.8(b) above if the date of receipt by the NPO of a true copy of the Sale Contract and any other information required by the NPO under Section 2.2.7 is after the expiry of the 6 month period during which the Owner is permitted to sell the Affordable Unit. If the 6 month period has expired, the process under Section 2.2 will begin again, with the Owner giving fresh notice to the NPO of their intention to sell the Affordable Unit.

2.2.10 **CRD Will Notify Owner of Change in NPO**.

CRD will notify the Owner in writing of any appointment or replacement of an NPO and of the address to which notices to the NPO will be sent.

2.2.11 **Fee to NPO**

The NPO will be entitled to payment of a fee equal to 0.5% of the gross selling price of an Affordable Unit, such fee to be paid on closing of the sale of such Affordable Unit by the Owner and a portion of the sale proceeds equal to the amount owing to the NPO will be deemed to have been irrevocably assigned by the Owner to the NPO.

2.3 **Procedure for Foreclosure.**

2.3.1 **CRD Right to Market and Sell**.

If the Approved Lender or CMHC commences a foreclosure proceeding (the "Proceeding") under an Insured Mortgage of the Affordable Unit the Owner covenants and agrees with CRD that:

(a) the Owner shall notify CRD of the Proceeding;

(b) at the time which is the midpoint of any redemption period (the "Redemption Period") ordered in the Proceeding, CRD shall have the right and may apply for an order in the Proceeding, unopposed by the Owner, to market and sell the Affordable Unit in accordance with Section 2.1(a)(i), (ii), (iii) and (iv);

(c) on receipt of the order in the Proceeding under Section 2.3.1(b) CRD shall have the right to enter into an agreement with a licensed realtor to market and sell the Affordable Unit at the prevailing commission or fee; and

(d) the Owner shall provide reasonable access to the Affordable Unit by CRD, the licensed realtor and any prospective purchaser of the Affordable Unit for the purpose of repairing, cleaning, appraising, marketing and selling the Affordable Unit.

2.3.2 **CMHC Notice to CRD.**

In the event that CRD does not sell the Affordable Unit pursuant to Section 2.3.1, CMHC or the Approved Lender may, 120 days after expiry of the Redemption Period ordered in the Proceeding, issue a 30 day notice (the "Notice Period") to CRD to redeem the Insured Mortgage. In the event that CRD does not redeem the Insured Mortgage within the Notice Period, CRD shall cause this Agreement to be discharged from title to the Affordable Unit at the LTO within 7 days of expiry of the Notice Period.

2.3.3 **CMHC Sale.**

In the event that the Affordable Unit is sold by the Approved Lender or CMHC after discharge of this Agreement from title to the Affordable Unit and such sale generates funds in excess of the balance owing under the Insured Mortgage and related costs, including charges, taxes, commissions and utilities regarding the Affordable Unit, such excess funds shall forthwith be paid to CRD, for its own use absolutely. This Section 2.3.3 shall bind the Owner, the Approved Lender, CMHC (where CMHC has a mortgage loan insurance policy in force for the Affordable Unit) and CRD both before and after discharge of this Agreement from title to the Affordable Unit.

2.4 **Procedure for Rental and Recovery of Rent Charges.**

2.4.1 **Rental Prohibited**.

2.4.1.1 All rentals of the Affordable Units are prohibited except:

(a) In the case of hardship, as decided by the NPO in its sole discretion, and on making an application to the NPO in the form provided by the NPO, if any, an Affordable Unit may be rented at an Affordable Rate for a period no shorter than six months; or

(b) If a qualified buyer cannot be located, as decided by the NPO in its sole discretion, and on making an application to the NPO in the form

provided by the NPO, if any, an Affordable Unit may be rented at an Affordable Rate for a period no shorter than six months.

2.4.1.2 The maximum term of any rental shall be two years, at which point the Affordable Unit must be listed for sale in accordance with section 2.2. Rental may continue at an Affordable Rate at the discretion of the NPO. If hardship continues or a qualified buyer cannot be located after this listing, additional sales listings may be required at any time at intervals decided by the NPO at its discretion.

2.4.1.3 Any tenancy shall be governed by an agreement under the *Residential Tenancy Act* (BC) which shall include the following provisions:

(a) permitting the Owner to terminate the tenancy agreement in accordance with the *Residential Tenancy Act* if the tenant uses or occupies, or allows use or occupation of, the Affordable Unit in breach of the use or occupancy restrictions contained in this Agreement;

(b) explicitly prohibiting the assignability, sub-letting, and use of the Affordable Unit for short term vacation rentals;

(c) explicitly specifying that only persons named in the tenancy agreement may occupy the Affordable Unit;

(d) providing that the Owner will have the right, at its option, to terminate the tenancy agreement should the tenant remain absent from the Affordable Unit for three consecutive months or longer, notwithstanding the timely payment of rent;

(e) prohibiting guests residing in the Affordable Unit for more than 30 days, whether or not consecutive, in any 12 month period without the prior written consent of the Owner; and

(f) prohibiting use of the Affordable Unit for non-residential rentals, assignments, sub- lets, licenses and uses, such as vacation rentals, including such services as AirBNB or Vacation Rental By Owner, short term licenses, or short-stay use of any kind, and business-only premises.

2.4.1.4 The Owner will terminate the tenancy if the tenant uses or occupies, or allows use or occupancy in breach of the use and occupancy restrictions in this Agreement.

2.4.2 Rent Charge and Acknowledgement.

2.4.2.1 The Owner acknowledges that the CRD requires affordable housing to ensure prosperity and economic growth for the residents of the Capital Region. The Owner acknowledges the purpose of the Affordable Unit is to provide affordable housing to residents of the Capital Region, and it is not to be used for a short

term vacation rental or left as a vacant home. The Owner therefore agrees that for each day an Affordable Unit is occupied in breach of this Agreement, the Owner will pay to the CRD $150 for each day on which the breach has occurred and continues to occur, as liquidated damages and not as a penalty, due and payable at the offices of the CRD on the last day of the calendar month in which the breach occurred. The $150 per day amount will increase on January 1 of each year by the amount calculated by multiplying the amount per day payable on the previous January 1 by the percentage increase between that previous January 1 and the immediately preceding December 31 in the CPI.

2.4.2.2 The Owner hereby grants to the CRD a rent charge under s. 219 of the *Land Title Act* (British Columbia), and at common law, securing payment by the Owner to the CRD of the amount payable by the Owner pursuant to section 2.4.2 of this Agreement. The Owner agrees that the CRD, at its option, may enforce payment of such outstanding amount in a court of competent jurisdiction as a contract debt, by an action for and order for sale, by proceedings for the appointment of a receiver, or in any other method available to the CRD in law or in equity.

SECTION 3.
OPTION TO PURCHASE

3.1 **Option to Purchase**. The Owner hereby grants CRD an exclusive and irrevocable option to purchase the Affordable Unit during the Term at the Option Purchase Price in accordance with Sections 3 and 4.

3.2 **Exercise of Option**. CRD may exercise the Option only if the Owner:

(a) defaults in its obligations under Sections 2.1 or 2.2; or

(b) acquired the Affordable Unit from a previous Owner for a price which was, as of the date of closing of that transaction, greater than the Below Market Value or if the Owner was not, as of that date, a Qualified Buyer; or

(c) defaults in its obligations under any mortgage of the Affordable Unit.

3.3 **Method of Exercise of Option**. CRD may exercise the Option by delivering Notice of exercise of the Option to the Owner.

3.4 **Effect of Exercise of Option**. From and after the Notice Date, this Agreement and the Notice will together constitute a binding and enforceable contract between the Owner and CRD for the purchase and sale of the Affordable Unit in accordance with the terms and conditions of Section 4.

SECTION 4.
PURCHASE AND SALE

4.1 **Purchase and Sale**. Subject to the terms and conditions of this Section 4 and relying on the warranties and representations herein set out, the Owner agrees to sell and CRD agrees to

purchase the Affordable Unit on the Closing Date for the Option Purchase Price, and the Owner agrees that, at the request of CRD, it will transfer registered title to the Affordable Unit to CRD or such other Person as CRD may designate.

4.2 **Option Purchase Price**. CRD will pay the Option Purchase Price, subject to adjustment pursuant to Section 4.10, to the Owner on the Closing Date.

4.3 **Repair and Maintenance**. From and after the Notice Date to the Closing Date, the Owner will take good care of the Property, will carry out all necessary repairs, maintenance, and replacements, will take reasonable care to protect and safeguard the Property and will in all other respects deal with the Property so that the warranties and representations of the Owner set out in this Agreement remain true and correct.

4.4 **Insurance**. From and after the Notice Date to the Closing Date, the Owner will ensure that all policies of insurance with respect to the Property remain in full force and effect.

4.5 **Risk**. The Property will be at the risk of the Owner up to the time the Transfer is submitted for registration at the LTO on the Closing Date and will be at the risk of CRD after the time the Transfer is submitted for registration at the LTO on the Closing Date.

4.6 **Damage**. If, prior to the time the Transfer is submitted for registration at the LTO, any damage occurs to the Property or any of the assets comprising the Property, CRD, by notice to the Owner, may elect to postpone the Closing Date for a period of not more than 30 days and may also elect:

(a) not to acquire the Affordable Unit, in which case neither party will have any further obligation to the other under this Section 4 pertaining to that particular Notice; or

(b) that the Owner assign to CRD the Owner's right to receive any and all insurance proceeds payable with respect to the damage, subject to any bona fide loss payee designation, in which case the Owner will execute and deliver to CRD an assignment satisfactory to CRD.

4.7 **Construction Warranties**. From and after the Closing Date, the Owner will assign to CRD all the Owner's rights under all warranties, guarantees or contractual obligations against any contractor or supplier who was engaged in the construction, renovation, or repair of all or any part of the Affordable Unit or any improvement to the Affordable Unit. CRD's acceptance of this assignment will not represent a waiver by CRD of the Owner's covenants, agreements, representations and warranties set out in this Agreement.

4.8 **Owner's Covenants**. The Owner will:

(a) take all proper actions and proceedings on its part to enable the Owner to transfer a good and marketable title to the Affordable Unit to CRD or such Person as CRD may designate, free and clear of all encumbrances other than Permitted Encumbrances;

(b) deliver vacant possession of the Property to CRD or such Person as CRD may designate on the Closing Date, subject to prior receipt of the Option Purchase Price by the Owner;

(c) not, from and after the Notice Date to the Closing Date, sell, transfer, dispose of or remove from the Affordable Unit any Personal Property; and

(d) both before and after the Closing Date do such other things as CRD may reasonably require for transferring to and vesting in CRD or such Person as CRD may designate title to the Affordable Unit as contemplated by this Section 4.

4.9 **Documents**. CRD will prepare the documents necessary to complete the Transaction which will be in a form and substance reasonably satisfactory to CRD and its lawyers.

4.10 **Adjustments and Credits**. The Owner and CRD will adjust, as at the Closing Date, all usual adjustments for a property similar to the Property including taxes, utility rates and any moneys owing to the strata corporation formed in respect of the Project.

4.11 **Closing**. The Owner and CRD will complete the Transaction on the Closing Date at the offices of CRD or its lawyers.

4.12 **Owner's Closing Documents**. At the closing, the Owner will deliver to CRD the following duly executed documents:

(a) the Transfer;

(b) a vendor's statement of adjustments;

(c) a bill of sale for the Personal Property and all other deeds, transfers, assignments, resolutions, consents, estoppels and other certificates and assurances as CRD may reasonably require;

(d) a certificate in confirmation that the sale of the Affordable Unit to CRD is exempt from taxes under the *Excise Tax Act* (the "GST") or, alternately, a certified cheque or bank draft payable to CRD in an amount equal to the GST payable by CRD on the Option Purchase Price; and

(e) unless waived in writing by CRD, a certified cheque or bank draft payable to CRD in the amount, if any, by which the moneys owing under and required to discharge any mortgage or mortgages of the Affordable Unit exceed the Option Purchase Price (calculated in accordance with Section 1.1.28(2)), as adjusted under Section 4.10.

4.13 **CRD's Closing Documents**. At the closing, CRD will deliver to the Owner:

(a) a purchaser's statement of adjustments; and

(b) a cheque for the Option Purchase Price, as adjusted under Section 4.10.

4.14 **Tabling**. Except for the Transfer, all documents and cheques will be tabled at the closing. CRD will cause its lawyers, on the Closing Date, to conduct a pre-registration index search of the Affordable Unit at the LTO. If that search indicates that no liens, charges or encumbrances have been registered or filed in respect of the Affordable Unit except for Permitted

Encumbrances and encumbrances which the lawyers for the Owner have undertaken to discharge, the lawyers for CRD or their agents shall submit the Transfer for registration and then conduct a post-filing registration index search. If that search indicates that no liens, charges or encumbrances have been registered or filed in respect of the Affordable Unit since the pre-filing registration index search, all documents and payments will be released to each of the Owner and CRD according to the entitlement of each of them.

4.15 **Reimbursement.** If CRD waives payment on the Closing Date of the amount referred to in Section 4.12(e), the Owner shall pay such amount to CRD, on demand, with interest thereon at the rate of eighteen percent (18%) per annum, compounded monthly, from the Closing Date to the date of payment.

4.16 **Survival**. All the representations, warranties, covenants and agreements of the Owner and CRD contained in this Agreement will survive the Closing Date, registration of documents, and the payment of the Option Purchase Price.

SECTION 5.
RELEASE

5.1 **Release**. The Owner releases CRD and its officers, directors, employees and agents and their respective heirs, executors, administrators, personal representatives, successors and assigns absolutely and forever, from any claims the Owner may have against all or any of them for costs, expenses or damages the Owner may suffer, incur or be put to arising out of or in connection with this Agreement and from all claims arising out of advice or direction respecting the sale of the Affordable Unit or use of the Property given to the Owner by any of them or by the NPO.

SECTION 6.
GENERAL PROVISIONS

6.1 **Discharge of Covenant and Option to Purchase on Strata Lots not designated as Affordable Units**. The parties agree that this Agreement is intended to only apply to the two (2) strata lots to be designated by the Developer as the Affordable Units upon the filing of the strata plan for the Strata Development and concurrently with filing of the strata plan for the Strata Development this Covenant, the Rent Charge and the Option to Purchase shall be discharged from title to all of the strata lots and the common property except for the two (2) Affordable Units designated by the Developer, and this Agreement will only charge the Affordable Units. The parties will execute all such documents as may be required to complete the foregoing discharges.

6.2 **Notices**. Unless otherwise specified, each notice to the Owner must be given in writing and delivered personally or by courier to the Owner at its address shown on title to the Affordable Unit as registered in the LTO from time to time. Unless otherwise specified, each notice to CRD must be given in writing and delivered personally or by courier to CRD, Attention: Manager Real Estate Services, at the address shown on the General Instrument - Part 1 or to such other address or addresses or person or persons as CRD may designate. Notices will be deemed to have been received when delivered.

6.3 **Fees**. Each of the Owner and CRD will pay its own legal fees. CRD will pay all fees in connection with registration of the Transfer.

6.4 **Enuring Effect**. This Agreement will enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns as the case may be of the Owner and CRD, provided that the Owner shall not be liable for any breach of the covenant contained in Section 2.1 except as such liability relates to the period of ownership of an Affordable Unit by the Owner. If, by operation of statute or otherwise, the Option becomes or will within a period of three months become void or unenforceable as the result of the passage of time, the Owner or their heir, legal representative, successor or permitted assign, as the case may be, will, at the request of CRD, execute and deliver to CRD a replacement agreement substantially in the form of this Agreement.

6.5 **Registration**. This Agreement will be registered against title to the Lands initially and then shall be restricted to the titles to the Affordable Units upon filing of a strata plan of the Lands in the LTO subject only to Permitted Encumbrances.

6.6 **Discharge**. On expiry of the Term, the Owner may require that CRD execute and deliver to the Owner a release in registrable form of the Covenant and the Option.

6.7 **Amendment**. This Agreement may only be amended by written agreement of the parties.

6.8 **Counterparts**. This Agreement and any amendment, supplement, restatement or termination of any provision of this Agreement may be executed and delivered in any number of counterparts, each of which, when executed and delivered is an original, but all of which taken together constitute one and the same instrument.

IN WITNESS WHEREOF the parties have duly executed this Agreement by signing the General Instrument - Part 1.

CONSENT AND PRIORITY AGREEMENT

N/A

SCHEDULE "A"
PERMITTED ENCUMBRANCES

Legal Notations:

CA1719880 Notice of Interest Builders Lien Act

Charges, Liens and Interests:

M76301 Undersurface Rights

SCHEDULE "B"
QUALIFIED BUYER CRITERIA

1. **Sale of an Affordable Unit by the Developer:**

In the case of the sale of an Affordable Unit by the Developer, a Qualified Buyer means:

(a) a first time home buyer, being a buyer who has not owned a principal residence for at least 5 years immediately prior to the date of purchase of an Affordable Unit;

(b) a resident of the Capital Regional District from time to time, for at least one year immediately prior to the date of purchase of an Affordable Unit;

(c) A person who provides Proof of Income that annual gross Income is between the range set from time-to-time by the NPO in its sole discretion (which shall not be appealed) for at least one year immediately prior to the date of purchase of an Affordable Unit; and

(d) a person who intends to immediately use and occupy the Affordable Unit as their principal residence and not rent or lease the Affordable Unit to any other person, nor leave the unit vacant, use it solely for a business or profession, or use it as a short-term vacation rental property of any kind

it being understood and agreed that preferential consideration may be given to a person who meets all of the above criteria and all or some of the following criteria:

(a) a person who does not own a vehicle; and

(b) a person who satisfies such other criteria as may be applied by the NPO and CRD from time to time.

2. **Sale of an Affordable Unit by an Owner other than the Developer:**

In the case of the sale of an Affordable Unit by an Owner other than the Developer, a Qualified Buyer means:

(a) a first time home buyer, being a buyer who has not owned a principal residence for at least 5 years immediately prior to the date of purchase of an Affordable Unit;

(b) a resident of the Capital Regional District from time to time, for at least one year immediately prior to the date of purchase of an Affordable Unit;

(c) a person who provides Proof of Income that annual gross Income is between the range set from time-to-time by the NPO in its sole discretion (which shall not be appealed) for at least one year immediately prior to the date of purchase of an Affordable Unit, it being understood and agreed that the NPO may, from time to time, grant an exemption from or vary such requirement if, in the opinion of the NPO and having regard to

prevailing market conditions, such exemption or variation is consistent with the continued use and availability of the Affordable Unit as affordable housing; and

(d) a person who intends to immediately use and occupy the Affordable Unit as their principal residence and not rent or lease the Affordable Unit to any other person, nor leave the unit vacant, use it solely for a business or profession, or use it as a short-term vacation rental property of any kind.

For the purpose of Schedule B:

"Income" means the total income before income tax from all sources of all persons intending to live in an Affordable Unit including, without limitation:

(a) all income from earnings, including commissions and tips;

(b) all income from all public and private pension plans, old age security and guaranteed income supplement;

(c) all income received under the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act*;

(d) disabled veteran's allowance;

(e) alimony;

(f) child support;

(g) workers' compensation benefits;

(h) employment insurance; and

(i) Income from Assets,

but excluding the following:

(a) child tax benefit;

(b) capital gains, such as insurance settlement, inheritances, disability awards and sale of effects in the year they are received;

(c) the earnings of a person aged 18 and under;

(d) student loans, student loan equalization payments and student grants but excluding non-repayable training allowances, research fellowships or similar grants;

(e) shelter aid for elderly renters (SAFER) or rental assistance program (RAP) payments received prior to purchasing an Affordable Unit;

(f) GST rebates;

(g) taxable benefits received through employment;

(h) government provided daycare allowance; and

(i) payments for foster children, or child in home of relative (CIHR) income under the *Employment and Assistance Act*.

"Income from Assets" means computing income from assets of all persons intending to live in an Affordable Unit at a percentage per annum as determined by CRD, excluding the first $62,051.00 in assets of such persons, based on November 1, 2018 dollars, indexed over time by reference to changes from time to time in the consumer price index (all items, British Columbia) or if such consumer price index is no longer published, such substitute and comparable index as the NPO may designate.

"Proof of Income" means a tax return filed with Canada Revenue Agency or a notice of assessment from Canada Revenue Agency under the *Income Tax Act*.

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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;

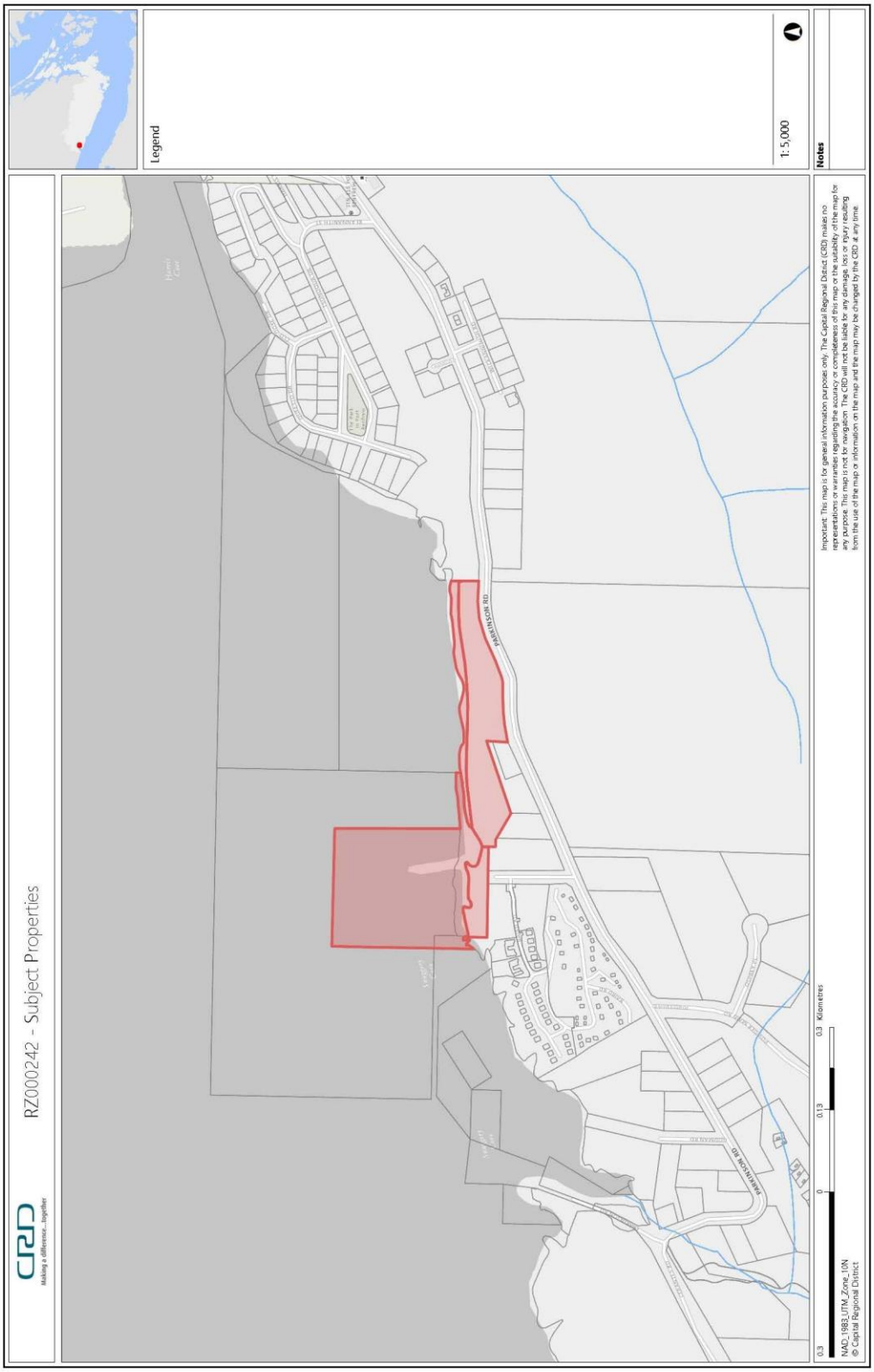
c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096 upon receipt by the CRD from the applicant of a report prepared 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

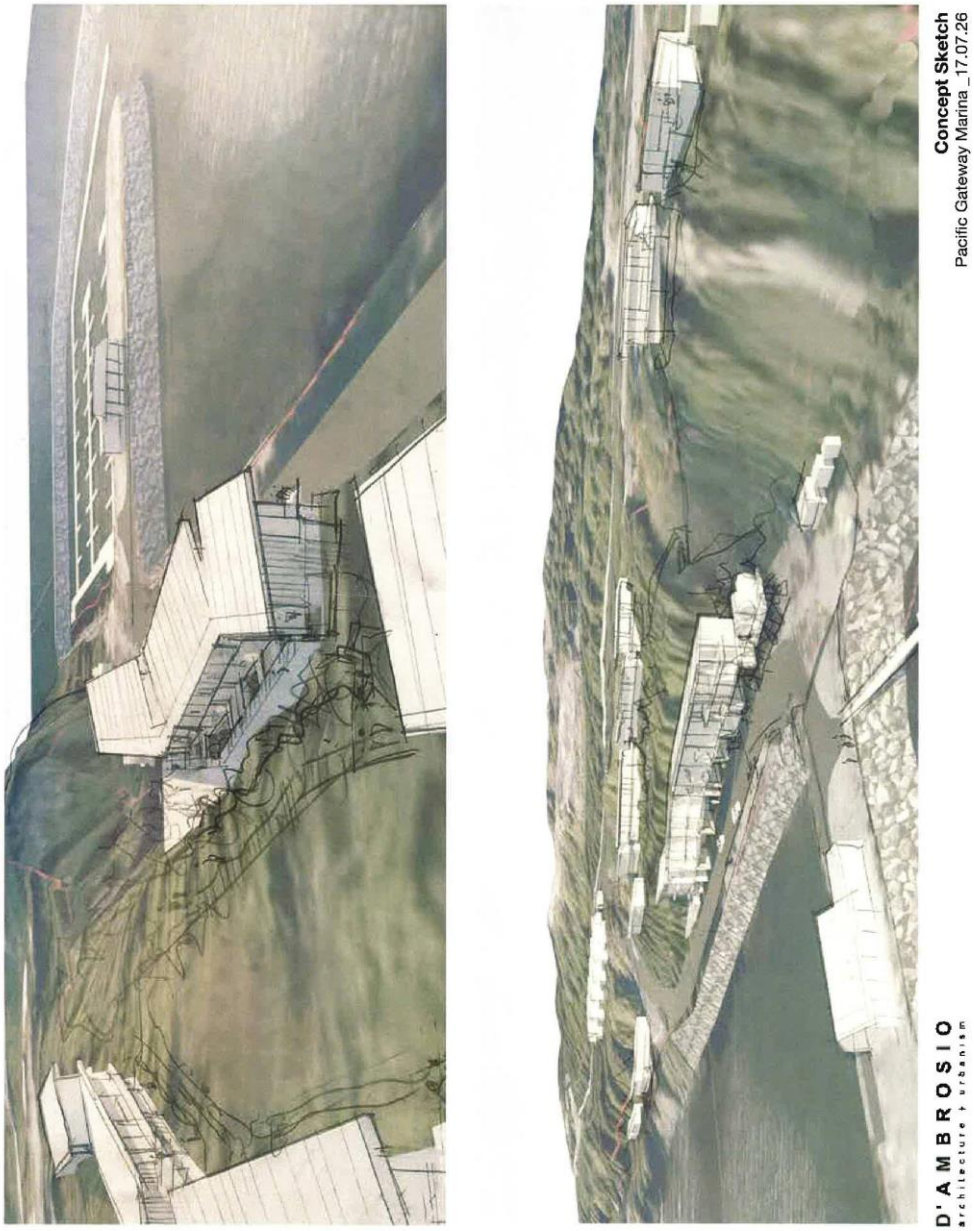



RECEIVED
MAY 03 2018
JdF Electoral Area Planning
Draft
Lot 1 18 spaces
(Under Hotel)
Trailer Parking/
Turnaround Area
(confirm)
Lot 4 -12 spaces
Lot 2 -19 spaces
Additional


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

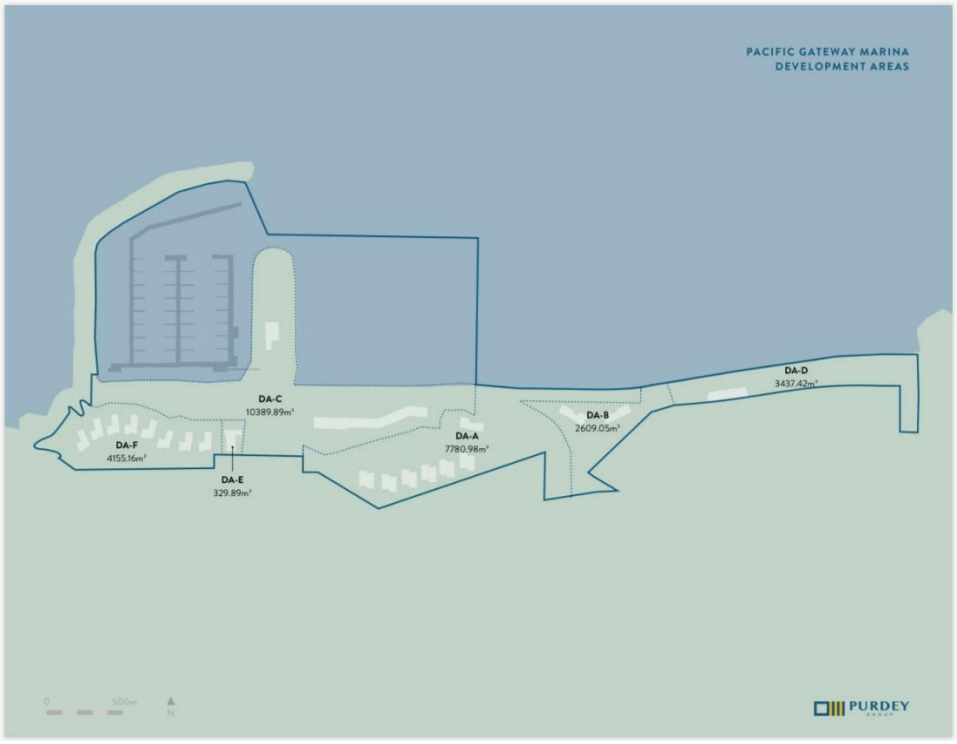
28.04 Development Area C – Specific Regulations

(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:

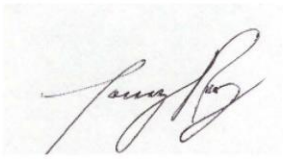
1) All works will be monitored by the designated Qualified Environmental Professional (QEP). The QEP will periodically visit the site during the construction period to ensure the impacts to the environment are negligible. It is anticipated that one site visit each week or even bi-monthly will be sufficient 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;

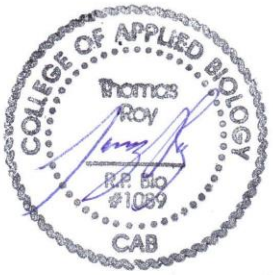
Cascadia Biological Services

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.

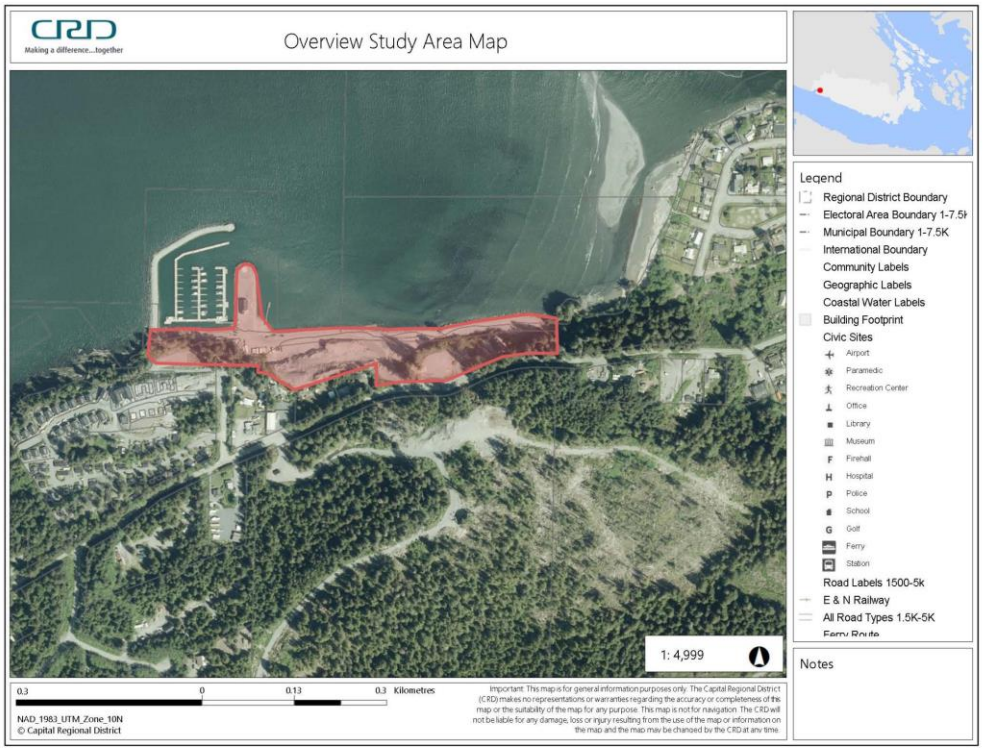




Thomas Roy, R.P. Bio., QEP
Cascadia Biological Services

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

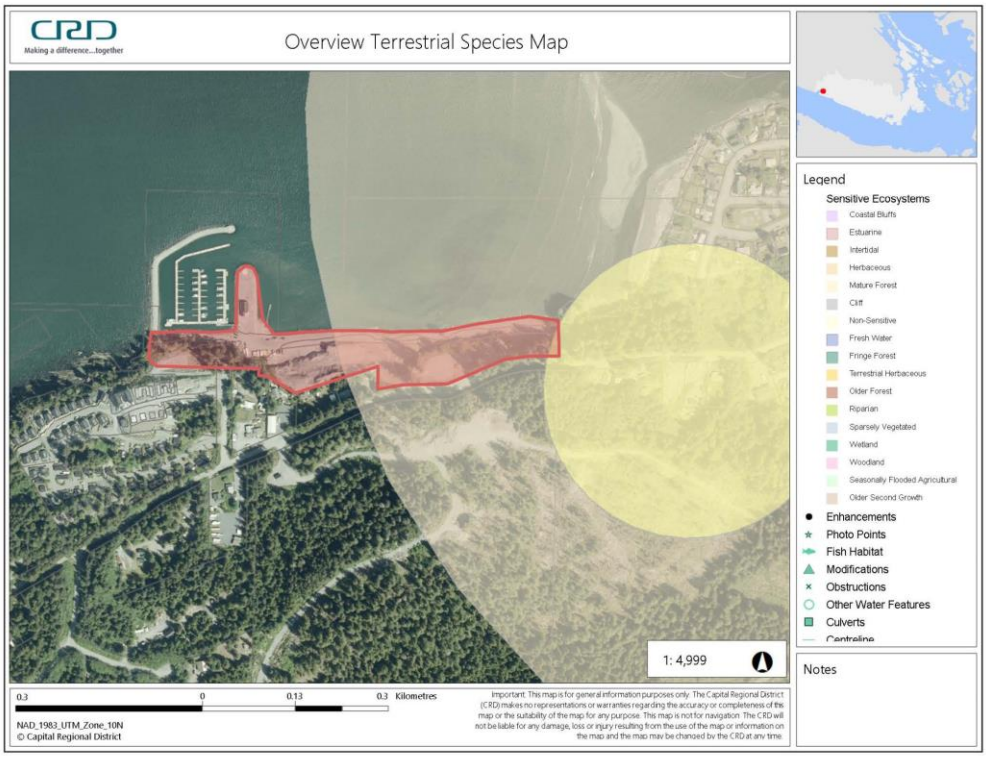
Attachment III – Proposed Disturbed Area(s)



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

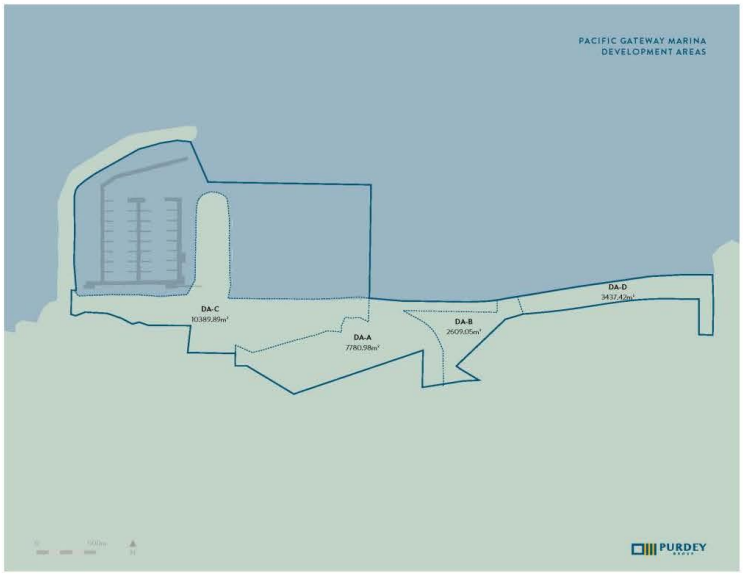
(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Home based business (d) Staff accommodation (e) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes:	
(a) Development Area B	0.26 ha
(b) Development Area D	0.34 ha
(3) Minimum 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.

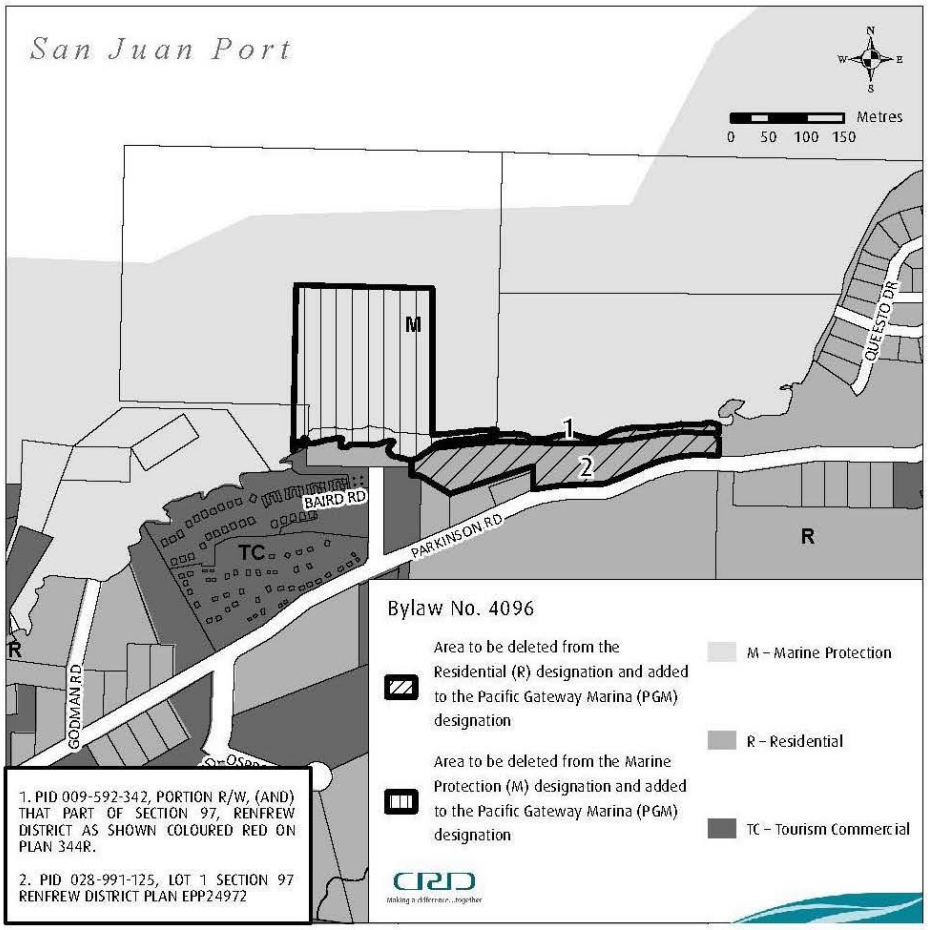
D. SCHEDULE B, MAP NO. 3 – ZONING

(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.

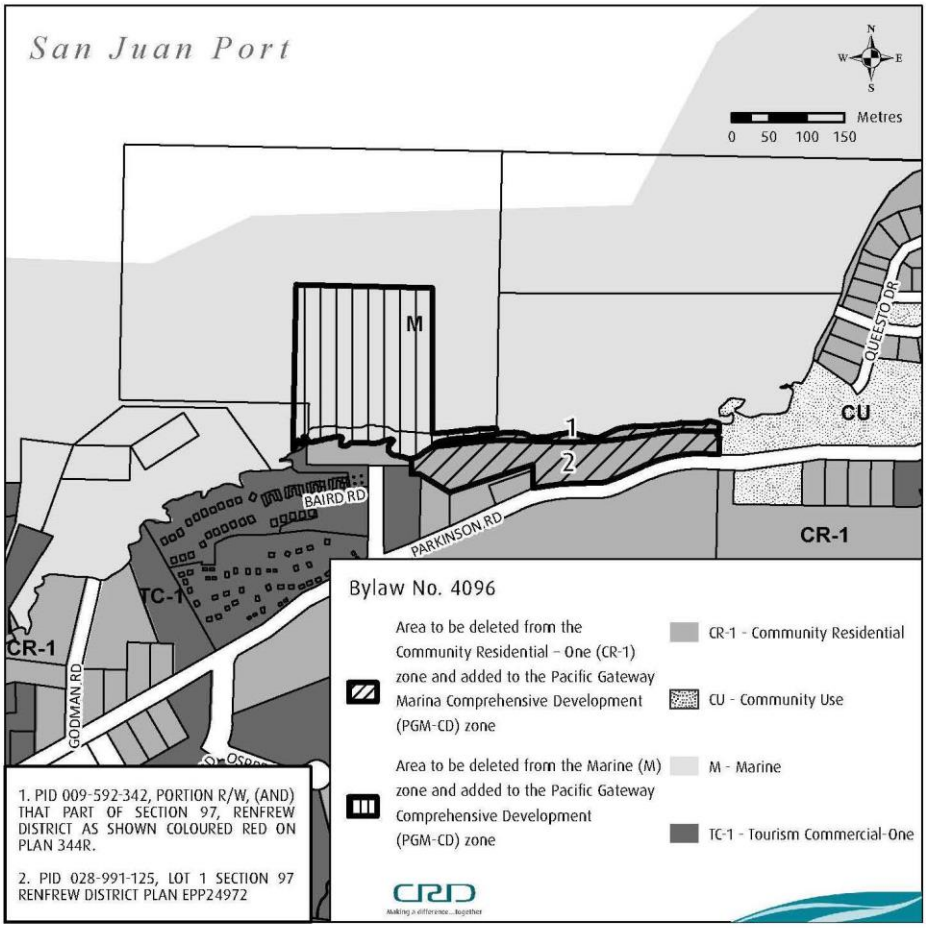
Plan No. 1 of Bylaw 4096, an amendment to Bylaw No. 3109

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

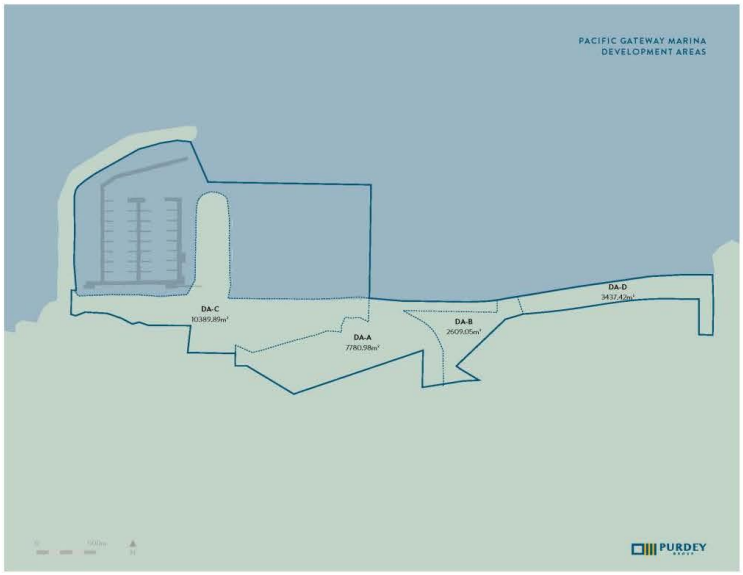
(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Home based business (d) Staff accommodation (e) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes:	
(a) Development Area B	0.26 ha
(b) Development Area D	0.34 ha
(3) Minimum 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.

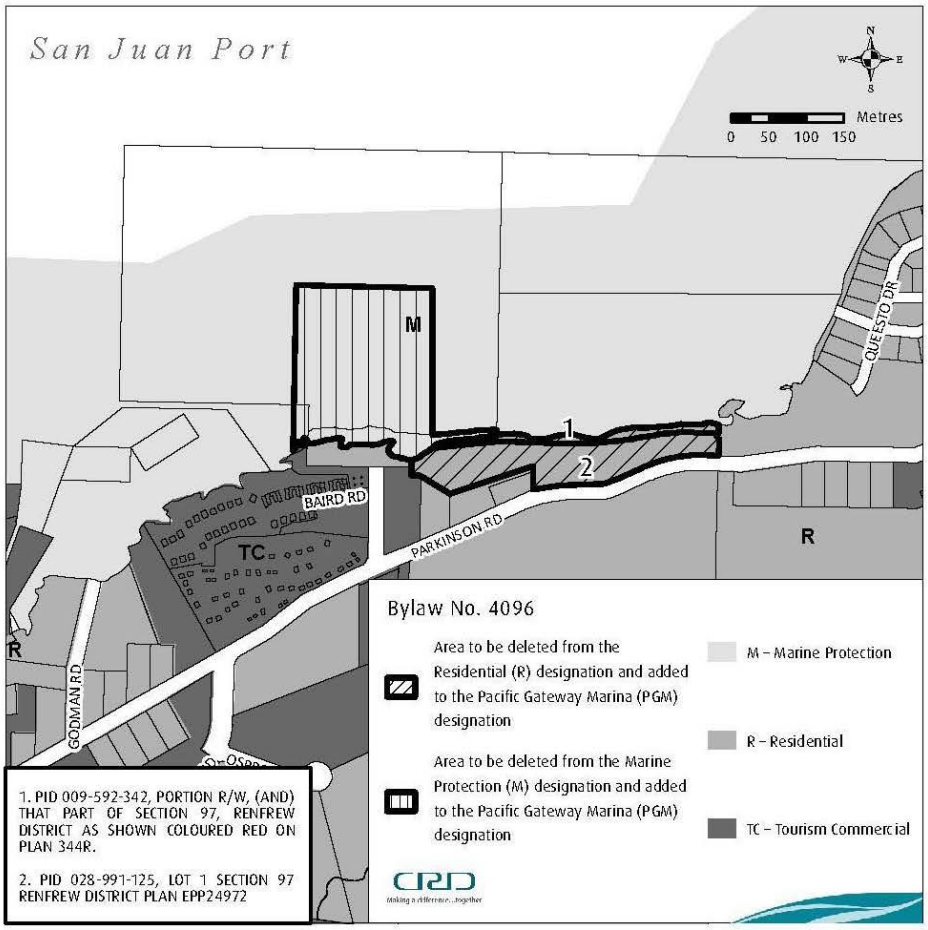
D. SCHEDULE B, MAP NO. 3 – ZONING

(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.

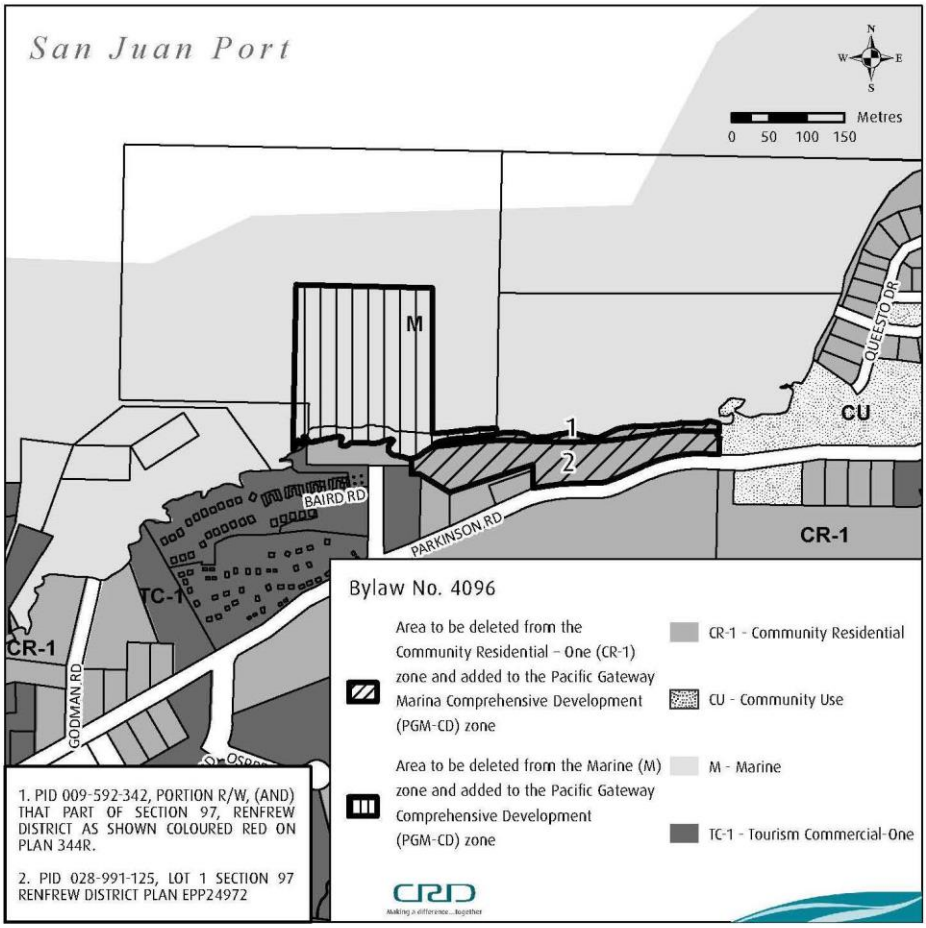
Plan No. 1 of Bylaw 4096, an amendment to Bylaw No. 3109

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

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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

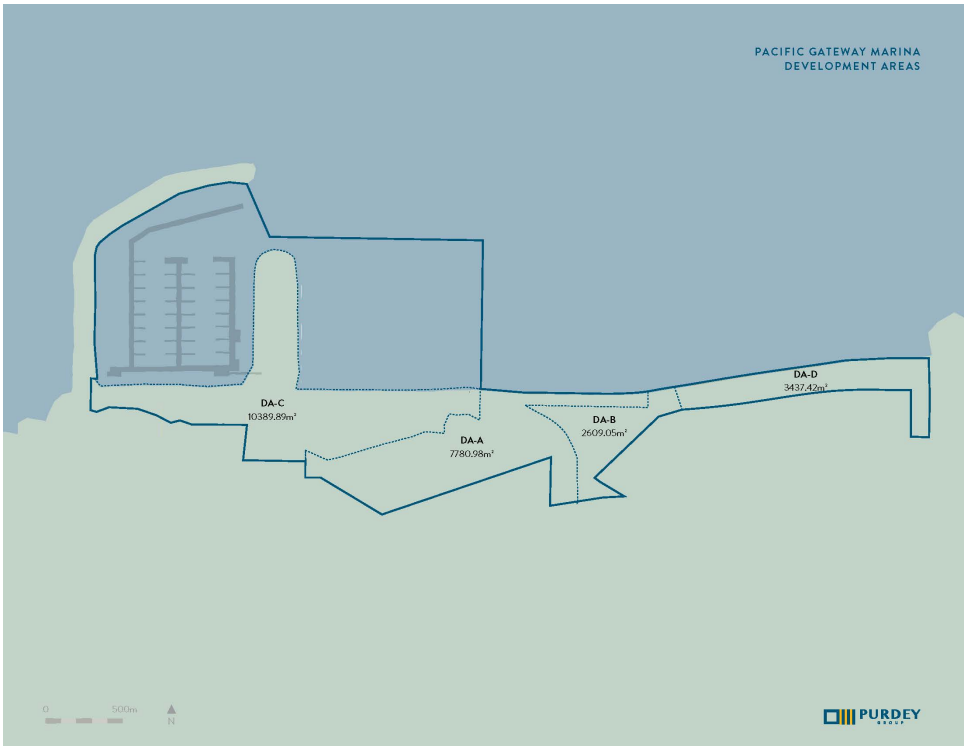
(1) Permitted uses	(a) Single-family residential (b) Duplex residential (c) Home based business (d) Staff accommodation (e) Accessory buildings or structures to the above permitted uses
(2) Minimum lot size for subdivision purposes:	
(a) Development Area B	0.26 ha
(b) Development Area D	0.34 ha
(3) Minimum 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.

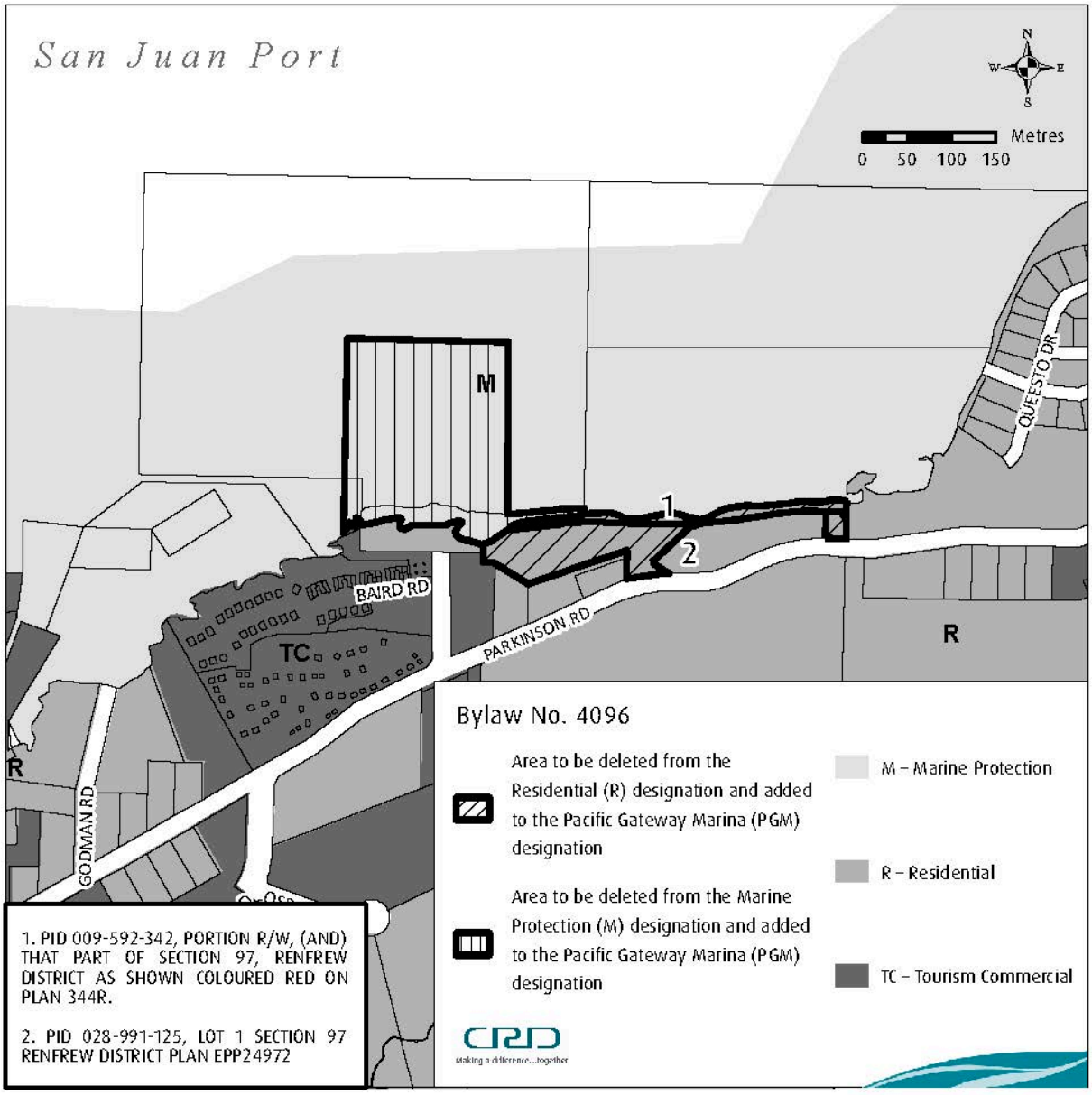
D. SCHEDULE B, MAP NO. 3 – ZONING

(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.

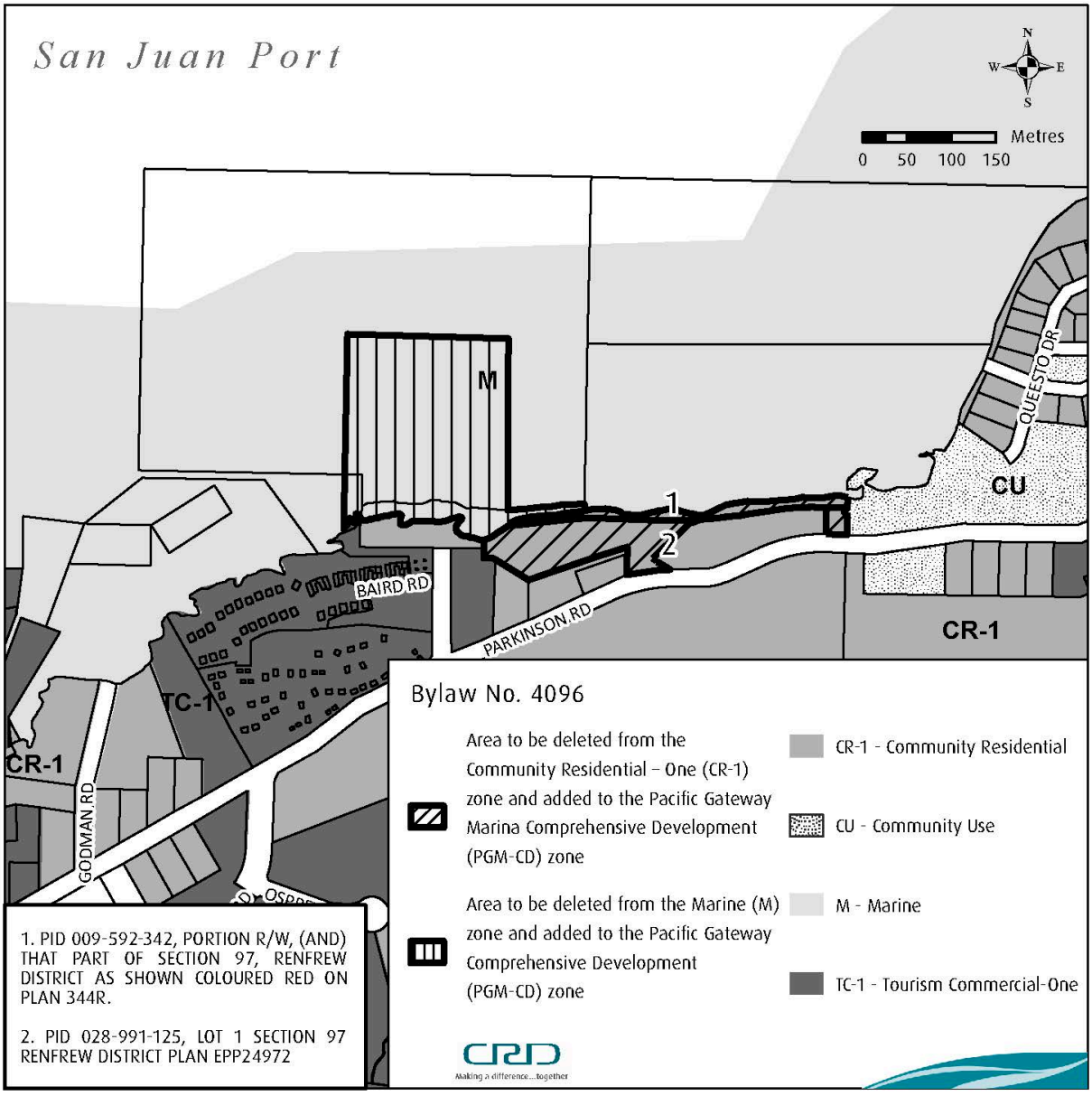
Plan No. 1 of Bylaw 4096, an amendment to Bylaw No. 3109

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

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;

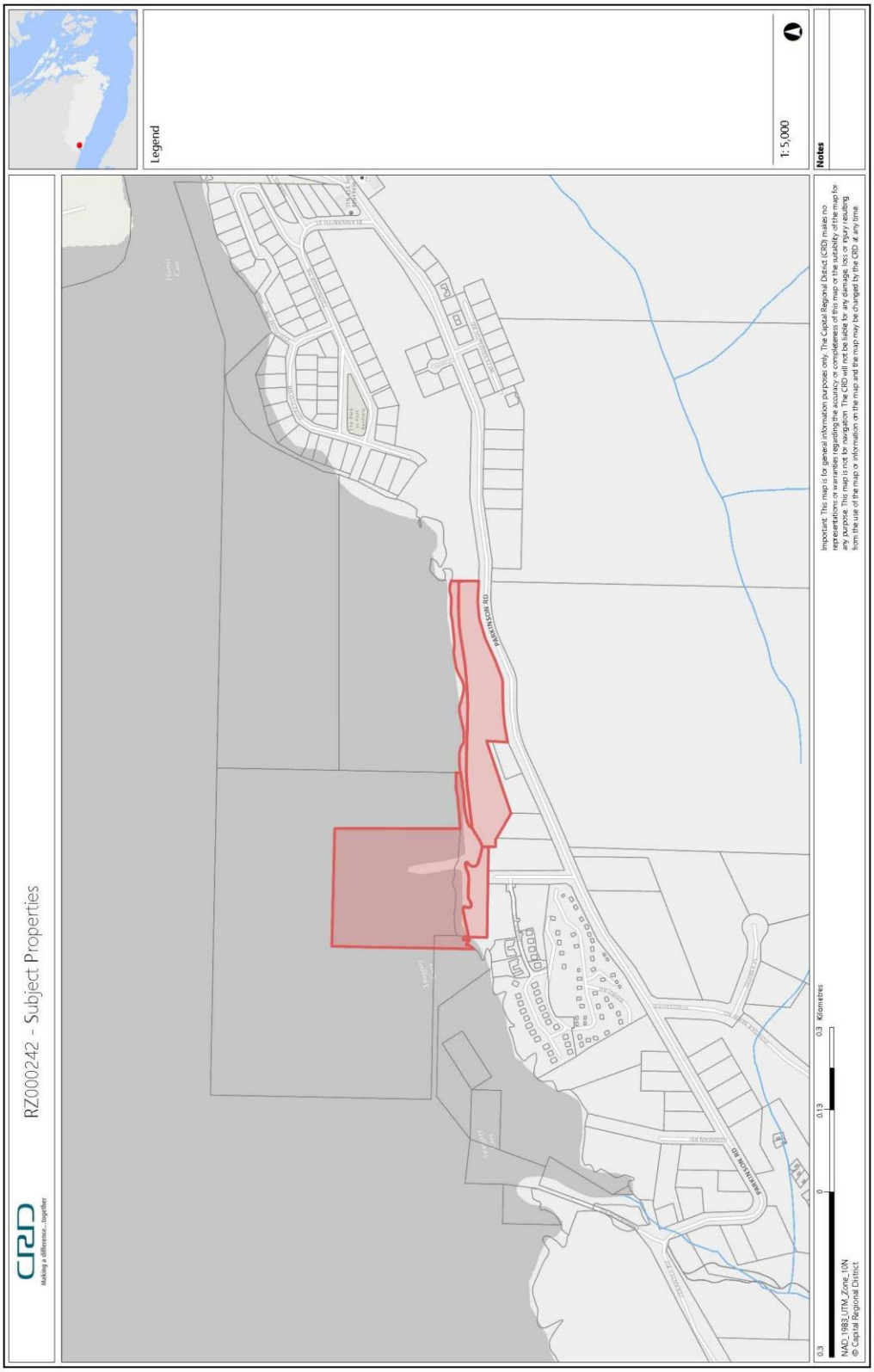
c) That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096 upon receipt by the CRD from the applicant of a report prepared 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

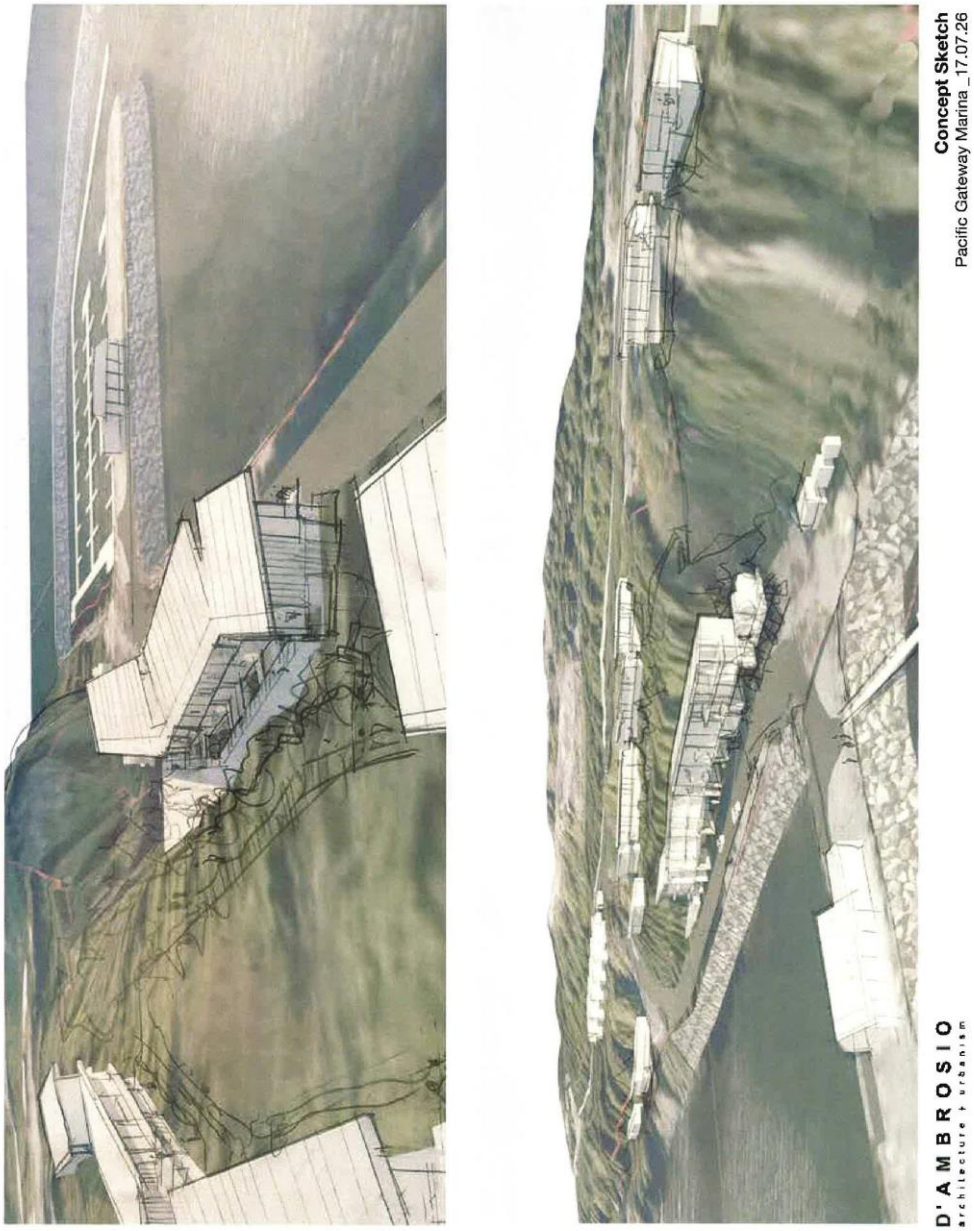



RECEIVED
MAY 03 2018
JdF Electoral Area Planning
Draft
Lot 1 18 spaces
(Under Hotel)
Trailer Parking/
Turnaround Area
(confirm)
Lot 4 -12 spaces
Lot 2 -19 spaces
Additional


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

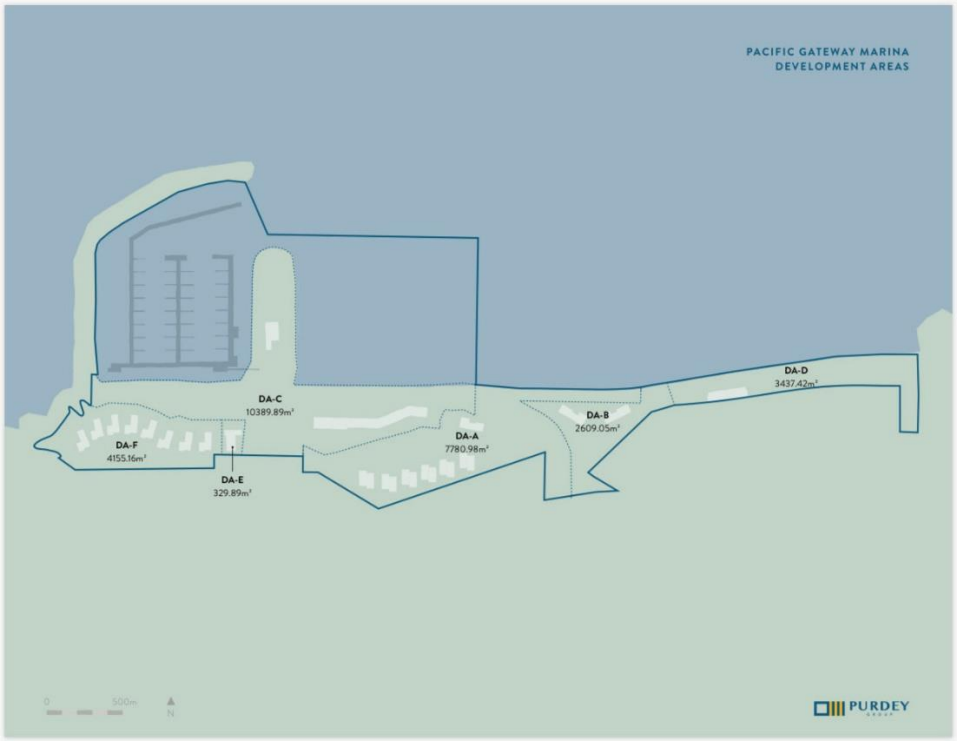
28.04 Development Area C – Specific Regulations

(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.

This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is strictly prohibited. Thank you. Please consider the environment before printing this email.

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:

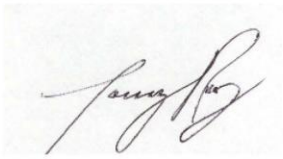
1) All works will be monitored by the designated Qualified Environmental Professional (QEP). The QEP will periodically visit the site during the construction period to ensure the impacts to the environment are negligible. It is anticipated that one site visit each week or even bi-monthly will be sufficient 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;

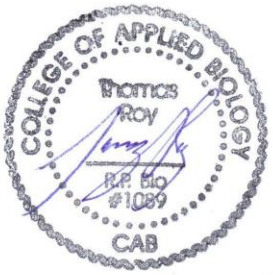
Cascadia Biological Services

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.

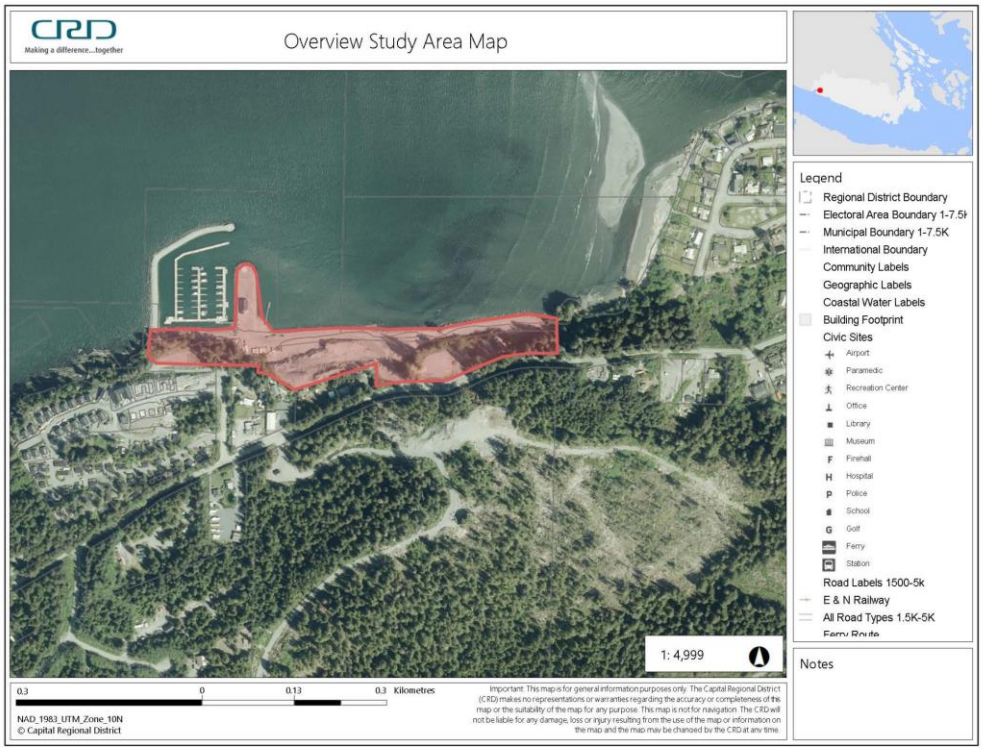




Thomas Roy, R.P. Bio., QEP
Cascadia Biological Services

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

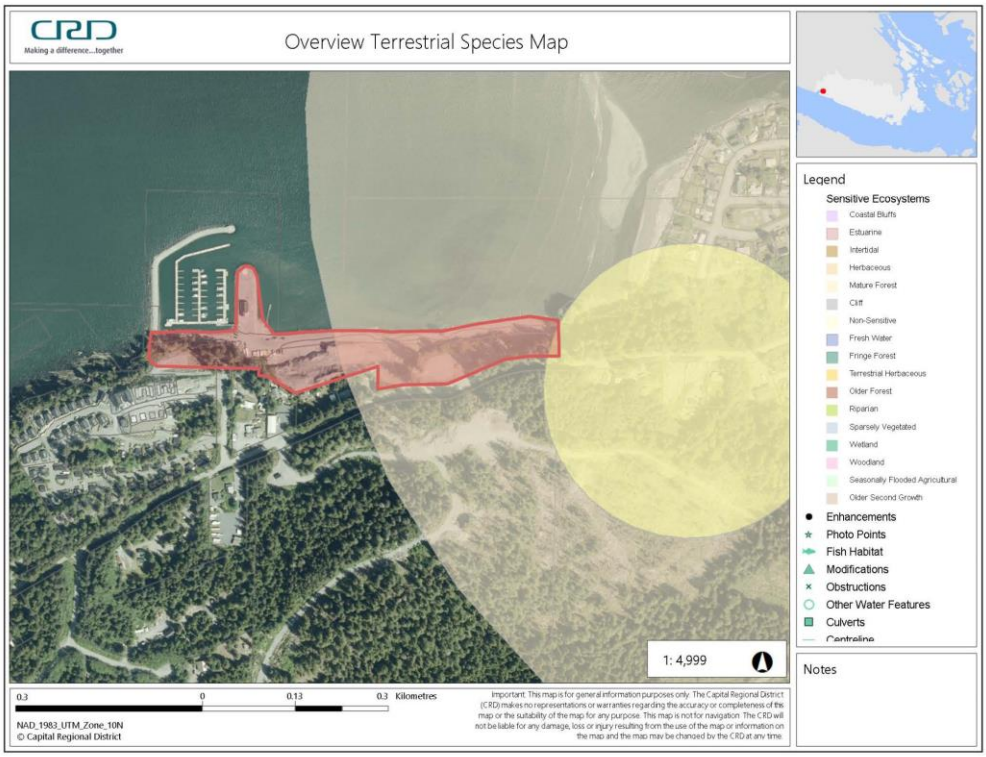
Attachment III – Proposed Disturbed Area(s)



Note: Maps are reduced scale

Cascadia Biological Services

Attachment IV – Rare Elements Occurrence Map



Note: Maps are reduced scale

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

Making a difference...together

REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, JANUARY 19, 2021

SUBJECT **Zoning Amendment Application for Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 – 4460 Rannveig Place**

ISSUE SUMMARY

The owner has applied to rezone the subject property to create two additional rural residential parcels.

BACKGROUND

The 5.35 hectare (ha) subject property is located at 4460 Rannveig Place in Otter Point and is split-zoned Rural A-1 (A-1) and Agricultural 1 (AG-1) in the Juan de Fuca Land Use Bylaw No. 2040 (Appendices A and B). The property is designated as Settlement Area 2, and is partly designated as a Watercourses and Wetland Areas development permit area (DPA) by the Otter Point Official Community Plan (OCP), Bylaw No. 3819. The parcel is within the Otter Point Fire Protection Local Service Area and serviced by on-site wells and septic.

The subject property was originally subdivided and removed from the Agricultural Land Reserve (ALR) in 1991. The land was subsequently subdivided in order to provide a residence for a relative in 2004, and rezoned in 2011 (Z-07-10) to a new AG-1 zone on the former ALR portion of the property, and a new Rural A-1 zone to permit a two-lot subdivision (Appendices C and D). There are currently agricultural buildings, accessory buildings and two dwellings on the property.

The applicant has now submitted an application to rezone the property in order to permit a three-lot subdivision. The Rural A-1 portion of the property is proposed to be rezoned to Rural Residential 2 (RR-2) for the purpose of creating two 1.0 hectare parcels (Appendix E), while the AG-1 zone boundary is proposed to be adjusted to align with the boundary of proposed Lot 3 in the plan of subdivision (Appendix F). Staff have prepared proposed Bylaw No. 4380 to rezone the property to AG-1 and RR-2 for the purpose of creating a three-lot subdivision (Appendix G).

At its meeting of November 17, 2020, the Juan de Fuca Land Use Committee recommended referral of the proposed bylaw to the Otter Point Advisory Planning Commission (APC), CRD departments, BC Hydro, District of Sooke, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch and Environmental Stewardship Division, Island Health, Ministry of Environment & Climate Change Strategy – Water Stewardship Division, Ministry of Transportation & Infrastructure, RCMP, School District #62 and T'Sou-ke First Nation. Comments have been received from agencies and are included in Appendix H.

ALTERNATIVES

Alternative 1
The Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020" directed by the Juan de Fuca Land use Committee to the Otter Point Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR - Archaeology Branch, FLNR - Environmental Stewardship Division Island Health, Ministry of Environment & Climate Change Strategy – Water Stewardship Division, Ministry of Transportation & Infrastructure, RCMP, Sooke School District #62 and T'Sou-ke First Nation be approved and the comments received;
b) That proposed Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020" be introduced and read a first time and read a second time; and
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. 4380.

Alternative 2
That the CRD Board not proceed with proposed Bylaw No. 4380.

Alternative 3
That more information be provided.

IMPLICATIONS

Legislative

The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee on land use planning matters referred to them relating to Part 14 of the *Local Government Act* (*LGA*). The Otter Point APC considered the application its meeting December 8, 2020.

Should the proposal proceed, a public hearing pursuant to Part 14, Division 3 of the *LGA* will be required subsequent to the amendment passing second reading by the CRD Board. Property owners within 500 m of the subject property will be sent notice of the proposed bylaw amendment and a public hearing will be advertised in the local paper and on the website.

A license is required for non-domestic (agricultural) groundwater use pursuant to the *Water Sustainability Act*. This approval is issued by the Province and is not a precondition for rezoning.

Regional Growth Strategy

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. In accordance with CRD policy, where a zoning bylaw amendment that applies to land within the Otter Point Official Community Plan area is consistent with the OCP, it does not proceed to the full CRD Board for a determination of consistency with the RGS.

Referral Comments

Referrals were sent to ten agencies, to CRD departments and to the Otter Point APC. Comments received are summarized below and included in Appendix G.

CRD Bylaw Enforcement does not have any specific objections to the application other than noting that with increased density there may be increased demands for Bylaw Enforcement Services.

District of Sooke stated their interests are unaffected by the proposal.

FLNRO – Archaeology Branch stated there are no known archaeological sites on the property and archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property. Should any suspected archaeological deposits be encountered during land alterations on the property, all work must be halted and the Archaeology Branch contacted.

FLNR – Ecosystems Section noted that any development should follow the relevant guidelines in *Develop with Care 2014: Environmental Guidelines for Urban and Rural Land Development in British Columbia;* any development below the high water mark requires submission of a Section 11 Notification/Approval under the *Water Sustainability Act*; and that completion of a *Riparian Areas Protection Regulation* assessment report is required. Confirmation of sufficient potable water should be conducted as part of the subdivision review.

Island Health stated that the subdivision will be required to comply with Island Health's Subdivision Standards.

RCMP provided no comment.

Sooke School District #61 stated no concerns with the proposal.

T'Sou-ke First Nation stated no concern with the request for creating two residential parcels.

The Otter Point APC met on December 8, 2020, to consider the application. Seven members of the public were in attendance. Three letters were received in support of the application, as well as a petition of support that included twelve signatures. The Otter Point APC moved the following motion:

MOVED by Sid Jorna, **SECONDED** by Stephen Smith that the Otter Point Advisory Planning Commission report to the Juan de Fuca Land Use Committee that it supports the rezoning application.
CARRIED

Land Use

Section 4.1.1 of the Otter Point OCP, Bylaw No. 3819, states that development may be supported subject to the development having a minimal impact on the existing and natural features of the area, control of surface runoff, preventing depletion or contamination of existing wells, responding to physical constraints of the site, including retention of visual landscapes and natural areas, and protecting natural vegetation. In consideration of an application for rezoning, the OCP outlines that support is more likely where it can be demonstrated that community values and features can be protected subject to the following criteria:

a. There is evidence from a Qualified Professional, or it is determined by CRD Planning staff, that the land is suitable for the intended use, there is an assessment of geotechnical and environmental constraints, there is evidence that potable water and sewage disposal can be supported on the parcel, and that development will not deplete or contaminate existing wells;
b. The scale of the proposal supports the rural character of the community;
c. The proposal demonstrates protection and preservation of the integrity of natural features and sensitive environmental features and includes adequate setbacks and vegetated buffers;
d. A means of protection is provided for lands that are considered regionally or locally significant; this includes natural features that are valued by the community or provide public access to points of interest; protection will be provided as an amenity, and may be done by such means as transfer to the CRD, statutory right-of-way, covenant, or stewardship agreement with a conservation society;
e. Construction using the best “green” techniques and materials is proposed; and
f. Works, services or community benefits required to mitigate the impact of development are proposed.

Based on CRD orthorphoto imagery and contour information, the subject property is largely unforested and slopes upwards from west to east at an approximate incline of 20%. The proposed rural residential areas on the east side of the property are not designated as development permit areas for the protection of the environment or for the protection of development from hazardous conditions; however, an area on the agricultural portion, to the west of the existing buildings, is designated as Watercourses and Wetlands development permit area for the protection of Orveas Creek. Since the purpose of the proposed rezoning is to permit two additional rural residential lots on the east side of the property, away from the riparian area, staff recommend that a professional report focused on the riparian area be required through a development permit process, rather than at the time of rezoning. A development permit is required at the time of subdivision, or prior to any land alteration or the issuance of a building permit within the development permit area.

The protection of natural features will also be ensured through the retention of covenants on title. Covenants EE142716 and EW147443 are registered on title limiting building and alterations adjacent to the creek. Covenant CA2238459 is also registered on title requiring further geotechnical review prior to construction. A review of the capacity of the site to accommodate on-site services will be conducted as part of the subdivision application process.

The OCP designates the subject property as Settlement Area 2 which signifies the predominant land use is rural residential; however, agriculture, resource extraction, commercial, industrial, tourism and park uses are also supported. The desired average parcel size for residential development within Settlement Area 2 is 1.0 ha with a minimum parcel size of 0.8 ha. The proposed rezoning and subdivision layout aligns with the intent of the OCP designation.

The proposed plan of subdivision suggests that the required setbacks for the existing uses and buildings can be met; however, upon receipt of a detailed survey as part of the subdivision application, a more detailed review will be conducted by staff to ensure compliance with land use regulations. The statutory park dedication requirements are not applicable to the proposed subdivision. No information about proposed construction practices or materials has been provided, but typical residential and agricultural buildings are anticipated to be developed on the lots.

Through referral to agencies, potential impacts or implications of the proposed development and any applicable best practices or guidelines are considered. The subdivision layout does not meet the requirement that 10% of the perimeter of the lot fronts on a road; therefore, a variance will be required as part of the subdivision process should the rezoning be supported.

Based on the policies of the Otter Point OCP, comments from agencies in the referral process, and a motion of support by the Otter Point APC, staff recommend that proposed Bylaw No. 4380 be introduced, read a first and second time, and that a public hearing be held.

CONCLUSION

The purpose of this zoning bylaw amendment application is to rezone a portion of the subject property from Rural A-1 to Rural Residential 2 (RR-2) and to rezone a portion of the property from Rural A-1 to Agricultural AG-1 for the purpose of creating a three-lot subdivision. Staff have prepared proposed Bylaw No. 4380 and received referral comments from seven agencies and the Otter Point Advisory Planning Commission. Staff recommend receipt of the referral comments and proceeding with first and second reading of the bylaw and holding a public hearing.

RECOMMENDATION

The Land Use Committee recommends to the Capital Regional District (CRD) Board:

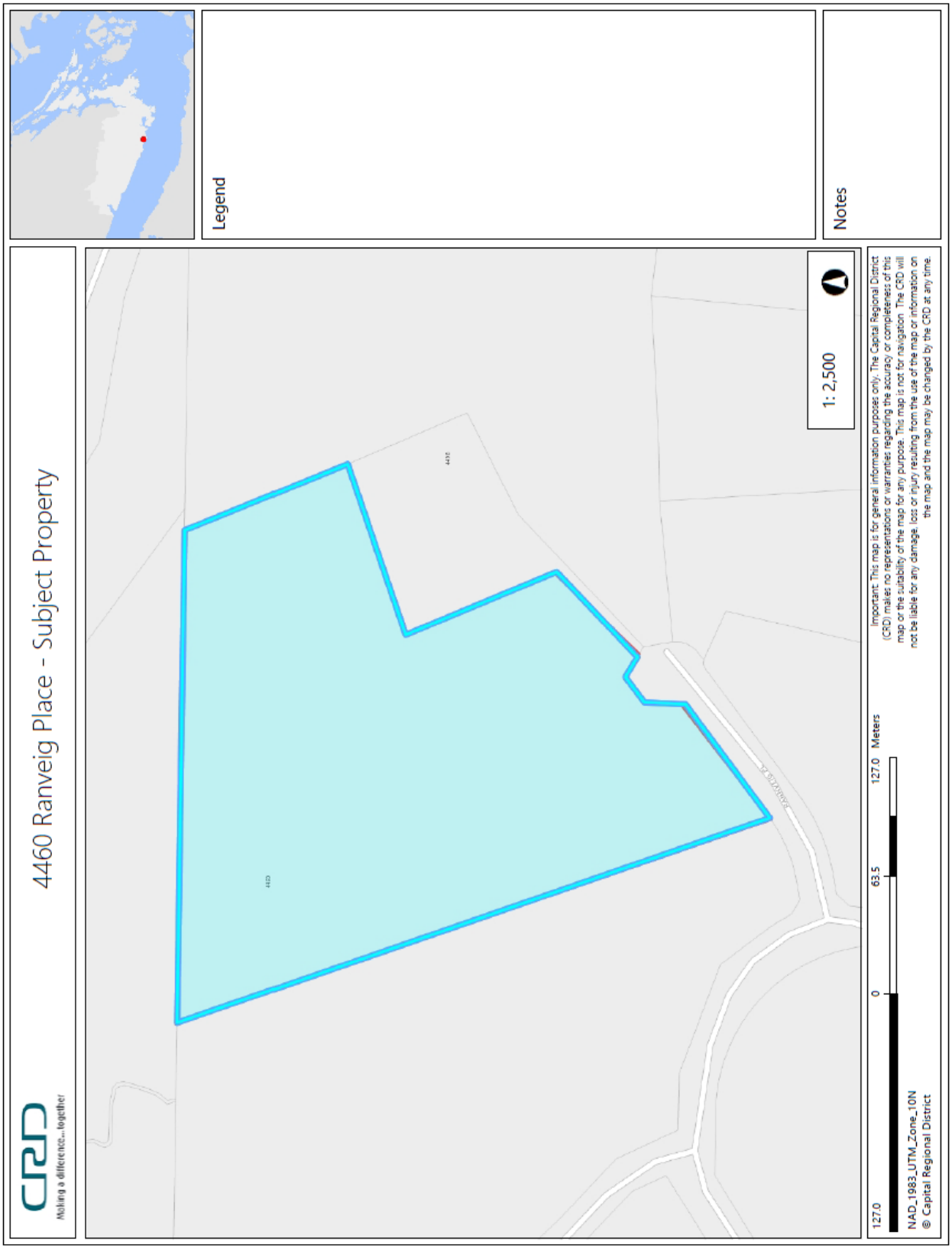
a) That the referral of proposed Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020" directed by the Juan de Fuca Land use Committee to the Otter Point Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR - Archaeology Branch, FLNR - Environmental Stewardship Division Island Health, Ministry of Environment & Climate Change Strategy – Water Stewardship Division, Ministry of Transportation & Infrastructure, RCMP, Sooke School District #62 and T'Sou-ke First Nation be approved and the comments received;
b) That proposed Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020" be introduced and read a first time and read a second time; and
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. 4380.

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

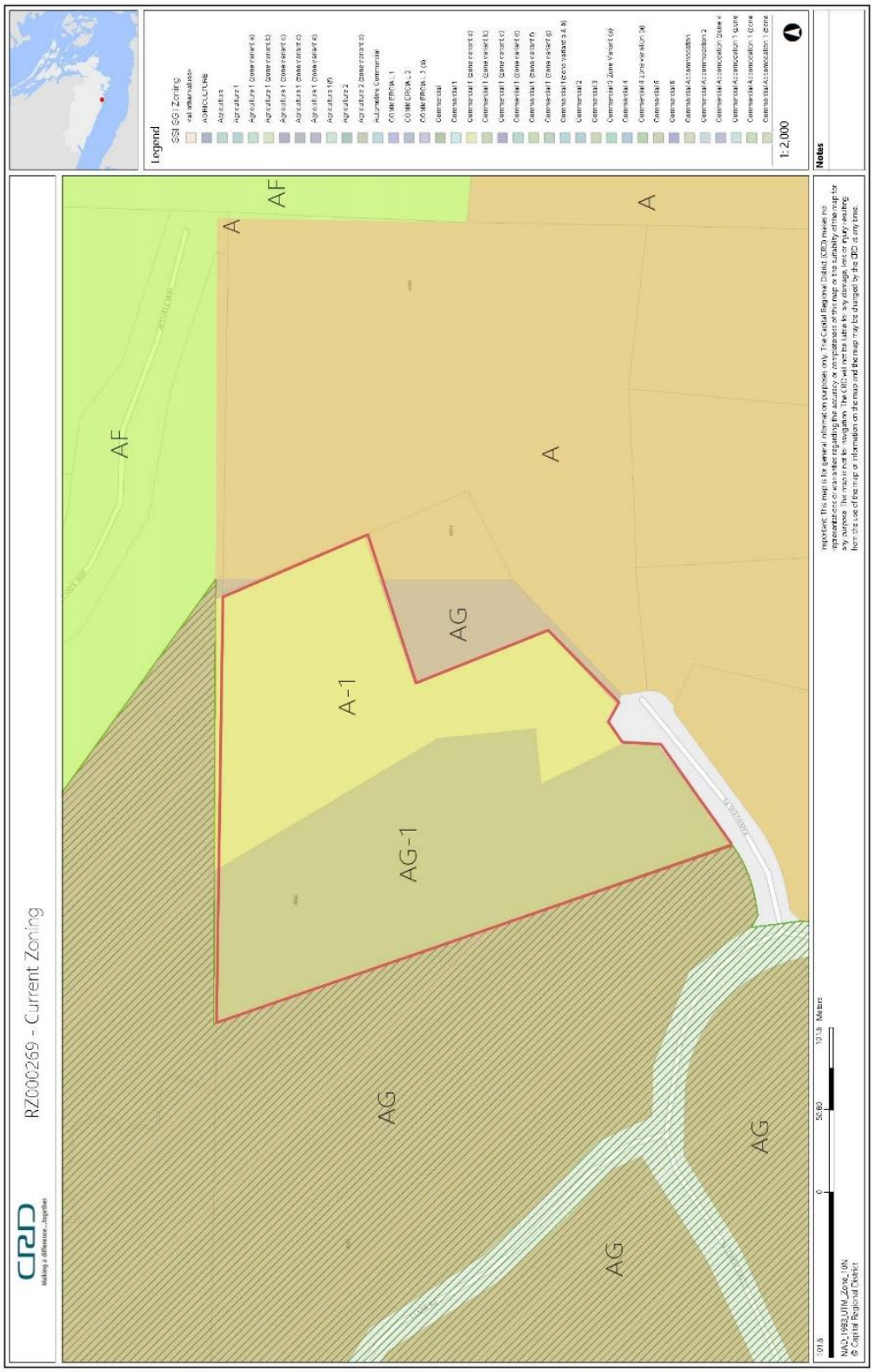
Appendix A: Subject Property Map
Appendix B: Current Zoning
Appendix C: Agricultural 1 (AG-1) Zone
Appendix D: Rural A-1 (A-1) Zone
Appendix E: Rural Residential 2 (RR-2) Zone
Appendix F: Development Proposal
Appendix G: Proposed Bylaw No. 4380
Appendix H: Referral Comments

Appendix A: Subject Property Map




Subject Property
Legend
Notes
ATTRIDGE WAY
CLARK RD
OTTER POINT PL
RANNVEIG PL
1: 2,500
0
63.5
127.0 Meters
NAD_1983_UTM_Zone_10N
© Capital Regional District

Appendix B: Current Zoning



Appendix C: Agricultural 1 (AG-1) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

4C.01 AGRICULTURAL 1 ZONE - AG-1

Bylaw 3797

4C.01 Zone Application

For the purposes of this Bylaw, the Agricultural 1 AG-1 Zone applies only Lot 1, Section 18, Otter District, Plan VIP53538, except part in Plan VIP77828.

4C.02 Permitted Uses

In addition to the uses permitted in Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Agricultural 1 AG-1 Zone:

(a) Agriculture;
(b) Intensive Agriculture;
(c) One-family dwellings;
(d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
(e) Farm Buildings;
(f) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, which may be used but not rented for the temporary accommodation of guests or visitors;
(g) Accessory uses such as on-site logging, and pole- or post- or shake-cutting, from trees grown on the lot;
(h) Two boarders or lodgers.

4C.03	**Minimum Lot Size for Subdivision Purposes**	The minimum lot size shall be 3.03ha.
4C.04	**Number of Dwelling Units**	One one-family dwelling is permitted on a lot.
4C.05	**Height**	Maximum height shall be 11m.
4C.06	**Lot Coverage**	The maximum lot coverage shall be 20 percent.
4C.07	**Maximum Size of Residential Buildings**	Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral: *Bylaw 3705* (i) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m^2, whichever is less; (ii) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.
4C.08	**Yard Requirements, Agriculture and Farm Buildings**	(a) Front yards shall be a minimum of 30m; (b) Side, rear and flanking yards shall be a minimum of 15m.
4C.09	**Yard Requirements for Intensive Agriculture uses and Buildings**	(a) Front yards shall be a minimum of 90m; (b) Side, flanking and rear yards shall be a minimum of 30m.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

4C.10 **Yard Requirements for All Other Permitted Uses and Buildings**

(a) Front yards shall be a minimum of 7.5m;
(b) Side yards shall be a minimum of 6m; except that for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m^2, minimum side yards shall be 15m each side;
(c) Flanking yards shall be a minimum of 6m CTS;
(d) Rear yards shall be a minimum of 10m.

Appendix D: Rural A-1 (A-1) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

2A.0 RURAL ZONE - A-1

Bylaw 3797

2A.01 Zone Application

For the purposes of this Bylaw, the Rural A-1 Zone applies only Lot 1, Section 18, Otter District, Plan VIP53538, except part in Plan VIP77828.

2A.02 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Rural A-1 Zone:

(a) Agriculture;
(b) Intensive Agriculture, except that sites for piggeries, fur farming and other similar agricultural, horticultural and animal raising activities in which the intensity and nature of the use would be materially more offensive by reason of noise, odour or appearance shall be located at least 150m from the nearest Residential or Multiple Family Residential Zone;
(c) Silviculture;
(d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
(e) One-family dwelling;
(f) Two-family dwelling;
(g) Animal Hospitals;
(h) Veterinary Clinics;
(i) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, which may be used but not rented for the temporary accommodation of guests or visitors;
(j) Two Boarders or Lodgers;
(k) Accessory uses such as on-site logging, and pole- or post- or shake-cutting from trees grown on-site;
(l) Finfish culture, land-based;
(m) One secondary suite per lot pursuant to Part 1, Subsection 4.19;
(n) Detached Accessory Suites pursuant to Part 1, Subsection 4.20.

2A.03 Minimum Parcel Size for Subdivision Purposes The minimum lot size shall be 2.4ha.

2A.04 Number of Dwelling Units The maximum density for residential buildings (comprised of one- and/or two-family dwellings) shall not exceed three one-family dwellings or three dwelling units.

2A.05 Height The maximum height permitted shall be 11m.

2A.06 Lot Coverage The maximum lot coverage permitted shall be 15 percent.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

2A.07	**Maximum Size of Residential Buildings**	Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral. *Bylaw 3705* (a) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m^2, whichever is less; (b) On lots of 1ha or more in size, residential buildings and structure shall not exceed a Floor Area Ration of 0.45.
2A.08	**Yard Requirements for Residential Buildings**	(a) Front yards shall be a minimum of 7.5m; (b) Side yards shall be a minimum of 6m except for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m^2, minimum side yards shall be 15m each side; (c) Flanking yards shall be a minimum of 6m CTS; (d) Rear yards shall be a minimum of 11m.
2A.09	**Yard Requirements for Farm Buildings**	(a) Front yards shall be a minimum of 30m; (b) Side, flanking and rear yards shall be a minimum of 15m.
2A.10	**Yard Requirements for Finfish Culture, Land-Based Uses and Structures**	Front, side, flanking and rear yards shall be a minimum of 30m.
2A.11	**Yard Requirements for Intensive Agriculture Uses and Buildings**	(a) Front yards shall be a minimum of 30m; (b) Side, rear and flanking yards shall be a minimum of 30m.

Appendix E: Rural Residential 2 (RR-2) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

6.0 RURAL RESIDENTIAL 2 ZONE - RR-2

6.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others are permitted in the Rural Residential 2 RR-2 Zone:

(a) One-family dwelling;
(b) Two-family dwelling;
(c) Agriculture;
(d) Horticulture;
(e) Silviculture;
(f) Two Boarders or Lodgers;
(g) Farm Buildings on Farms;
(h) Home Based Business Categories One, Two and Three; *Bylaw 3705*
(i) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, which may be used but not rented for the temporary accommodation of guests or visitors;
(j) Secondary suite pursuant to Part 1, Subsection 4.19; *Bylaw 2674*
(k) Detached Accessory Suites pursuant to Part 1, Subsection 4.20. *Bylaw 3605*

6.02 Minimum Lot Size for Subdivision Purposes

(a) Minimum lot size is 1ha;
(b) Notwithstanding Section 6.02(a) of Part 2 of this Bylaw, when the area of the original lot being subdivided is 40ha or more, then lot averaging may be permitted with an average lot size of 1ha and a minimum lot size of 0.5ha;
(c) Notwithstanding Sections 6.02(a) and (b) of Part 2 of this Bylaw, lot sizes for subdivision purposes shall be 1ha average and 0.5 ha minimum for Lot 1, Plan 24917, Sec. 10, Otter District;
(d) Notwithstanding Section 6.02(a) of Part 2 of this Bylaw, when the area of the original lot being subdivided is 40ha or more, minimum lot size may be reduced by a maximum of 20% pursuant to Section 904 of the *Local Government Act* where the following amenities are provided:
  (i) fish habitat protection measures, and
  (ii) public amenity land dedication other than that required under Section 941 of the *Local Government Act*. *Bylaw 3156*

6.03 Number of Residential Buildings

One one-family dwelling or one two-family dwelling is permitted on a lot.

6.04 Height

Maximum height shall be 9m.

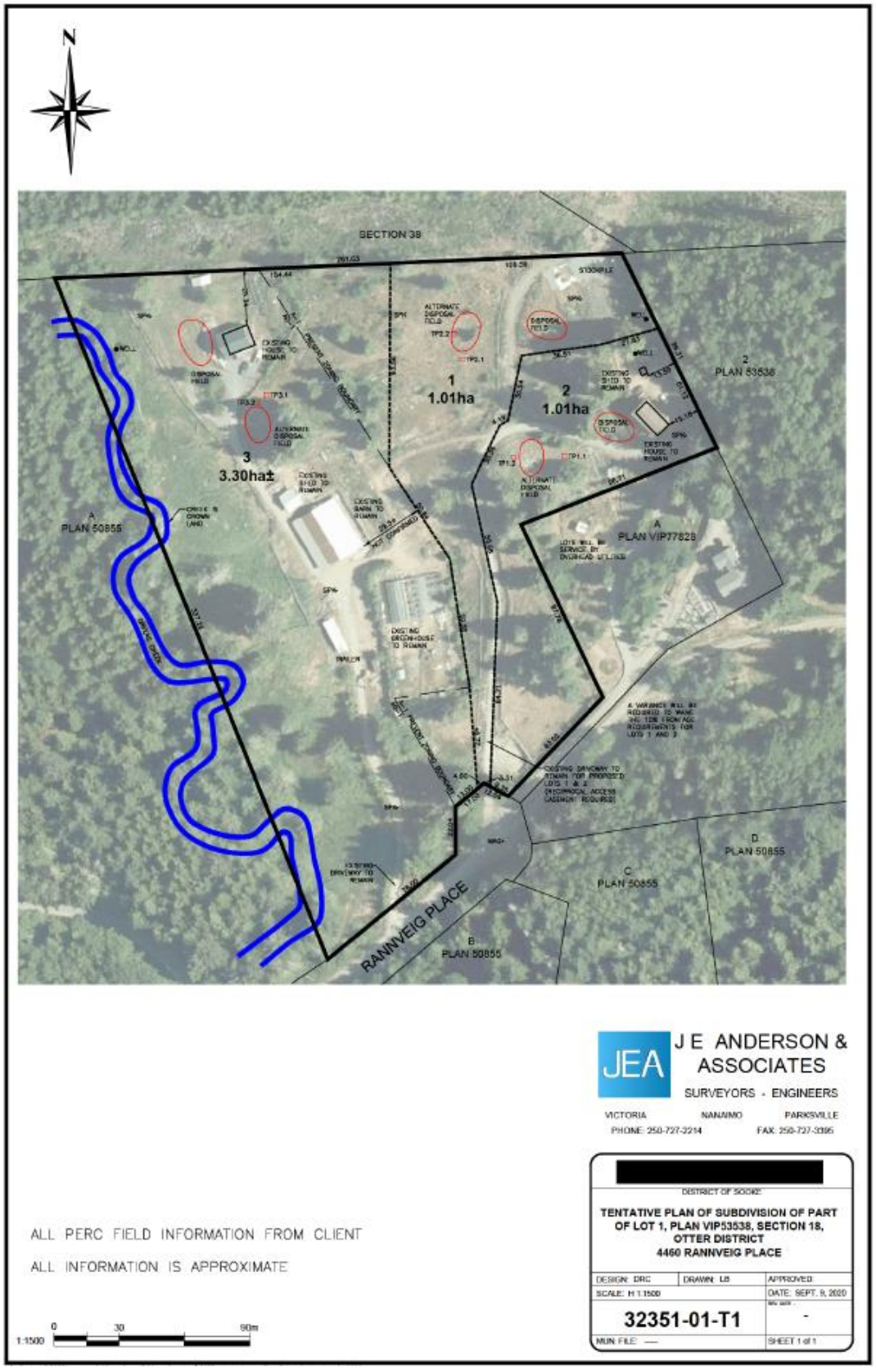
6.05 Lot Coverage

Lot coverage shall not exceed 25 percent

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

6.06	**Maximum Size of Residential Buildings**	Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral: *Bylaw 3705* (i) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m^2, whichever is less; (ii) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.
6.07	**Yard Requirements**	(a) Front yards shall be a minimum of 7.5 m; (b) Side yards shall be a minimum of 6m; except that for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m^2, minimum side yards shall be 15m each side; (c) Flanking yards shall be a minimum of 6m CTS; (d) Rear yards shall be a minimum of 10m.
6.08	**Yard Requirements for Agricultural Buildings and Structures**	Buildings and structures for agricultural use shall be not less than 30m from the front lot line and not less than 15m from any other boundary of the lot.

Appendix F: Development Proposal



Appendix G: Proposed Bylaw No. 4380

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4380

****

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

****

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

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

A. SCHEDULE A, PART 1 – INTERPRETATION AND ADMINISTRATION

(a) By amending Section 2.0 Definitions by deleting "A-1" from the definition of "Rural Zone";

(b) By amending Section 3.07 Zones by deleting the words "A-1 Rural A-1";

B. SCHEDULE A, PART 2 – ZONING DISTRICTS

(a) By deleting Section 2A.0 Rural Zone A-1 in its entirety;

C. SCHEDULE B, MAP No. 2 – OTTER POINT ZONING MAP

(a) By deleting That Part of Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 from the Rural A-1 (A-1) Zone, and adding to the Rural Residential 2 (RR-2) Zone, as shown on Plan No. 1.

(b) By deleting That Part of Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 from the Rural A-1 (A-1) Zone, and adding to the Agricultural 1 (AG-1) Zone, as shown on Plan No. 1.

Plan No. 1 of Bylaw 4380, an amendment to Bylaw No. 2040



2. This bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 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 H: Referral Comments

Wendy Miller

From: Wilf Marquis
Sent: Monday, November 30, 2020 11:22 AM
To: Wendy Miller
Subject: RE: Referral - Zoning Amendment Application for Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 (RZ000269)

CRD Bylaw Enforcement Services has reviewed the staff report for Rezoning Application RZ000269 for 4470 Rannveig Place (proposed Bylaw No. 4380), a proposal to rezone the subject property to create two additional rural residential parcels. The proposed Bylaw No. 4380 is to rezone the property to AG-1 and RR-2 for the purpose of creating a three-lot subdivision.

This staff report and proposed rezoning and subdivision layout it is pointed out aligns with the intent of the OCP designation.

Along with increased density, CRD Bylaw Services could see potentially increased incidents regarding nuisance type issues such as noise, unsightly property, barking dogs, etc. given closer proximity to neighbors.

CRD Bylaw Enforcement does not have any specific objections to this application other than noting that with increased density there may be increased demands for Bylaw Services intervention.

Wilf MARQUIS | Senior Bylaw Officer
Bylaw and Animal Care Services| Capital Regional District
#212-2780 Veterans Memorial Parkway, Victoria, B.C. V9B 3S6
T: 250.474.3351 (21) | C: 250.883.1299 | F : 250.391.9727
www.crd.bc.ca |

District of Sooke

December 7, 2020

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

Attn: Iain Lawrence, Manager, Community Planning

RE: Referral Comments on Bylaw No. 4380 – Rezoning Application RZ000269 (4460 Rannveig Place)

Upon review of the proposed bylaw amendments staff have determined that the District of Sooke's interests are unaffected.

Thank you for providing the opportunity to comment on the proposed rezoning.

Regards,

Tara Johnson, RPP MCIP
Planner II- District of Sooke
2205 Otter Point Road, Sooke BC V9Z 1J2
Phone (250) 642-1634

c: Matthew Pawlow, Director of Planning and Development

Wendy Miller

From: Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>
Sent: Tuesday, December 15, 2020 11:25 AM
To: Wendy Miller
Subject: RE: Rezoning Application RZ000269 - CRD Referral

Hello Wendy,

Sorry about the brevity of this response.

Thank you for your referral regarding rezoning of 4460 Rannveig Place, Otter Point, PID 017612471, LOT 1, SECTION 18, OTTER DISTRICT, PLAN VIP53538, EXCEPT PART IN PLAN VIP77828.

There are no known archaeological sites on the property and archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property.

There is always a possibility for previously unidentified archaeological sites to exist on the property. Should any suspected archaeological deposits be encountered during land alterations on the property, all work must be halted and the Archaeology Branch contacted at 250-953-3334 for direction.

Please let me know if you have any questions regarding this information.

Kind regards,

Diana

BRITISH COLUMBIA

Diana Cooper
Archaeologist/Archaeological Information Administrator
Archaeology Branch | Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Phone: (250) 953-3343 | Email: diana.cooper@gov.bc.ca | Website www.gov.bc.ca/archaeology

RESPONSE SUMMARY – REZONING APPLICATION RZ000269

___ Interest Affected by Proposal for Reasons Outlined Below

__X__ Interest Unaffected by Proposal

Comments:

We have few concerns with the proposed rezoning and subdivision of the property located at 4460 Rannveig Place in Otter Point as the property has been used for agriculture and most of the trees and other native vegetation have been removed the site. We recommend that any development that occurs following subdivision follow the relevant guidelines in *Develop with Care 2014: Environmental Guidelines for Urban and Rural Land Development in British Columbia* . Orveas Creek flows through the property. Any development below the high water mark of the creek will require the submission a Section 11 Notification/Approval under the Water Sustainability Act before the start of work. Also, any proposed development within 30 m of Orveas Creek will require the completion of a Riparian Areas Protection Regulation assessment report prepared by a Qualified Environmental Professional.

We have no information in our records to suggest that there is insufficient potable ground water for the two new lots that would be created by subdivision. Confirmation of sufficient potable water will be determined by the Ministry of Transportation and Infrastructure subdivision review process which will likely require the drilling of test wells and pump tests.

Dr. Grant Bracher P.Ag., R.P.Bio.	Ecosystem Biologist
Signed	Title
November 27, 2020	Ecosystems Section FLNRORD
Date	Agency

RESPONSE SUMMARY – REZONING APPLICATION RZ000269

✓ Interest Affected by Proposal for Reasons Outlined Below

___ Interest Unaffected by Proposal

Comments:

No objections to this zoning amendment provided Island Health is referred to during the subject property's subdivision to ensure compliance with the Island Health Subdivision Standards.

Signed

Environmental Health Officer (EHO)
Title

Nov 24, 2020
Date

Island Health
Agency

Wendy Miller

From: Brett SINDEN <brett.sinden@rcmp-grc.gc.ca>
Sent: Thursday, December 10, 2020 11:59 AM
To: Wendy Miller
Subject: RE: Rezoning Application RZ000269 - CRD Referral

No comment to make.

Thanks,

Brett

S/Sgt Brett SINDEN
Detachment Commander
Sooke RCMP
250-642-5241 extension 2227

Wendy Miller

From: Pete Godau <pgodau@sd62.bc.ca>
Sent: Thursday, November 19, 2020 2:56 PM
To: Wendy Miller
Cc: Scott Stinson; Harold Cull; Windy Beadall; Kristina Ross
Subject: FW: Rezoning Application RZ000269 - CRD Referral
Attachments: PPS-JDF-2020-11-17-RZ000269-Referral-LUC-Report.pdf; REFFERAL-FORM-AGENCIES-RZ000269.pdf

Good afternoon Wendy,

At this the school district does not have any concerns with the referral.

Thanks,

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

Wendy Miller

From: landsmanager@tsoukenation.com
Sent: Thursday, December 10, 2020 1:33 PM
To: Wendy Miller
Subject: RE: Rezoning Application RZ000269 - CRD Referral

Hello,

At this time I do not see any issues with this request for creating 2 residential parcels. Does thids not have to go through the District of Sooke?

Elizabeth

6. Rezoning Application

a) RZ000269 - Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 (4460 Rannveig Place)

Emma Taylor spoke to the staff report and the request to rezone the subject property to create two additional rural residential parcels by rezoning a portion of the subject property from Rural A-1 to Rural Residential 2 (RR-2) and rezoning a portion of the property from Rural A-1 to Agricultural AG-1.

Emma Taylor confirmed that the Juan de Fuca Land Use Committee considered the application at its meeting of November 17, 2020 and recommended that the proposal be referred to agencies and to the Otter Point Advisory Planning Commission. Emma Taylor directed attention to the Otter Point Official Community Plan policies for consideration of an application for rezoning, as included in the staff report. Emma Taylor further directed attention to the submissions received in response to the notices delivered to owners and occupants within 500 m of the subject property, as included on the supplementary agenda.

Emma Taylor confirmed that:

- a Qualified Environmental Professional's report will be requested to support a development permit application as part of the subdivision application process as the property is designated as a Watercourse and Wetland development permit area
- there are covenants registered on the title limiting building and alterations adjacent to the creek
- a further covenant is registered on title requiring geotechnical review prior to construction
- the statutory requirement for park dedication is not triggered as only two new lots are being created
- an application for subdivision for a relative as permitted by *Local Government Act* has not been submitted
- the applicants have declared that subdivision is being pursued for family members

Emma Taylor advised that the applicants and members of the public are in attendance.

The applicant stated that:

- after the property was initially rezoned in 2011 to Rural A-1 and Agricultural AG-1, a second dwelling was built
- the second dwelling is occupied by her son
- the intent of the rezoning application to permit subdivision to create one lot for her son and one lot for her daughter
- wells, hydro and septic are already in place for the two proposed lots
- the two proposed lots are sited to the north-east, well away from Orveas Creek
- there are no trails on subject property

MOVED by Sid Jorna, **SECONDED** by Stephen Smith that the Otter Point Advisory Planning Commission report to the Juan de Fuca Land Use Committee that it supports the rezoning application.

CARRIED

7. Development Permit with Variance Application

a) DV000073 - Lot 5, Section 87, Sooke District, Plan VIP64712 (Seedtree Road)

Iain Lawrence spoke to the staff report and the application for a development permit with variance to address the Steep Slopes, Riparian, and Sensitive Ecosystem (DP) guidelines, and to reduce the requirement that 10% of the parcel perimeter fronts onto a public highway, for the purpose of authorizing the development of a subdivision.

Iain Lawrence highlighted the subject property map and the proposed plan of subdivision.

Iain Lawrence confirmed that:

- the applicant has submitted an application for a 2-lot subdivision for a relative under Section 514 of the *Local Government Act*
- as there are four existing homes, the property is built out
- accordingly, no professional reports have been requested as part of the subdivision process
- development permits and accompanying professional reports would be required at such time that development activities are planned within the designated development permit areas
- no comments were received in response to the notice of intent mailed to adjacent property owners within 500 m of the subject property

Iain Lawrence responded to a question from the LUC advising that proposed Lot 2 is accessed by an existing driveway easement through the neighboring property to the east.

The applicant stated that the access easement for 670 Seedtree Road (proposed Lot 1) over the neighbouring property to the west was established when the property was initially developed.

MOVED by Stan Jensen, **SECONDED** by Roy McIntyre that the Land Use Committee recommends to the Capital Regional District (CRD) Board:
That Development Permit with Variance DV000073 for Lot 5, Section 87, Sooke District, Plan VIP64712, to authorize a 2-lot subdivision within Steep Slopes, Riparian, and Sensitive Ecosystems Development Permit Areas, and to vary Juan de Fuca Land Use Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum road frontage requirement from 10% (97.68 m) to 8.75% (85.49 m), be approved.

CARRIED

8. Zoning Amendment Application

a) RZ000269 - Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 (4460 Rannveig Place)

Iain Lawrence spoke to the staff report and the application to rezone the split-zoned property to create two additional rural residential parcels.

Iain Lawrence highlighted the subject property map, proposed zoning boundaries, and the proposed plan of subdivision.

Iain Lawrence confirmed that the LUC directed referral of the proposal to agencies and to the Otter Point Advisory Planning Commission (APC) at its November 17, 2020, meeting. The APC met on December 8, 2020, to consider the proposal. Three letters and a petition in support of the application were received at that time. The APC recommended support for the rezoning proposal.

Iain Lawrence directed attention to the referral comments included in the staff report and on the supplementary agenda. The referral comment from the Ecosystems Section of the Ministry of Forests Lands and Natural Resource Operations notes the requirement for a *Riparian Areas Protection Regulation (RAPR)* assessment report. Iain Lawrence reported that the *RAPR* report will be requested at the time of subdivision.

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

a) That the referral of proposed Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020" directed by the Juan de Fuca Land use Committee to the Otter Point Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR - Archaeology Branch, FLNR - Environmental Stewardship Division Island Health, Ministry of Environment & Climate Change Strategy – Water Stewardship Division, Ministry of Transportation & Infrastructure, RCMP, Sooke School District #62 and T'Sou-ke First Nation be approved and the comments received;
b) That proposed Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020" be introduced and read a first time and read a second time; and
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. 4380.

CARRIED

9. Adjournment

The meeting adjourned at 7:16 pm.

_____
Chair

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REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 27, 2021

SUBJECT **Regional Trails Widening Study**

ISSUE SUMMARY

To receive the Regional Trails Widening Study and seek direction to conduct public engagement on the preferred option for widening, separating and lighting priority sections of the Galloping Goose and Lochside regional trails.

BACKGROUND

The 55 km multi-use Galloping Goose Regional Trail, established in 1987 along a former railway corridor, experiences nearly 2 million recorded visits per year. The 29 km Lochside Regional Trail was established in 2001, also within a former railway corridor, and has approximately 1 million recorded visits per year. The urban sections of these trails have a 3.0-4.0 metre wide paved surface with a dual direction flow for cyclist and pedestrian uses, and are classified as *Bike and Pedestrian Trails* in the 2016 Capital Regional District (CRD) Regional Trails Management Plan (RTMP) for both recreation and active transportation corridors.

The RTMP provides direction to conduct a comparative study to assess the engineering feasibility and cost/benefits of widening and separating the urban portions of the regional trails and to study whether to install lighting along the corridors. The CRD retained consultant services in 2019 to conduct the Regional Trails Widening Study. The study considered options to widen and separate trail users and potentially light the 6.6 km portions of the Galloping Goose Regional Trail between the Selkirk Trestle and Grange Road (adjacent McKenzie Avenue) and the Lochside Regional Trail between the Switch Bridge and McKenzie Avenue/Borden Street. Urban Systems and PBX Engineering (the "Consultants") were retained for the project and submitted a report (the "Report") with recommendations and conceptual design drawings to Regional Parks in 2020 (see Appendix A).

The consultants evaluated three design options for widening and separating the regional trails based on an analysis of the current trail conditions, projected user volumes and best practices. The options include: a widened 5.0 m multi-use pathway; a 6.5 m separated use pathway; and an 8.5 m separated use pathway with centre boulevard.

The Report recommends, and trail user numbers support, a separated use pathway design that is a 4.0 m dual-direction bicycle path and a 2.5 m adjacent, dual-direction pedestrian path separated by line painting. This represents an increase of approximately 1.0-3.5 m width along much of the corridor. Hard-wired, LED, pedestrian-scale lighting is also recommended at 40 m intervals along the trail corridors, except for the segment of Lochside adjacent to Swan Lake Nature Sanctuary, where reflective markings are suggested. Solar lighting is not recommended because estimated capital costs are approximately twice as high as hardwired options, lighting levels are difficult to achieve in winter months, and LED luminaires have low energy requirements.

The Report acknowledges that the recommended trail reconfiguration represents a long-term build out and improvements will likely be completed in sections as funding becomes available.

The highest priority area identified for improvement is the 1.6 km section of the Galloping Goose between Selkirk Trestle and Culduthel Road, near Uptown, due to it having the highest trail user volumes and narrowest trail widths of the sections considered in this report.

ALTERNATIVES

Alternative 1

The Regional Parks Committee recommends to the Capital Regional District Board:

1. That the Regional Trails Widening Study be received for information;
2. That staff be directed to conduct public engagement on the 6.5 m separated use pathway design with lighting and implementation priorities, as recommended; and
3. That staff report back to a future committee meeting with further recommendations.

Alternative 2

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

IMPLICATIONS

Financial Implications

Order of magnitude 'Class D' cost estimates were developed for each of the trail configuration and lighting options reviewed in the Report. Cost estimates were derived in 2020 costs, assuming total removal of existing pathway and stripping to design width of new pathway for comparative purposes. The total construction cost estimate provided by the consultant of constructing the separated use pathway for the entire 6.6 km study area is estimated to be $14.2 million, including $1.2 million for lighting and 33% contingency. The total project cost is estimated at $17.8 million when all other costs are included, such as further detailed design work, permits, environmental studies and project management.

Opportunities for cost reduction have been analyzed for both the trail configuration and lighting components that may represent reasonable compromises yet still achieve the increased trail capacity and safety as outlined in the Report. Opportunities explored for cost reduction include: reuse of existing pavement and subgrade, realignment of some trail sections to avoid rock slopes and reduce trail width in constrained areas, retain the existing 5.5 m trail width (as recently reconstructed) through McKenzie Interchange area, and only light priority areas. Staff believe that a reasonable estimate of the magnitude of potential cost savings could lower the cost-per-metre from $2,670 to approximately $2,000, resulting in a total estimated project cost of $13.2 million. These cost reductions have been provided by the consultant and are deemed by staff to be reasonable based on recent similar CRD projects.

Funding to support widening, separating and lighting the regional trails is limited and will require innovative cost-sharing approaches, partnerships and successful grant applications to acquire the necessary funds to support implementation, which is anticipated to be in a phased approach over a number of years.

Social Implications

The 2019 Regional Trails Visitor Use Survey results highlight a year-round use of the trails for commuting and recreation. Cyclists comprise the largest user group. A high satisfaction was expressed by survey respondents about their experiences on the trails. Respondents reported the following perceived issues on the regional trails: increase in user volumes and speed, lack of separation between trail uses, poor trail etiquette, lack of lighting, safety concerns at intersections, and crime. Widening or twinning the trails and providing lighting, among other suggestions, were proposed as actions the CRD could undertake to improve satisfaction.

The Report offers recommended trail design configurations based on user volumes, speed differential, user safety, personal security, traffic intersections, etiquette, changes in technology, as well as forecasted use trends, best practices and trail design standards. The recommended separated use pathway with lighting is proposed to address many of the concerns noted in the Visitor Use Survey and RTMP.

Stakeholders and the public should be engaged next to validate the recommended facility design, lighting and implementation priorities suggested. Staff recommend a medium-to-high effort engagement process and propose developing an engagement plan that ensures adequate and diverse opportunities in 2021 for public, local government and First Nations input and involvement.

Environmental & Climate Implications

The CRD Board Priorities for 2019-2022 identify green and affordable multi-modal transportation and reduced greenhouse gas emissions as desired outcomes. The Board declared a climate emergency in 2019, committing to prioritizing climate action initiatives, including mitigating the environmental impacts of transportation by providing opportunities for active transportation. The proposal to create a separated-use pathway and install lighting in the urban portions of the regional trails aligns with the initiatives in the Regional Trails Master Plan and Regional Climate Action Strategy.

Service Delivery Implications

Critical infrastructure on the regional trails within the 6.6 km study area identified for potential repairs or replacement in the next five years includes the Interurban Bridge, the Swan, Brett and Selkirk trestles, and some trail resurfacing on the Lochside Regional Trail. In 2021, $70,000 is budgeted for resurfacing a section near Swan Lake and, in 2025, $80,000 is budgeted for resurfacing a section between Swan Trestle and Quadra Avenue. Overall, the paved trail surfaces are deemed to be in good condition, with a projected lifespan of 25-30 years remaining. The asphalt replacement value of the entire 22 km of paved sections of the Galloping Goose and Lochside regional trails is approximately $11.7 million.

Wider pathways with increased paved surface and more pavement markings would require incrementally more effort to maintain and upkeep over time. New electrical infrastructure, such as lampposts, would require ongoing preventative maintenance (i.e., cleaning, graffiti removal) and although LED luminaires require minimal maintenance, replacement may be required in 10-20 years.

Intergovernmental Implications

The implementation of the recommendations requires collaboration and coordination among government agencies and community partners. In particular, the segments of regional trails in the study area are owned by the Province (Ministry of Transportation & Infrastructure) and road crossings are within the City of Victoria and District of Saanich jurisdictions.

CONCLUSION

The Regional Trails Widening Study, completed in 2020, addresses a priority action in the Regional Trails Management Plan and supports the Board's climate action initiatives. Three conceptual design options for widening, separating and lighting a 6.6 km section of the Galloping Goose and Lochside regional trails were evaluated and, based on factors such as current trail conditions, user volumes and best practices, the recommended design is a 6.5 m wide separated-use pathway with hardwired LED lighting, with the highest priority area identified for improvement being the 1.6 km section of the Galloping Goose between Selkirk Trestle and Culduthel Road. The total estimated project cost for the entire 6.6 km study area could be reduced from $17.8 to $13.2 million, if a number of cost saving measures are utilized, such as reusing existing pavement and subgrade where feasible, strategic trail realignments, and only lighting priority areas, such as intersections and underpasses. Staff recommend conducting public engagement next on the separated-use pathway design with lighting opportunities and priority sections for implementation, as presented, and report back to a future committee meeting with further recommendations.

RECOMMENDATION

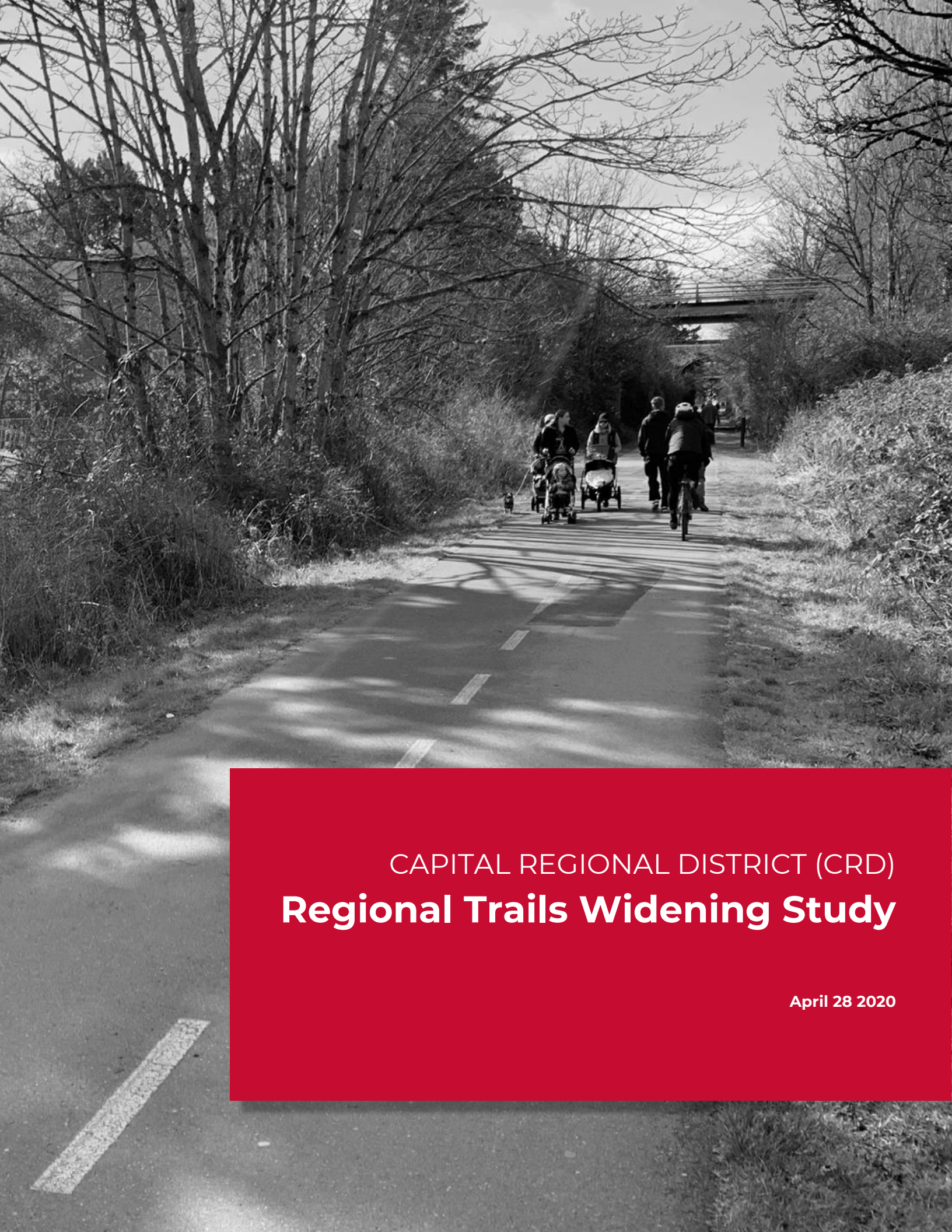
The Regional Parks Committee recommends to the Capital Regional District Board:

1. That the Regional Trails Widening Study be received for information;
2. That staff be directed to conduct public engagement on the 6.5 m separated use pathway design with lighting and implementation priorities as recommended; and
3. That staff report back to a future committee meeting with further recommendations.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Steve May, P.Eng., Acting General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Regional Trails Widening Study Report – Urban Systems (April 2020)



CAPITAL REGIONAL DISTRICT (CRD)

Regional Trails Widening Study

April 28 2020

Report for

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

April 28 2020

Prepared by

Urban Systems
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File no. 001692.0049.01

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URBAN SYSTEMS

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Appendix A.
Trail User Volumes Methodology

Appendix B.
Precedent Trail Facilities Feature Sheets

Appendix C.
Conceptual Design Plans

Appendix D.
Detailed Option Evaluation

1.0 Introduction

1.1 Background

The Galloping Goose and Lochside Regional Trails have steadily increased in popularity since being constructed in the late 1980s (Galloping Goose) and early 2000s (Lochside). The increase in user volumes and conflicts in urban trail sections have been identified as challenges for years. The Capital Regional District (CRD) manages the Galloping Goose and Lochside Regional Trails as part of the Regional Parks service and is seeking to ensure both trails continue to provide a safe, comfortable user experience in consideration of both existing conditions and possible future changes in trail user volumes and travel modes. Lighting is also an important opportunity to improve safety and comfort among trail users, recognizing that trail use is not limited to daylight hours. Possible impacts of trail lighting, such as impacts on adjacent properties, must also be considered.

The 2016 *Regional Trails Management Plan* (RTMP) identifies assessing the feasibility of separating or widening the Galloping Goose between Selkirk Trestle and McKenzie Avenue / Highway 1 (Section 3.5, 3), as well as to assess widening the Lochside between the Switch Bridge and McKenzie Avenue (Section 4.5, 4) as a short-term need. The RTMP also identifies the need to study the possibility of adding lighting along regional trails.

1.2 Purpose

The purpose of this study is to identify and recommend conceptual designs for separating or widening two segments of CRD Regional Trails based on an analysis of the engineering feasibility, costs, benefits and best practices. The project also includes an assessment and recommendations for lighting the segments of trail. Both items are in pursuit of identified action items from the 2016 RTMP.

While this study is focused specifically on the trail segments identified in *Section 1.4*, the research and recommendations may have application when considering trail widening and lighting elsewhere in the regional trail system.

1.3 Overview

This study includes the following general components:

1. A review of existing trail conditions, including user volumes, trail width and constrained locations that may impact design options;
2. A review of research and best practices for trail widening, separating and lighting based on available technical guidelines documents and a review of precedent trails in other communities;
3. Identification of opportunities and challenges for three trail widening and reconfiguration options with supporting design concepts and cost estimates, including lighting concepts for each;
4. Research and recommendations on whether to light the identified trails sections and a long-term approach to trail lighting; and
5. A recommended trail widening or separation option supported by a multi-criteria evaluation of three options.

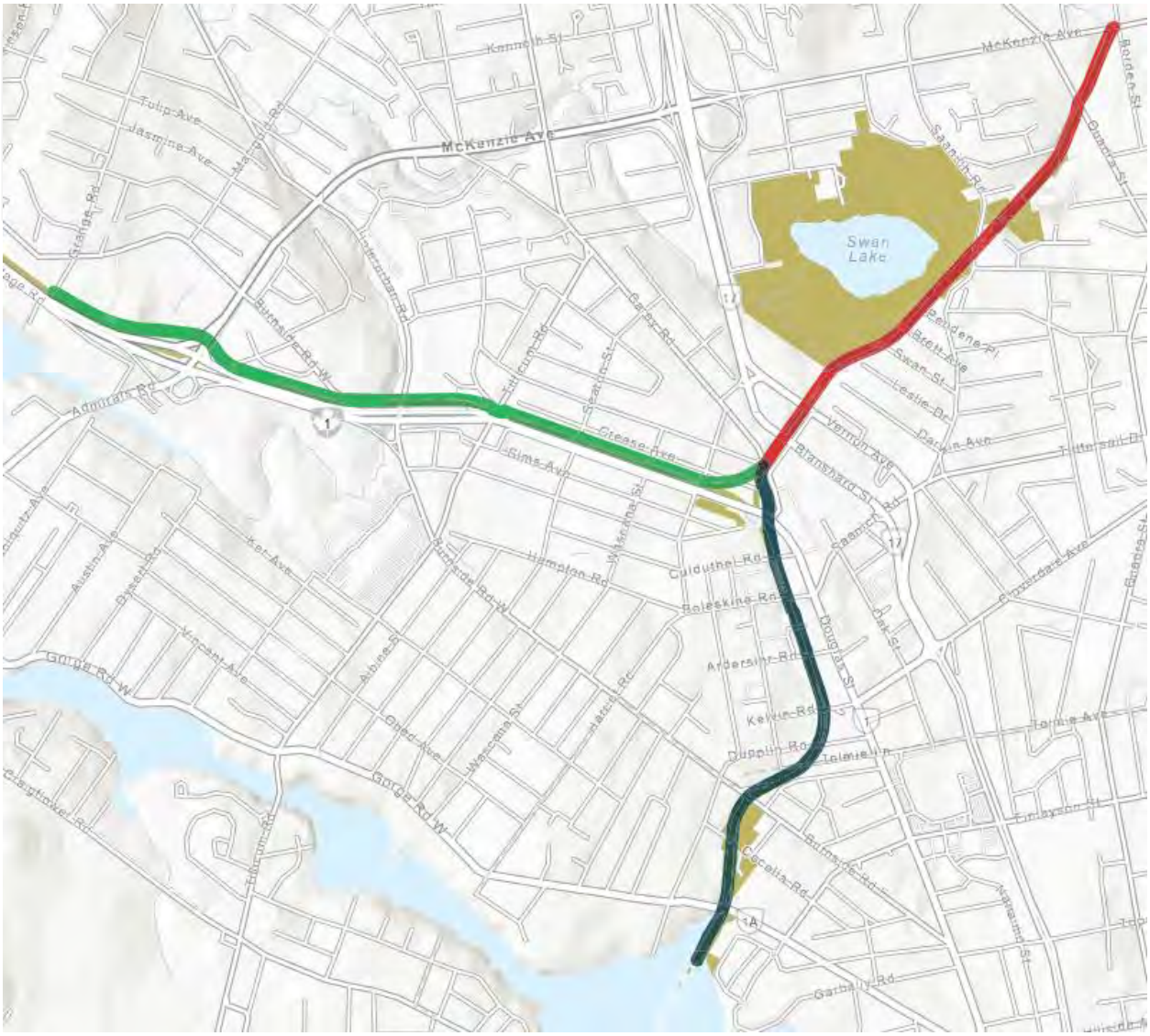
1.4 Study Area

The study considers a total of 6.6km of the Galloping Goose and Lochside Regional Trails. The study area includes three distinct trail sections that are referenced throughout this study, as summarized below and identified on **Map 1**:

- **Section A**. Galloping Goose Regional Trail between the Selkirk Trestle and Switch Bridge (2.0km);
- **Section B**. Galloping Goose Regional Trail between the Switch Bridge and Grange Road (2.6km); and
- **Section C**. Lochside Regional Trail between the Switch Bridge and McKenzie Avenue (2.0km)

The regional trail sections that are the focus of this study are urban and generally experience the highest level of use in the regional trails system. The section of the Galloping Goose Regional Trail south of the Selkirk Trestle is under the City of Victoria's jurisdiction and has not been included in the detailed investigations contained in this report.

Map 1. Study Area



Trail Sections

- **Section A**. Galloping Goose, Selkirk Trestle to Switch Bridge
- **Section B**. Galloping Goose, Switch Bridge to Grange Rd
- **Section C**. Lochside Trail, Switch Bridge to McKenzie Ave

1.5 Jurisdiction

The regional trail corridors are owned by the Province. The CRD Regional Parks service manages the trails under a licence of occupation.

Intersections with adjacent roadways, as well as select infrastructure along the corridors (i.e., bridges, underpasses), are generally under the local municipal (District of Saanich, City of Victoria) or Ministry of Transportation + Infrastructure's (MoTI) jurisdiction, thereby limiting the CRD's direct influence over these facilities.

2.0 Current Condition

2.1 Design Parameters

The following is a brief summary of existing conditions and key trail parameters that may dictate the feasibility of trail widening and lighting options.

2.1.1 Trail Classification

The classification of the sections of the Galloping Goose and Lochside Regional Trails that are the focus of this study are the starting point for identifying the intended function of the trail and the trails users that can be anticipated. These trail sections are classified in the *Regional Parks Strategic Plan* as "Bike and Pedestrian Trails". The definition given to these facilities is as follows:

> *Regional trails that are designated primarily to accommodate a high volume of users for recreational and commuting cycling, and for walking and running. Non-motorized vehicle transportation corridors for commuters, they are the arterial cycling trails in the region. These trails have major infrastructure and a paved surface.*

The RTMP provides further guidance on trail use and management, noting specifically that in high-use, urban areas the transportation role of trails is to be given primary consideration in trail planning and management.

2.1.2 Trail Dimensions

Rights-of-Way

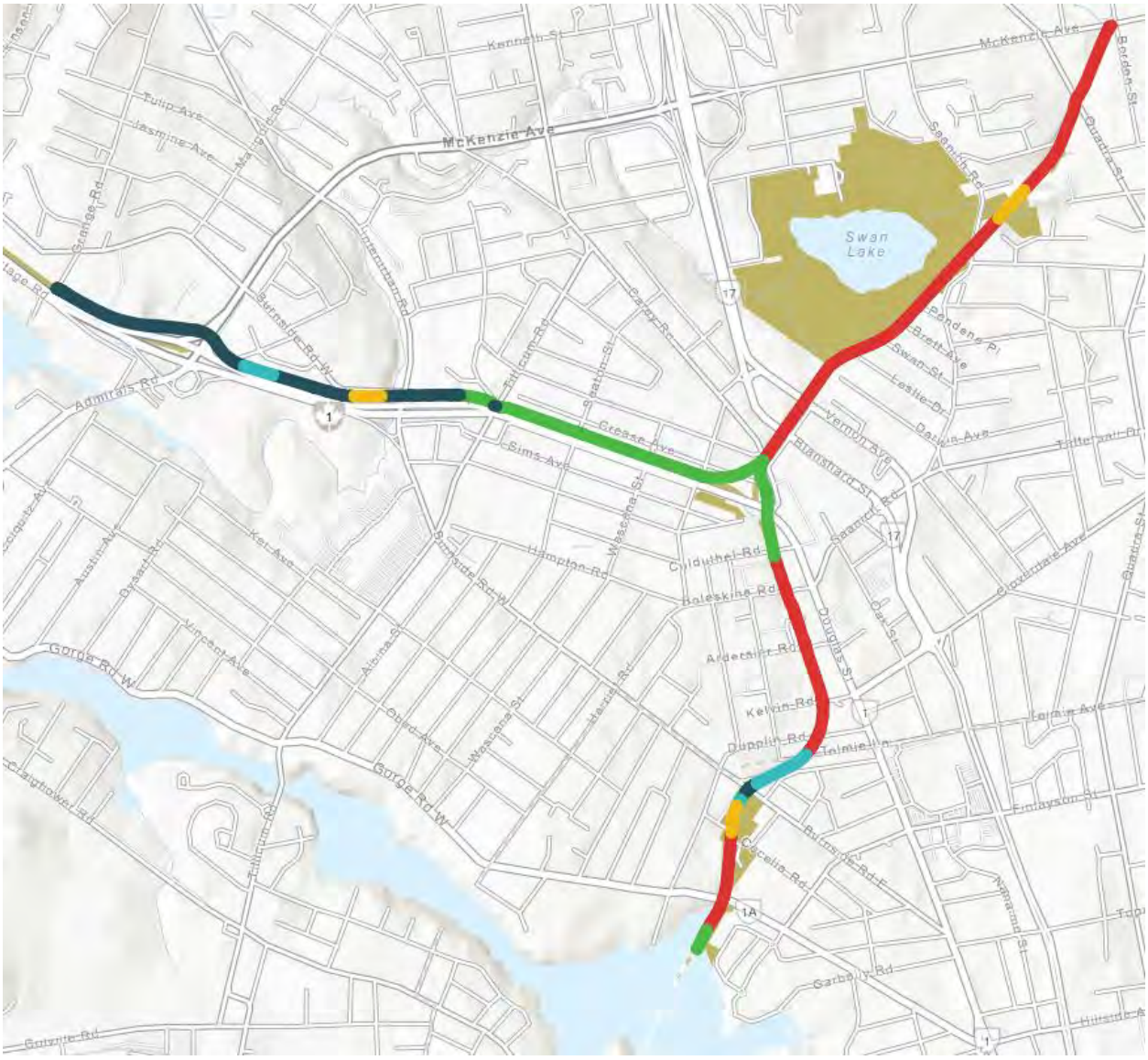
The trail rights-of-way vary significantly along their entire length. Widths are typically in the range of 15.0 to 20.0m, and as low as 10.0m in their narrowest locations.

The trail rights-of-way will be wide enough in all locations to accommodate possible widening or reconfiguration options and are not a constraint that need to be considered in this study.

Trail Width

The existing trails are multi-use facilities that accommodate pedestrians, cyclists and other trail users in a shared space. Directional travel is separated by a painted centre line (either dashed or solid) in most locations. Generally, the trails widths are 3.0 – 4.0m wide throughout the study area. The Lochside Regional Trail (Section C) is 3.0 – 3.5m along its entire length, whereas the portion of the Galloping Goose Regional Trail is approximately 4m wide, with increased width west of Interurban Road as part of recent upgrades associated with the McKenzie Interchange. A full inventory of the trails widths is included in **Map 2**.

Map 2. Existing Trail Widths



2.1.3 Corridor Constraints

Physical "pinch points" such as bridges, trestles and underpasses are unlikely to change in width as part of any trail widening / reconfiguration due to the prohibitive cost of alterations and in some cases the CRD's lack of jurisdiction over the structures. This includes five overpasses (i.e., bridges / trestles) and six underpasses. Each has been catalogued below in **Table 1**. Some consideration is given in subsequent sections to trestles that are known to require significant investment and/or replacement by the CRD in the next twenty years and where future widening may be considered.

Beyond physical infrastructure constraints, the corridors present challenges with the trail elevation relative to adjacent lands, largely a result of the corridors initially being established and constructed as railway lines. Rock cut and corridor drainage facilities result in constrained widths on the Galloping Goose Regional Trail between Gorge Road and Tolmie Avenue, as well as the Lochside Regional Trail between Switch Bridge and Darwin Avenue. Areas where the trail bed is elevated relative to surrounding areas is also a challenge to trail widening, particularly on the Galloping Goose west of Crease Avenue and on the Lochside north of Darwin Avenue. These locations are considered in detail in the concept design options in **Section 4** below in terms of both the costs associated with potential widening, as well as the impacts on adjacent areas.

Table 1. Summary of Infrastructure Constraint Locations

Location		Available Width	Jurisdiction
Section A	Gorge Road (underpass)	8.5m	City of Victoria
	Burnside Road (underpass)	5.4m	City of Victoria
	Boleskine Road (underpass)	6.7m	District of Saanich
	Switch Bridge (overpass)	4.0m	MoTI
Section B	Interurban Road (overpass)	4.0m	CRD
	McKenzie Interchange (overpass)	5.5m	MoTI
Section C	Carey Road (underpass)	6.0m	District of Saanich
	Blanshard Street (underpass)	7.8m	MoTI
	Vernon Avenue (underpass)	5.8m	MoTI
	Brett Trestle (overpass)	3.5m	CRD
	Swan Lake Trestle (overpass)	3.5m	CRD

2.1.4 Trail Surface

The majority of the trail surface within the study area is asphalt with exceptions where the trails pass over a bridge or trestle, as follows:

- Concrete surface on the Switch Bridge and McKenzie Overpass structures;
- Wooden deck planks on the bridge over Interurban Road; and
- Wooden deck planks that were recently capped on the Swan Lake and Brett trestles.

The CRD Trail Development Guidelines for Bike and Pedestrian Trails (RTMP, Appendix 3) clarify that the trail sections that are the focus of this study are to be paved surface and intended to allow for cycling, walking, running, skateboarding and rollerblading.

2.1.5 Lighting

The CRD has no existing lighting on regional trails and electrical infrastructure in the study area is limited to installations by other jurisdictions. The following is a summary by trail section.

Section A, Galloping Goose Regional Trail, Selkirk Trestle to Switch Bridge

- Small street lighting junction box exists adjacent to bridge abutment on south end of Selkirk Trestle (west side).
- The City of Victoria has lighting at accesses to Waterfront Park (at Selkirk Waterfront, south of Gorge Road).
- The City of Victoria has light junction boxes and conduit over approximately 400m from Cecilia Ravine Park to Tolmie Avenue (COV lighting at accesses on both sides of the Galloping Goose at accesses to Cecilia Ravine Park between Washington Avenue and Cecilia Road).
- The District of Saanich has a single streetlight at the Barbon Place / Galloping Goose Regional Trail crossing (immediately south of Boleskine Road).

Section B, Galloping Goose Regional Trail, Switch Bridge to Grange Road

- Lighting on Highway 1 between Harriet Road and Tillicum Road, approximately 750m (spacing 50.0 to 90.0m), owned and installed by MoTI.

- Pedestrian scaled lighting on the Galloping Goose over approximately 500m between McKenzie Avenue to 150m east of Grange Road, owned by MoTI and installed as part of the McKenzie Interchange project. Spacing is generally 35.0m when no highway lighting contribution.

Section C, Lochside Regional Trail, Switch Bridge to McKenzie Avenue

- Vernon Avenue / Ravine Way underpass – Two luminaires adjacent to the walkway on the adjacent south abutment. These luminaires are not on the regional trail corridor and contribute very little light to the Lochside Trail.

2.2 User Volumes

Trail volumes are used when considering appropriate trail widths, possible separation of users, and considering and prioritizing lighting on trails. Measures of trail user volumes are typically expressed as average daily traffic (ADT) and hourly traffic in best practices research and when comparing facilities in different communities. The following is an overview of both existing and projected future trail user volumes.

2.2.1 Current Volumes

The CRD undertakes trail user counts at key regional park and trail locations, including locations on the Galloping Goose and Lochside trail sections within the study area. While the available data has some limitations, it is considered to be reliable for the sake of establishing approximate trail user volumes and pedestrian-to-cyclist ratio for the purpose of comparing to trail facilities in other communities and applying guidelines and best practices.

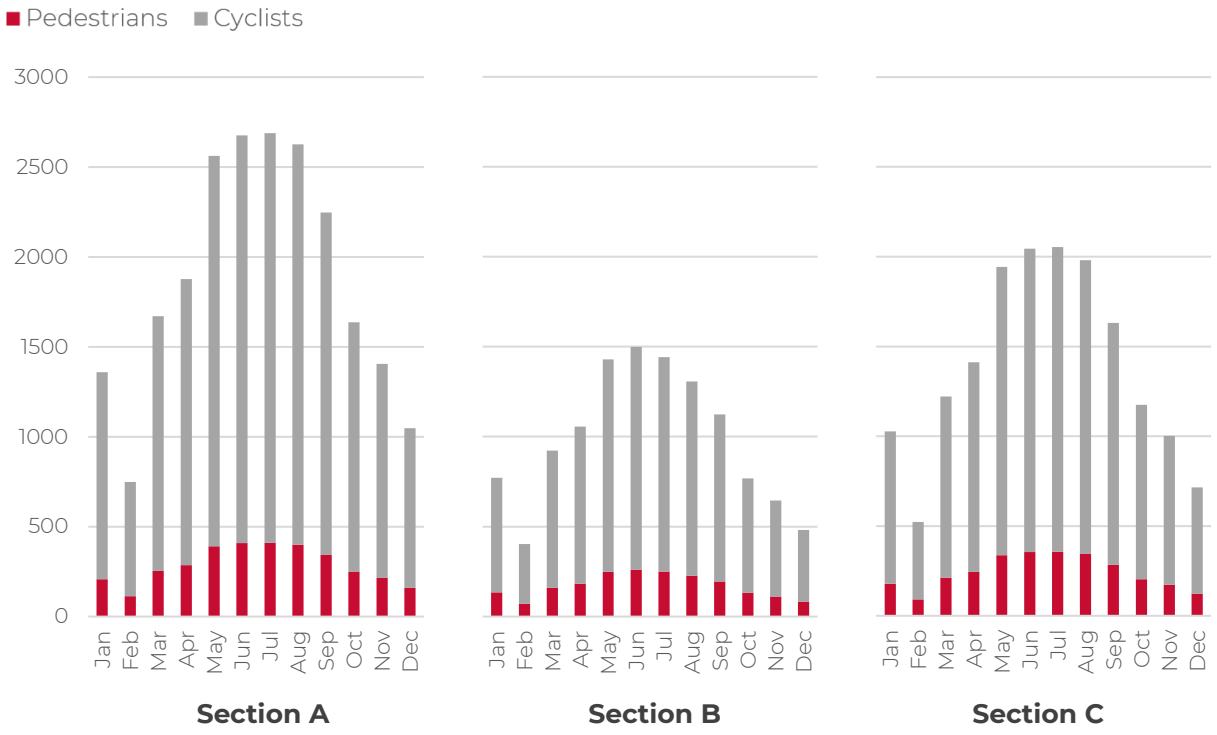
Estimated trail user count data is presented in **Table 2** as the average daily user volume for the busiest month of the year, based on the methodology described in **Appendix A**. The results indicate that average daily volumes are approximately 2,700 trail users in the busiest section (Section A) and 1,500 in the least busy section (Section B). Average daily trail user volumes on the Lochside Regional Trail (Section C) are approximately 2,000 trail user per day.

Figure 1 shows the monthly variation in average daily trail user volumes for each of the three sections. While there is some variation between the three count locations in terms of the month with the highest user volumes, volumes are generally at or approaching their peak between May and August. Overall trail user volumes are split approximately 80% cyclists and 20% pedestrians.

Table 2. Existing Average Daily Trail User Volumes, Busiest Month (based on 5-year average[1])

	Average Daily User Volumes (Two-Way)			Busiest Month
	Total	Pedestrians[2]	Cyclists	
Section A	**2,689**	410 (18%)	2,279 (82%)	July
Section B	**1,499**	260 (21%)	1,239 (79%)	June
Section C	**2,054**	356 (21%)	1,697 (79%)	July

Figure 1. Monthly Variation in Average Daily Trail User Volumes, by Section (based on 5-year average[3])



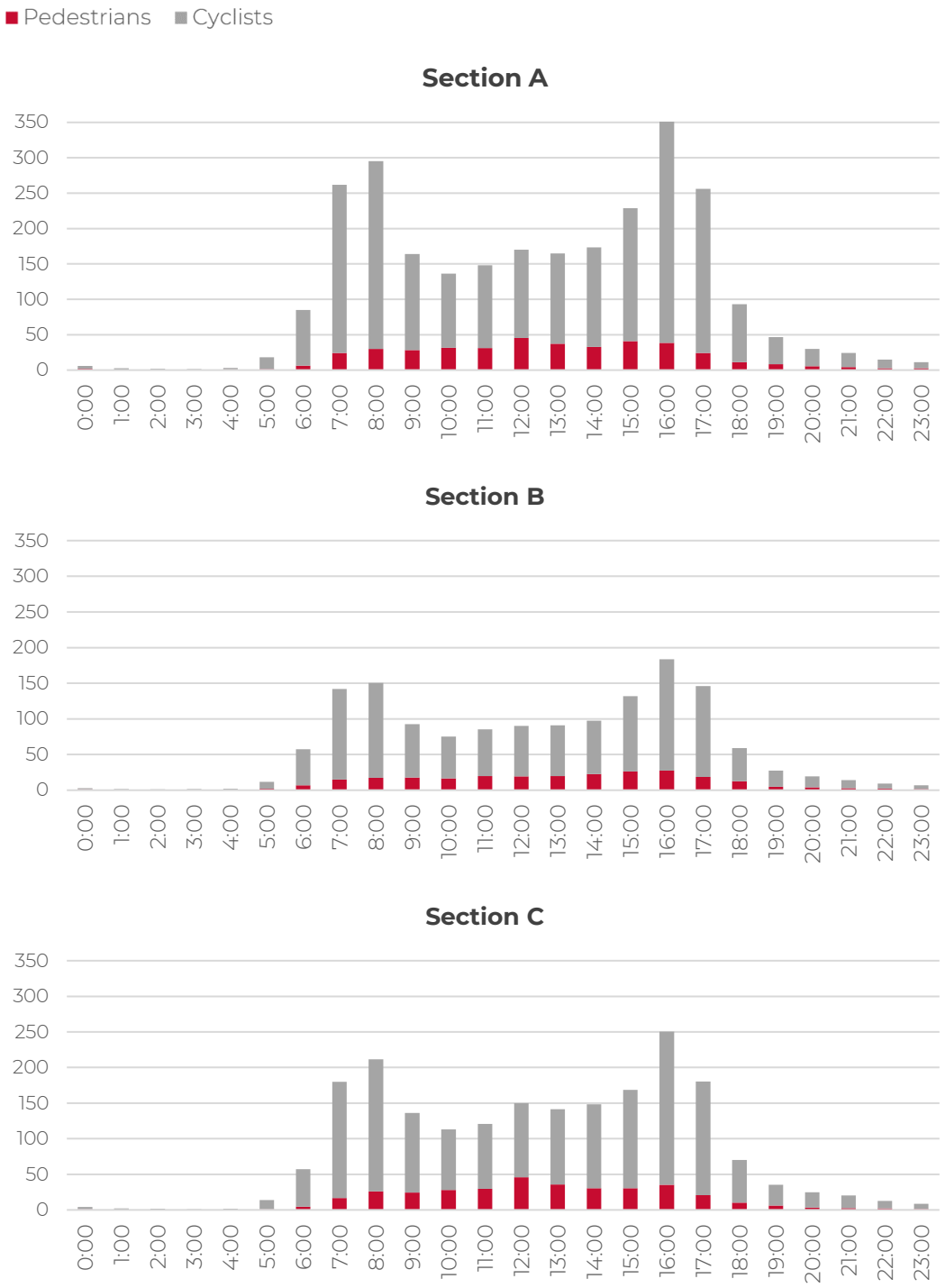
[1] See **Appendix A** for methodology

[2] Pedestrian count data calculated based on a comparison of multiple data sources (see **Appendix A**)

[3] See **Appendix A** for methodology

Figure 2 shows the hourly variation in average daily trail user volumes based on the busiest month for each of the three sections. Each section shows a similar trend, with overall user volumes peaking during the morning and afternoon commute periods. Cyclist volumes follow this commute pattern closely, while pedestrian volumes are more evenly spread out during the day; in fact, peak pedestrian volumes occur around noon in Section A and Section C.

Figure 2. Hourly Variation in Average Daily Trail User Volumes, by Section (busiest month, based on 5-year average [4])



2.2.2 Projected Volumes

Recommendations for trail width, separation and lighting are to accommodate future levels of trail use. The user volume data presented above has therefore been factored to represent a 20-year horizon (2040) with consideration of the factors that may influence pedestrian and cyclist use in future. The following is a summary of factors that were considered:

- Historic growth in volumes on regional trails.
- The impact that potential widening, separating and/or lighting may have on activity levels on regional trails.
- Active transportation infrastructure improvements on parallel corridors, either by municipalities (Saanich, Victoria) or the Ministry of Transportation + Infrastructure, that may divert pedestrians or cyclists away from regional trails.
- The likelihood that electric bicycles continue to decrease in cost, potentially making cycling an attractive and attainable travel mode for a broader range of the population.
- 20-year regional population projections suggest an increase of approximately 22%.
- Possible future rate of development along the regional trail sections as compared to historic growth in the area, including areas adjacent to both trails through Saanich's Uptown Douglas Corridor immediately adjacent to the Lochside Regional Trail.
- Potential for increases in fuel prices, as well as other cost factors such as cost of living and housing prices, facilitating a shift to less expensive travel options such as walking and cycling.
- A continued trend among the general population to both reduce environmental impact and to improve personal health and well-being is likely to increase uptake of active transportation.

The average growth in user volumes on the three trail sections has been approximately 2.5% per year over the past five years[5]. The factors identified above suggest that this growth rate could increase in future due to development along the trail and increasing interest in active transposition, as well as possible improvements to the trails. There is also potential that new municipal infrastructure and natural limits on trail use result in capped use on the trails.

---

[4] See **Appendix A** for methodology

[5] Based on 5-year user volume data provided through the CRD's TRAFx count system, accessed March 3, 2020.

A growth factor of 2.5% per year is recommended as the basis for projecting future trail user volumes. This suggests that average daily volumes during the busiest month in 2040 will be approximately 4,500 per day on Section A, 2,500 per day on Section B, and 3,500 per day on Section C. See **Table 3**.

Table 3. Projected 20-Year Trail User Volumes, Average Daily Pedestrians + Cyclists

	Existing Volumes	Growth Factor	Approx. Projected Volumes (2040)
Section A	2,689	2.5% per year	**4,500**
Section B	1,499		**2,500**
Section C	2,054		**3,500**

2.3 Operating Characteristics

Operating characteristics should be understood when considering appropriate trail facility widths and possible separation of trail users. The following section identifies the basic operating characteristics such as operating space and travel speed for pedestrians, cyclists and other active travel modes. The material presented is largely based on the *British Columbia Active Transportation Design Guide, 2019 Edition*[6], a detailed engineering resource with design recommendations specific to BC communities.

2.3.1 Operating Space

An understanding of the operating space for various trail users is required in determining appropriate trail facility widths. The following describes the horizontal dimensions for trail users. Consideration is given to the physical width of the various users, as well as the operating space required to accommodate safe, comfortable operations.

[6] The British Columbia Active Transportation Design Guide is available on the Ministry of Transportation + Infrastructure's website:

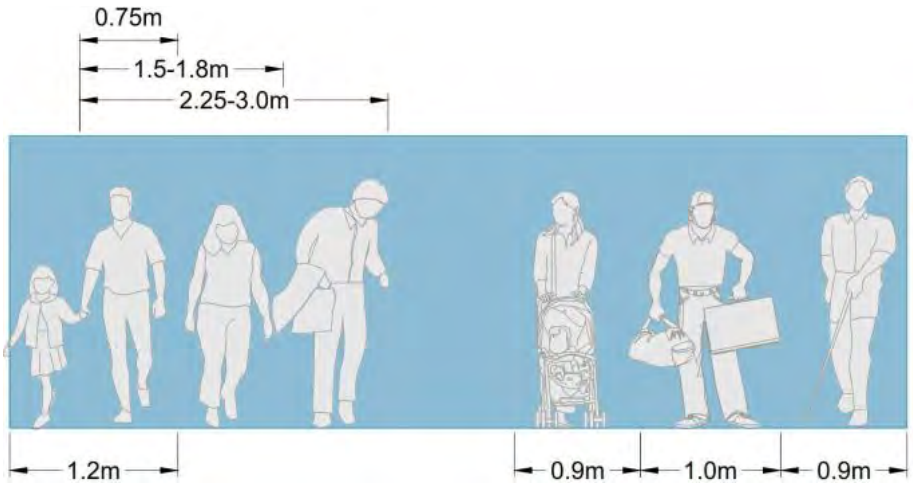
https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/traffic-engineering-safety/active-transportation-design-guide

Pedestrians

People walking and using mobility devices are the target design users when considering trail facilities intended to accommodate pedestrians. This covers a range of people of all sizes, ages and abilities, as shown in **Figure 3**. The following are some of the key dimensions for pedestrians on trail facilities:

- The typical width of an adult pedestrian is 0.5m wide from shoulder-to-shoulder. The horizontal operating space for a typical adult pedestrian is 0.75m wide, which accounts for lateral sway when walking. People with shopping bags, pushing a stroller or using a guide have horizontal operating spaces in the range of 0.9 to 1.2m.
- An adult and child walking together require 1.2m operating space, two adults walking together require 1.8m and groups of more than two require 3.0m.
- The typical width of a person using a wheelchair is 0.8m wide, which accounts for an electric wheelchair and the hand motion required to propel a manual wheelchair. The horizontal operating space for an individual using a wheelchair is 0.9m wide.
- A minimum of 1.8m is required for two people in wheelchairs to pass or travel side-by-side. Two adults walking side-by-side have an operating envelope of 1.5 to 1.8m, with the upper end of this range providing for added comfort and personal space. Research indicates that pedestrians desire 0.8m of personal space between two people walking for comfort, although this cannot always be achieved.

Figure 3. Typical Pedestrian Dimensions[7]



[7] Figure adapted from British Columbia Active Transportation Design Guide, Figure B-8 and Figure B-9

Cyclists

An individual on a bicycle is the target design user when considering multi-use and cycling-specific trail facilities. The horizontal operating space for cyclists are highlighted in **Figure 4**. The following are some of the key dimensions for accommodating cyclists on trail facilities:

- The typical physical width of an adult on a bicycle is 0.75m from handlebar-to-handlebar. Certain bicycle types (i.e., cargo bikes, newer model e-bikes) are up to 0.9m wide. Bicycles are variable in size and trails should be designed in consideration of the range of bicycles, as shown in **Figure 5**.
- To allow for lateral movement (common when pedalling uphill or travelling at higher speed), the minimum operating space is 1.2m wide and the preferred operating space is 1.5m wide.
- The preferred operating space to allow passing or side-by-side travel is 3.0m. Reduced width is generally not appropriate on bi-directional trail facilities where cyclists are constrained and unable to steer into adjacent areas to avoid conflict.
- Other trail activities such as skateboarding and inline skating are generally accommodated within the operating space dimensions above. An inline skater, for example, typical requires approximately 1.5m of width.
- Additional lateral clearance is required where a cycling facility is adjacent to a vertical obstruction such as a fence, bollard, bench or rock wall. A minimum 0.2m lateral clearance is required where the obstruction is 0.1m to 0.5m high (typically a curb) and a minimum 0.5m lateral clearance is required where the obstruction is greater than 0.5m high.

Figure 4. Typical Cyclist Dimensions[8]

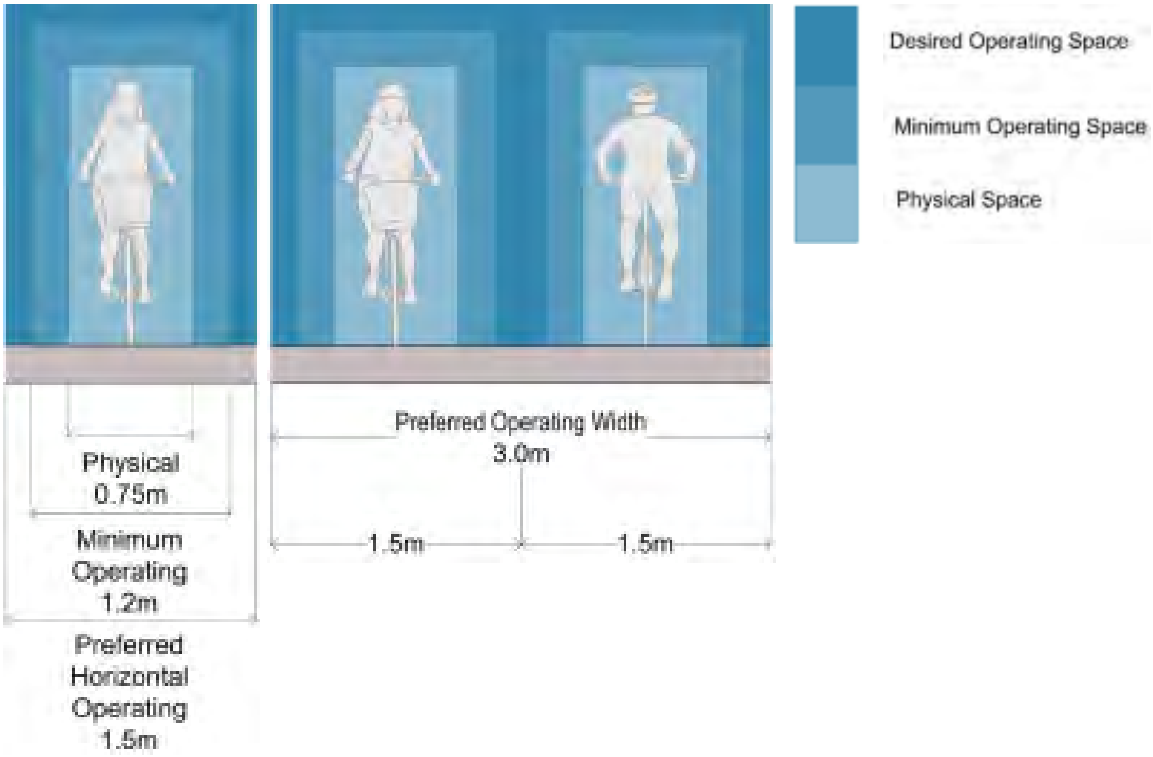
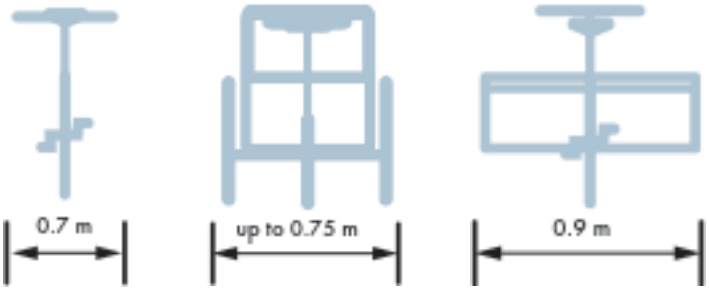


Figure 5. Typical Bicycle Widths - standard bicycle (left), bicycle with trailer (centre), cargo bicycle (right)[9]



[8] Figure adapted from British Columbia Active Transportation Design Guide, Figure B-12
[9] Figure adapted from British Columbia Active Transportation Design Guide, Figure B-11

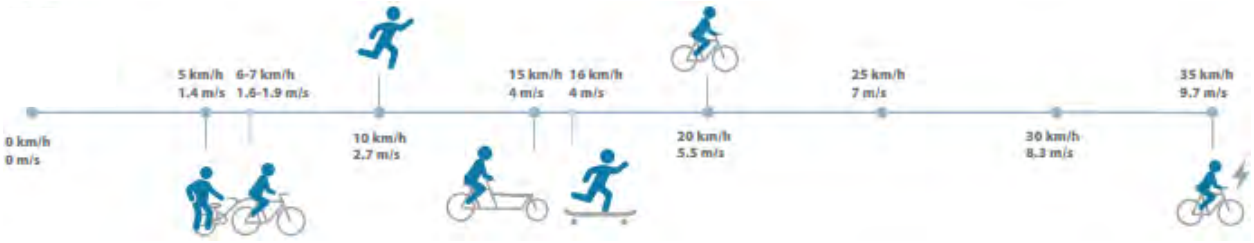
2.3.2 Travel Speed

An understanding of the travel speed for various trail users is beneficial when considering trail widths and/or separating trail uses. Of primary importance is the speed differential between modes when considering trail user safety and comfort, and the frequency of users passing one another on a facility. Generally greater user volumes and higher speed differentials warrant wider trail widths.

Travel speed varies considerably between trail user groups, as well as between trail users of varying experience levels and/or physical abilities. Typical active transportation user speeds are identified in **Figure 6**. The following are some of the key travel speed measures:

- Walking speed for the general popuation is 5 km/h (1.4m per second). Older adults walk at approximately 3 km/h (0.8 to 1.0m per second). An individual running / jogging travels at approxiamtely 10 km/h (2.8m per second).
- Travel speed for a typical adult cyclist is approximately 20 km/h (5.5m per second). Cyclist travel speed may range from between 10 km/h and 30 km/h, with e-bikes and elite cyclists achieving speeds up to 35 km/h.
- Travel speed for motorized wheelchairs / mobility scooters are in the range of 7 to 10 km/ (2.0 to 2.5m per second).
- The above travel speeds assume a flat surface. Travel speeds increase on downhill grades and and decrease on uphill grades, particularly among wheeled travel modes (i.e., bicycles, wheelchairs, inline skates).

Figure 6. Typical Active Transportation User Speeds[10]



[10] Figure adapted from British Columbia Active Transportation Design Guide, Figure B-15

2.4 Key Issues

The following is a summary of key issues on the Galloping Goose and Lochside Regional Trails, primarily based on the *Regional Trails Management Plan* (2016) and feedback received from the *Regional Trails Visitor Use Survey* (2019).

User Volumes

Trail user volumes continue to increase, particularly during summer months and special events (i.e., Bike to Work week). A greater number of trail users leads to more frequent interactions between users, particularly users of differing speeds and in opposing directions, creating more opportunities for conflict and generally leading to a less comfortable user experience.

Speed Differential

Speed differential between different user groups is the source of much of the conflict on the trails. An adult cyclist may travel at speeds between 20 and 30 km/h, where a pedestrian typically travels at approximately 5 km/h. The differential leads to faster trail users overtaking slower ones and a willingness to pass through smaller gaps or with reduced safety as trail user volumes increase, leading to greater conflict. A need for increased enforcement of trail speeds and etiquette was cited.

Trail User Safety

Trail user safety concerns largely stem from high user volumes and speed differential leading to possible conflict or collision. Other contributing factors include poor visibility due to a lack of trail lighting, as well as temporary blindness due to on-coming trail user headlights. Some concerns also relate to the "surprise" factor of other users passing quickly and unexpectedly due to the use of headphones, lack of lighting on bicycles approaching from behind, and the lack of verbal signaling and bell use to alert to passing.

Personal Security

Personal safety concerns have been identified along the length of the Galloping Goose and Lochside Regional Trails due to observed and potential criminal activity. Some high-profile incidents in past have increased trail user concerns.

Vehicle Traffic / Intersection

Conflict between motorists and trail users was identified as a key safety concern, particularly at at-grade intersections where trail users have concerns that motorists may not adhere to stop / yield controls or motorists, once they have stopped, cannot see cyclists approaching the crossing at quick speeds.

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Trail Etiquette

Numerous reported trail user conflicts stem from a lack of understanding or failure to adhere to proper trail etiquette. Commonly cited issues include the following:

- Failure to alert other trail users before passing
- Inattentive / irregular travel behavior (e.g., excessive meandering)
- Poor passing etiquette (i.e., faster users passing too closely, slower users travelling on the left making passing difficult)
- Failing to travel single file during peak periods, particularly among recreational / professional cycling groups

New Technology (Change)

The introduction of electric bicycles in recent years has created challenges when mixed with other, non-power assisted trail users primarily due to the speeds that e-bikes can achieve. E-bikes are also generally larger and heavier than conventional bicycles, increasing the damage / injury that may occur in case of collision. Further, the range of motorized devices becoming available is making the distinction between motorized and non-motorized more difficult to define and therefore more challenging to regulate and enforce.

3.0 Best Practices Review

A review of trail design best practices is presented in this section to understand the latest guidance with respect to trail widening and separation, as well as illumination. The focus of the review is on trail standards and precedent facilities that are representative of the sections of the Galloping Goose and Lochside trails that are the focus of this study. The following sections include a comprehensive scan of research and guidelines documents from professional agencies and other communities, as well as a comprehensive review of ten representative trails in other communities.

3.1 Research + Guidelines

A review of available research and guidelines from professional organizations and other communities was undertaken to understand best practices on the key items being given consideration in this study, as follows:

- What is an appropriate multi-use trail width to provide safe, comfortable conditions? What factors contribute to the need to widen a multi-use trail? (Section 3.1.2)
- Under what conditions should a multi-use trail be separated to provide distinct facilities for pedestrians and cyclists? (Section 3.1.3)
- What are the advantages and disadvantages of lighting trails? Are there certain conditions where lighting is less or more desirable? What are appropriate lighting types / technologies on trails? (Section 3.1.4)
- What are other, alternative trail configurations? What are the advantages and disadvantages compared to more typical multi-use or separated trail facilities? (Section 3.1.5)

The following sections provide a summary of best practices for each of the questions / problem statements identified above. A detailed list of reference documents is included at the back of this document.

3.1.1 CRD Trail Development Guidelines

The CRD's own Trail Development Guidelines (RTMP, Appendix 3) provide a starting point for understanding desirable trail design characteristics. As summarized in the RTMP, the general trail development guidelines for facilities classified as Bike and Pedestrian Trails that apply to the trail sections that are the focus of this study are as follows:

- Primarily cycling and pedestrian use; skateboarding and roller blading may also occur.
- Standard tread width 4.0m; may be up to 7.0m width in high use areas; may be as narrow as 3.0m in areas with restricted corridors.
- Standard shoulder width (each side) 0.5m minimum; in sensitive areas or low use rural or wilderness areas a shoulder width of 0.25m may be considered.
- Cleared width – tread width plus 1.0m on each side.

The Trail Development Guidelines also note that if separation of uses is implemented, the ideal design would be a dual direction pedestrian trail with a minimum 2.0m width, a separation/buffer between it and wheeled use trail of 3.0 – 5.0m in width.

While the above gives guidance on typical trail standards for the CRD's regional trail facilities, the trail sections that are the subject of this study experience the highest use of any section in the regional trail system and require specific consideration of possible widths and configurations beyond those typically applied in the region.

3.1.2 Trail Width

Design guidelines provide recommendations for minimum and recommended trail widths that are comparable to the CRD's Trail Development Guidelines. Trail width design guidance prefers consistency for trail design versus frequently shifting design conditions. Minimum widths are provided, but most design guides note that trail minimums or constrained widths should only be used for short distances where physical constraints limit the trail width. Several design guides note that consideration should be given to providing signage and/or trail calming measures where trail widths are constrained.

In most cases, there are no maximum trail widths. The *Toronto Multi-Use Trail Design Guidelines* notes possible justifications for exceeding default designs including:

- Significant user volume pressure, including where special uses occur
- Destination trails
- Physical, environmental and spatial constraints are surmountable
- Other opportunities exist for exemplary trail facility (i.e., funding, community support)

The Federal Highway Administration's (FHWA) *Evaluation of Safety, Design, and Operation of Shared-Use Paths Final Report* notes that when considering wider trails, trail designers should think in smaller increments and consider level of service based on trail user volumes to avoid overbuilding, increasing costs and environmental impacts. The study also noted that "trails of 3.35 – 4.57m (11 to 15 feet) are wide enough to operate as three-lane paths" and that these trails increased capacity "improves level of service and increases the trail's ability to absorb higher volumes and more diverse mode splits without severely degrading service." General industry practice is that trails over 6.0m should consider separation of users and or separate pathways to avoid large cross-sections of pavement.

Specific guidance from various design resources related to multi-use pathway width in summarized in **Table 4**.

Table 4. Recommended Multi-Use Trail Widths from Design Guide Documents

Design Guide	Trail Width	Lateral Clearance
British Columbia Active Transportation Design Guide 2019	3.0 – 4.0m (for high volume facilities with a variety of different user types, consider using widths at the higher end of the design domain) Constrained width: 2.7m	0.6m (lateral clearance may increase depending on side slope)
TAC 2017 Design Guide: Chapter 5 Bicycle Design	3.0 – 6.0m Minimum width: 2.7m	0.2m for obstructions 100 – 750mm high 0.5m for obstructions >750mm
CROW 2016 Design Manual for Bicycle Traffic	Minimum width: 2.4m	0.25m for low curbs 0.5m for higher curbs 0.7m for fixed objects 1.0m for closed wall
Toronto Multi-use Trail Design Guidelines 2015	3.0 – >4.1m Minimum width: 2.7m	0.6m minimum 1.0m recommended
OTM Book 18 2013 & Ontario Bikeways Design Manual 2014	4.0m Minimum width: 3.0m Constrained width: 2.4m (over very short distances only)	0.5m minimum
Vélo Québec Planning + Design for Cyclists 2010	3.0m	1.0m minimum

3.1.3 Trail Separation

Rationale

Providing separation between bicycle users and other trail users can help enhance safety and make the facility more comfortable for all users. The decision to separate trail users is based on a number of factors including available right-of-way width, total volume of current and anticipated users, and the ratio of pedestrians to all daily pathway users. Trail separation can mean anything from painted lines or different surface materials to physical separation (e.g. curb, bollards, or landscaping). The design guidelines reviewed vary in their approach to providing a threshold for when to separate trail users, as summarized in **Table 5**.

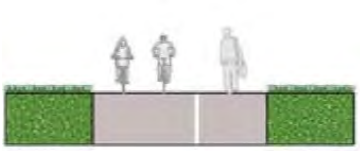
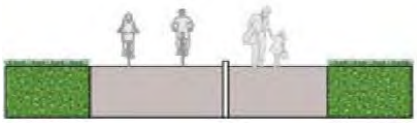
Table 5. Recommended Trail Separation Guidance from Design Guide Documents

Reference	Cyclist-Pedestrian Separation Rationale
British Columbia Active Transportation Design Guide 2019	>20% of users are pedestrians and total user volumes are >33 persons per peak hour, or <20% of users are pedestrians and total user volume is >50 persons per peak hour
Transportation Association of Canada (TAC) 2017 Design Guide: Chapter 5 Bicycle Design	
CROW 2016 Design Manual for Bicycle Traffic	Number of pedestrians per hour per metre of profile width: <100 – full combination of users – shared pathway with no distinct user separation or markings 100-160 – separation at grade, separation along pathway provided as a line, bollard, or other marking 160-200 – grade separation between users >200 – no combination possible, users should be separated
Toronto Multi-use Trail Design Guidelines 2015	Separation between cyclists and pedestrians can be used to resolve potential conflicts between users, especially where pedestrians form an above-average proportion of trail users
Ontario Traffic Manual (OTM) Book 18 2013 & Ontario Bikeways Design Manual 2014	Where space permits, separating pedestrians and cyclists should be considered
Vélo Québec Planning & Design for Cyclists 2010	In urban settings, parallel pedestrian and cycling paths are recommended

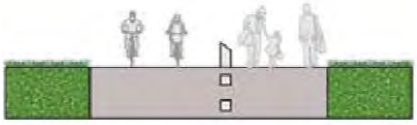
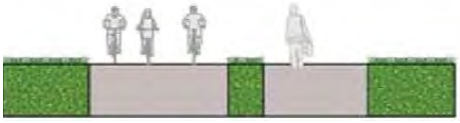
Types of Separation

The BC Active Transportation Design Guide provides specific guidance on the types of treatments that may be applied to achieve separation between users on a separated trail facility. A summary is provided in **Table 6**.

Table 6. Trail Separation Options[11]

Separation Options	Pros / Cons
 **Paint Separation**	• Provides a visual cue to trail users that a separate space is designated for different user types. • Difficult to detect the separated bicycle space as there is no physical separation between users. As a result, encroachment occurs into both spaces. • Minimal impact on the overall facility width.
 **Curb Separation**	• Provides physical separation and a detectable separation between facilities, creating a clear indication to pathway users of the separate facilities. • Limited or no trail widening required. • Can make the two facilities feel more constrained with less room to maneuver when passing. • Can create an obstruction if visibility of the separation is limited due to lighting or weather conditions. • Can impact pathway drainage and restrict crossing opportunities. • Can pose issues for maintenance as curb may be obstruction to equipment (e.g. snow clearing, sweeping).

[11] Adapted from the BC Active Transportation Design Guide, Section E-3, pg E30

 **Post Separation**	• Provides a vertical separation between facilities. • Creates breaks in the separation to allow users to cross into or over the adjacent facility. • Can create an obstruction if visibility of the separation is limited due to lighting or weather conditions. • Can make the two facilities feel more constrained with less room to maneuver when passing. • Can pose issues for maintenance as curb may be obstruction to equipment (e.g. snow clearing, sweeping).
 **Boulevard**	• Provides a buffer space between the two facilities, resulting in a greater degree of separation. • Can be a grass boulevard but also creates space for landscaping, vegetation, and facilitates drainage. • Increased maintenance may be required to prevent overgrown vegetation and ensure upkeep.
 **Median with Furniture**	• Provides the highest degree of separation between users. • Offers space for furniture, lighting, and other trail amenities. • Creates an inviting environment and opportunities to enhance the character of the facility. • Requires a significant amount of right-of-way and results in a wide trail facility.

Separated Facility Widths

Where it is decided that users should be separated, additional guidelines apply for minimum and desired widths of bicycle and pedestrian only pathways. The Transportation Association of Canada (TAC) recommends that a two-way exclusive bicycle pathway should be a minimum of 2.5m wide, which allows oncoming bicycle to safely pass each other. The BC Active Transportation Design Guide provides a constrained limit of 3.0m and a desirable width of 4.0m for bicycle only pathways. Pedestrian-only pathways should consider accessibility, in particular, providing enough space for two on-coming wheelchairs to pass each other (minimum 1.8m). The BC Active Transportation Design Guide provides a constrained width of 1.8m and a desirable width of 2.5 – 3.0m for pedestrian only pathways.

3.1.4 Trail Lighting

Specific guidance on trail lighting is relatively limited. The following is an overview of best practices based on guidance available specific to lighting trail facilities, as well as more general guidance related to the illumination of transportation infrastructure.

Pros + Cons of Lighting Trails

Guidance provided in the various reference documents offers a generalized list of the advantages and disadvantages of lighting trail facilities. The advantages of trail lighting are:

- Increased user comfort and safety
- Aids in wayfinding and navigation
- Allows users to see and be seen
- Recognize hazard, conflict and decision points more readily
- Generally considered a deterrent to criminal activity and vandalism
- Addresses 2 of 4 Crime Prevention Through Environment Design (CPTED) principles:
    - Natural surveillance - See and be seen
    - Natural access control – See intruders entering trail from access points
    - The other two principles relate to territorial reinforcement and maintenance
- Reduce risk of collisions during darkness hours
- Extend hours of when users are comfortable on trail

The disadvantages of trail lighting are:

- Capital, maintenance and operating costs
- Potential / perceived stray light impact on surrounding areas including residential communities and natural spaces
- Environmental concerns with respect to affects on nocturnal creatures
- Light poles creating an additional obstacle for trail users and added maintenance
- Perceived contribution to overall “sky glow” in urban areas, as defined by the International Dark Sky Association

Lighting Priority

Where lighting is being provided on a trail facility, best practices generally suggest the following locations should be prioritized:

- Underpasses and tunnels
- Bridges and overpasses, including at bridge ends and staircases
- Intersections between trails and roads

- Areas with higher crime rates or the potential for criminal activity
- Public gathering areas, open spaces
- Junction of trails/trails and accesses
- Commuter routes, areas of high trail user volumes

Lighting Levels

Preferred lighting levels are generally determined by pedestrian volumes and are related to land use. The latest version of the Illuminating Engineering Society's RP-8 (IES RP-8, currently 2018), Chapter 16 – Off Road lighting, is considered the authoritative reference for recommended lighting levels and uniformities. Tables 16.1, 16. 2 and 16.3 of IES RP-8 provide recommended lighting average, minimum and uniformity levels for walkways/bikeways for high, medium and low pedestrian activity. The 2006 TAC Guide for the Design of Roadway Lighting – Chapter 16- Off Road Lighting also provides guidance for walkways/bikeways lighting levels. Typical medium pedestrian density trail lighting average levels are 5 lux minimum, although may vary based on a need to achieve uniformity along the corridor.

Light Technology

- LED light sources should be used throughout. LEDs represent an energy consumption savings over conventional lighting, with approximately 50 % of the energy consumption of high-pressure sodium light sources. LEDs also allow for improved light control and longer life for light source, expected to last 20 years within specified light output, whereas high pressure and non-LED light sources require lamp replacement 4-5 years or more to retain specified light output.

- Warm light colour temperatures are preferred, measured at 3000 degrees Kelvin colour temperature or less. LED light sources are available in a variety of colour temperatures, including warm temperatures. 3000 degrees Kelvin is considered a "warm" light source and is the highest colour temperature recommended by the Dark Sky Association. Both the City of Victoria and District of Saanich use predominantly 3000 degrees Kelvin colour temperature luminaires in municipal street lighting.

- Luminaires should not include an up-lighting component, with minimal backlight and full cut-off to minimize glare. Back-up-glare ("Bug") rating should be 1-2 for back; 0 for up and 1-2 for glare to minimize and control light spill. The Bug rating system is an industry accepted method to evaluate the performance of an outdoor luminaire by measuring light trespass (backlight), sky glow (up light) and high angle brightness (glare) control. The rating system was developed by the Illuminating Engineering

Society of North America (IES) and the International Dark Sky Association. Additional information on how the outdoor luminaire classifications are determined can be referenced in IES Technical Memorandum TM-15-11 and associated addendums

- Provide provision for dimming, timing and motion detection on trail luminaires, with the application to be determined by the owner.
    - Dimming allows for light levels to be changed to suit trail user density levels, must be programmable, and may be used in conjunction with motion detection. Dimming may also be used with timing to set pre-determined lighting levels by time of day. For example, recommended level from dusk until 11:00pm, lower level unless motion from 11:00pm to 5:00am, recommended level from 5:00am until dawn.
    - Motion sensing can be used in a number of programming options including low light level to recommended light level or off to recommended lighting level. Motion sensing functionality must allow for changes in programming if not optimum in the event of complaints or increased vandalism, include multiple options for control, and have the ability to differentiate between small animals and people.

Lighting Infrastructure

The following guidance relates specifically to trail lighting infrastructure:

- Lighting and poles on trail facilities should be pedestrian scaled to incur lower wattages at an appropriate scale for people and trails, as well as ensuring that light sources do not provide as bright a light or are mounted as high as conventional street lighting, and can therefore more easily control spill light.
- Poles should be a minimum of 4.5m high so as to be low enough to be at a pedestrian scale, but sufficiently high so that they cannot be easily accessed to prevent vandalism and theft.
- Solar lighting may be considered in locations with sufficient solar exposure. Modern solar lighting provides the benefits of not requiring a wired power source, can consist of a single unit containing batteries, solar panels and light fixture, and an 8-year battery life. The primary disadvantage is that the light output per light fixture is substantially lower than hard wired units, therefore requiring more units, poles and concrete bases. Solar lighting generally cannot meet IES RP-8 pedestrian and bike lighting level guidelines for winter months in northern latitudes including Victoria.

Solar lighting performance can be improved/mitigated by employing various lighting programs including combinations of dimming, motion detection and timing plans during off peak times. Solar lighting should not be implemented without fully understanding its limitations. Solar lighting for this application would typically be mounted at 6m and would have a separate luminaire and solar panel/battery array

- Cost effective, vandal resistant luminaires and other lighting components are preferred. Equipment should be purpose made and rugged to resist damage. Luminaires should be chosen for their aesthetics, but also their performance. Overly decorative high-cost luminaires should be avoided, with preference for proven technologies with local representation and a 10-year warranty.
- Junction boxes and other access points to be hardened to deter wire theft. All junction boxes should have vandal resistant fasteners, all other access points shall be of hardened construction. Consider aluminum conductors to reduce the value of theft reward, as well as minimizing the number of access points.

3.2 Representative Trails

A comprehensive review of regional-level trail corridors in other communities has been undertaken to understand the characteristics and design features of other facilities and how regional trails might be improved in the CRD. The focus of the review is on trails that are regional facilities, within a similar context, and with similar user characteristics to those on the Galloping Goose / Lochside Regional Trails. Only those facilities / communities where pertinent information is available – either through research and/or interviews – have been included in the review.

Trail Facilities Reviewed

Detailed investigations were completed for the following trail facilities:

1. Vancouver Seaside Greenway ("Seawall", Vancouver, BC)
2. Arbutus Greenway (Vancouver, BC)
3. BC Parkway (Vancouver, BC)
4. Ottawa River Pathway (Ottawa, ON)
5. Martin Goodman Trail (Toronto, ON)
6. Meewasin Trail (Saskatoon, SK)
7. Burke-Gilman Trail (Seattle, WA)
8. Springwater Corridor (Portland, OR)
9. Chicago Lakefront Trail (Chicago, IL)
10. Midtown Greenway (Minneapolis, MN)

Approach

The investigations included cataloguing a number of specific characteristics of each facility, with consideration for the location and context of each facility. The intent is to understand how the design and configuration of each compares to the Galloping Goose / Lochside Trails, as well as how the user and functional characteristics compare with specific design features.

The following specific characteristics were catalogued for each facility:

- Location, and Community Population
- Adjacent Land Use Context
- Trail Facility Configuration (i.e., multi-use, separated, other)
- Trail Characteristics (width, length, average slope, surface material)
- Trail User Volumes, including mode split where available
- Lighting (i.e., presence of lighting, lighting type)
- Facility Design (Surface material, signing, landscape, signs)

A feature sheet for each precedent trail facility is included in **Appendix B**.

Summary of Take-Aways

Generally, the surveyed trails provided a wide range of trail characteristics and facility configurations. The variability in trail widths, whether trails were separated between users, and trail lighting often fluctuated according to the age of the facility, whether the trail had been upgraded since construction, and specific site constraints. Trail widths varied between 2.0m and over 10.0m in width. The trend with all trails surveyed apart from one, was to move towards widening and in most cases separating trail users as either new trail sections are built, or old trails are reconstructed or retrofitted.

For trails that separate pedestrians and cyclists, most often the method of separation was a paint treatment. Pathways that see significant user numbers (i.e. more than 5,000 users per day on average), in particular high pedestrian use (Chicago Lakefront Trail, Martin Goodman Trail, and Vancouver Seaside Greenway) often provided additional separation between pedestrians and cyclists through landscaped buffers or greenspace. These trails are all located along waterfronts, in linear greenways, and possess significant space that allow for wider pathways and landscape treatments. Trail widening and separating projects are currently underway for several of the trails investigated (BC Parkway, Ottawa River Pathway, and Meewasin Trail). Information obtained from interviewees indicated that the trails were planning phased implementation of trail widening, targeting sections of trail that recorded the highest user volumes and where anecdotal information provided locations of potential or perceived user conflicts between cyclists and pedestrians.

Regarding trail lighting, eight of ten trails investigated were either completely lit, partially lit, or have active plans to introduce lighting in the future. Trails in natural areas were noted as not being lit due to environmental concerns. Several regional trails that stretched from urban centres to suburban settings were lit in the downtown and higher density areas, but lighting would be discontinued as the trail moved further from the urban core. Lighting was often noted as a “nice to have”, but costs were noted as potentially prohibitive to installing lights along entire trail networks. There were very few notable instances of lighting maintenance and/or vandalism issues with regards to lighting.

In summary, there is no consistent approach used across all jurisdictions for the design of trails with regards to trail widths and separation of users as well as the provision of lighting. The trails surveyed did reflect a common trend across multiple jurisdictions to provide wider trails and where possible to separate users. Many interviewees noted that the process to widen and or separate trails is a slow one, with costs being a determining factor. Trail providers may need to weigh widening an existing trail or providing a new trail due to limited trail building dollars.

Table 7. Summary of Key Take-Aways from Precedent Trail Research

Trail Name	Trail Width	User Separation	Lighting	Notes
Vancouver Seaside Greenway	6.0 – 7.0m	Yes 3.0m bidirectional bike path and 3.0m pedestrian path Landscape buffer separation where possible	Yes	Bicycle and pedestrian paths also differ in surface materials (asphalt versus pavers). Paint and signage also used to differentiate between user spaces. Estimated 8- to 10-million annual users, average of 2,800 daily cyclists[12]
Arbutus Greenway	4.0 – 6.0m	Yes Painted lanes and symbols	Yes Currently conducting limited solar trial, plans to light entire trail	Future plans include full separation between users with a minimum buffer of 1.0m. Average of approximately 250 people per hour
BC Parkway	2.5 – 4.0m	Planned for future implementation 2.5 – 3.0m bidirectional bike path and 2.5 – 3.0m pedestrian path	Yes Lighting not continuous	Current trail design notes issues at transition areas, rest areas, and attractions. These areas require additional trail space. Approximately 200 – 300 persons per hour
Ottawa River Pathway	3.0 – 4.0m	Planned for future implementation Details to be published Spring 2020	Yes Pedestrian scale lighting exists in the core area.	The National Capital Commission is undertaking a Review of the Strategic Plan for the Capital Pathway that will detail future trail improvements such as width, user separation, and lighting.

[12] All trail user volume figures are based on available technical studies and/or anecdotal estimates obtained through verbal or written correspondence from local contacts. These figures should be treated as high level estimates only.

Trail Name	Trail Width	User Separation	Lighting	Notes
Martin Goodman Trail	2.6 – >7.0m	Yes Some sections of trail are divided into two separate pathways with landscaping between 3.5m bidirectional bike path and 2.7m pedestrian path	Yes Trail lighting exists along most of the corridor	Recent trail construction has included consideration and inclusion of amenities such as rest stops. The trail at times widens out into a plaza setting along the waterfront.
Meewasin Trail	2.0 – 5.0m	Planned for future implementation Future trail design widths range from 3.0 – 6.0m for a multi-use trail or optional separated bike and pedestrian trails between 3.0 – 4.5m each	Yes Pedestrian scale lighting limited to the downtown core Natural areas are unlit	Meewasin Trail Study (2014) provides design standards of: • 3.0m multi-use trail for less than 200 persons per hour • 4.0m multi-use trail for 200 – 300 persons per hour • 6.0m multi-use trail or two 3.0m separate trails for 300 – 600 persons per hour • Two 4.5m separate trails for over 600 persons per hour
Burke-Gilman Trail	3.0 – 5.0m	Yes Sections near the Univ. of Washington have been widened and separated 3.0m asphalt bidirectional bike lanes, 3.0m concrete pedestrian pathway	No With the exception of small sections near the Univ. of Washington	The trail includes a crushed granular shoulder along most of its length, offering a softer surface for runner and joggers. Approx. 3,000 – 4,000 daily users

Trail Name	Trail Width	User Separation	Lighting	Notes
Springwater Corridor	3.7 – 4.3m	No	No	Trail width is limited by site constraints adjacent river and active rail line. Approx.. 600 persons per hour
Chicago Lakefront Trail	5.0 – >10.0m	Yes The trail has been fully separated into a pedestrian bidirectional trail and a bike bidirectional trail.	Yes	The trail at times widens out into a plaza setting along the waterfront. While often located adjacent each other, the pedestrian trail and the bicycle trail at times may be over 200m apart from each other. Approximately 30,000 daily users.
Midtown Greenway	3.7 – 6.0m	Yes Painted lanes and symbols	Yes Some sections under lit including under bridges	Trail located in a trench along a former rail right-of-way. Available trail space is constrained by sloped walls and numerous bridge crossings. Approximately 4,000 – 5,000 daily users

Local Examples of Lit Trails

The following are examples of trails in Greater Victoria that include sections of illumination:

- Town of Sidney installed lighting along a local trail, Weiler Avenue to Ocean Avenue, alongside Patricia Bay Highway – 400m of solar pedestrian scale lighting. This section of trail is being used as an updated route for the Lochside Trail (luminaires remain owned by Sidney). Lighting levels appear to be very low.
- MoTI installed luminaires McKenzie Avenue to Spectrum Lane (500m) along the Galloping Goose, at the request of School District 61, as part of the McKenzie Interchange project. MoTI owns/manages these.
- Lighting in the underpass at Helmcken Road along the Galloping Goose, installed / owned by MoTI.
- City of Victoria has lighting in dark, vegetated areas near the intersection of Dallas Road and Camas Circle (300m) along the new Dallas Road Waterfront Trail.
- Lighting in the pedestrian underpass beneath Highway 1 at Seaton Street, east of Tillicum Road, installed / owned by MoTI.
- University of Victoria has lighting on approximately 600m of various campus pathways.

4.0 Trail Improvement Options

The following section considers trail improvement options for the subject portions of the Galloping Goose and Lochside trails. This includes three candidate trail configuration options based on the best practices review and understanding of current trail dimensions, as well as identifying locations and methods for lighting the trails. Conceptual design plans for all improvement options are included in **Appendix C**.

4.1 Trail Widening / Reconfiguration Options

Three candidate trail configuration options are recommended to be advanced to more detailed study. These options were selected based on both the background research completed of guidelines and best practices, as well as in consideration of the corridor constraints and what might reasonably be achieved on the corridors.

The recommended candidate trail configuration options are as follows:

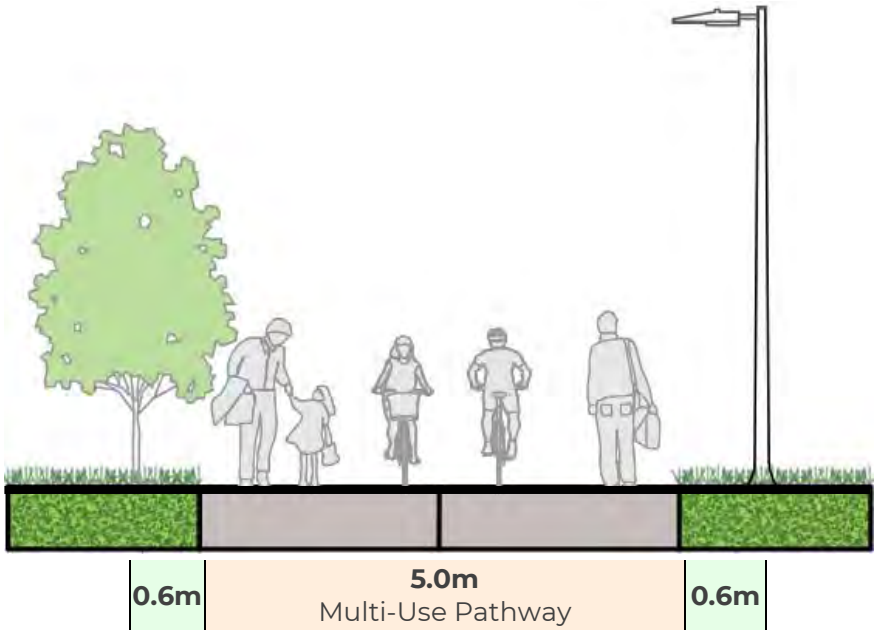
- Option 1. Widened Multi-Use Pathway
- Option 2. Separated Use Pathway
- Option 3. Separated Pathways with Centre Boulevard

A summary of the key characteristics of each option is provided in **Table 8**. The full corridor long design concepts for each have been included in **Appendix C**, with a high-level summary on the following pages.

Table 8. Summary of Trail Configuration Options

		Option 1. Widened Multi-Use Pathway	Option 2. Separated Use Pathway	Option 3. Separated Pathways with Centre Boulevard
Configuration		Combined Uses	Separated Use Pathway	Separated Uses on Separated Pathways
Width	**Total**	5.0m	6.5m	8.5m
	Pedestrian	5.0m	2.5m	
	Bicycle		4.0m	

Configuration Option 1.
Widened Multi-Use Pathway



A 5.0m wide multi-use pathway option represents a similar configuration to the current trail condition, but with widening of up to 2.0m along its length. The treatment includes two 2.5m multi-user lanes with a dashed yellow centre line that allows for passing.

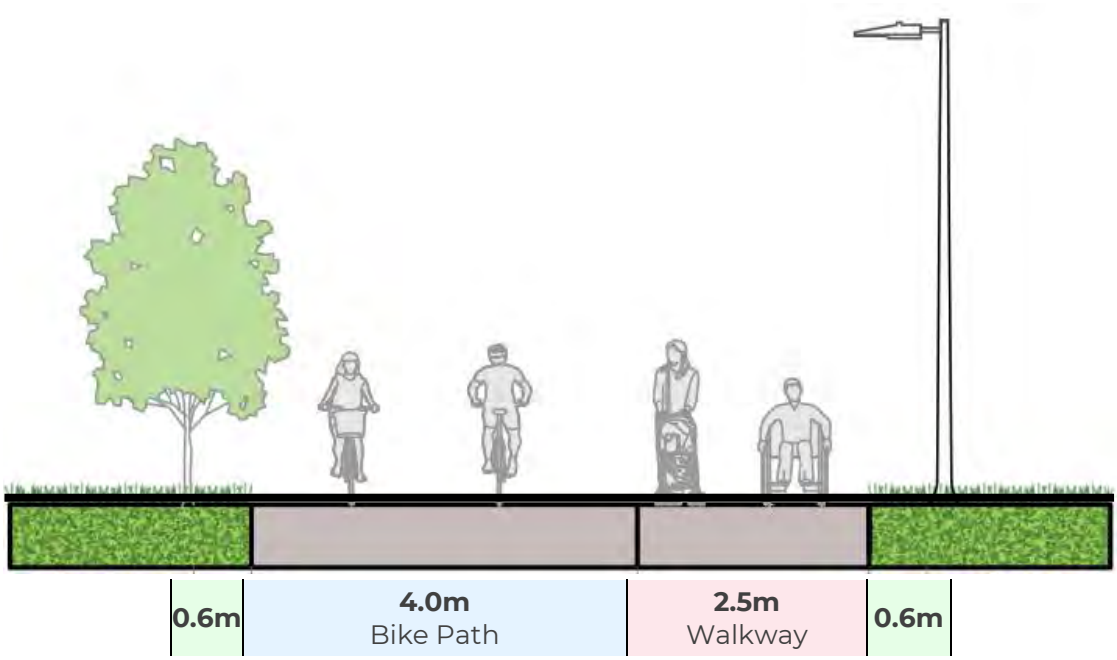
The portion of the Galloping Goose on the east approach to the McKenzie Interchange is an example of a 5.0m wide multi-use trail.

These widths allow for two bikes to pass one another within their lane, or a bike to pass a pedestrian travelling the same direction within the lane. Wheelchairs can safely overtake or be overtaken by cyclists or pedestrians within their lane. Also of importance, a 2.5m lane allows for pedestrians and pedestrians pushing strollers to comfortably travel side-by-side, promoting social interaction and enhancing the trail's recreational function.

The 5.0m width exceeds much of the guidance that is available on multi-use trail widths, which typically suggest a maximum width of 4.0m (note: RTMP Guidelines give consideration up to 7.0m). The high trail user volumes experienced on these trail sections is considered good rationale to increase to the full 5.0m. Further, the works involved in any trail widening are significant and widening to a full 5.0m is recommended if widening is being considered.

The 5.0m multi-use pathway fits beneath all underpasses in the project area but would need reduced width over the bridges. Transitioning to narrower sections over the bridges is easy as cyclists and pedestrians are mixed. At-grade crossings will also be combined crossings.

Configuration Option 2.
Separated Use Pathway

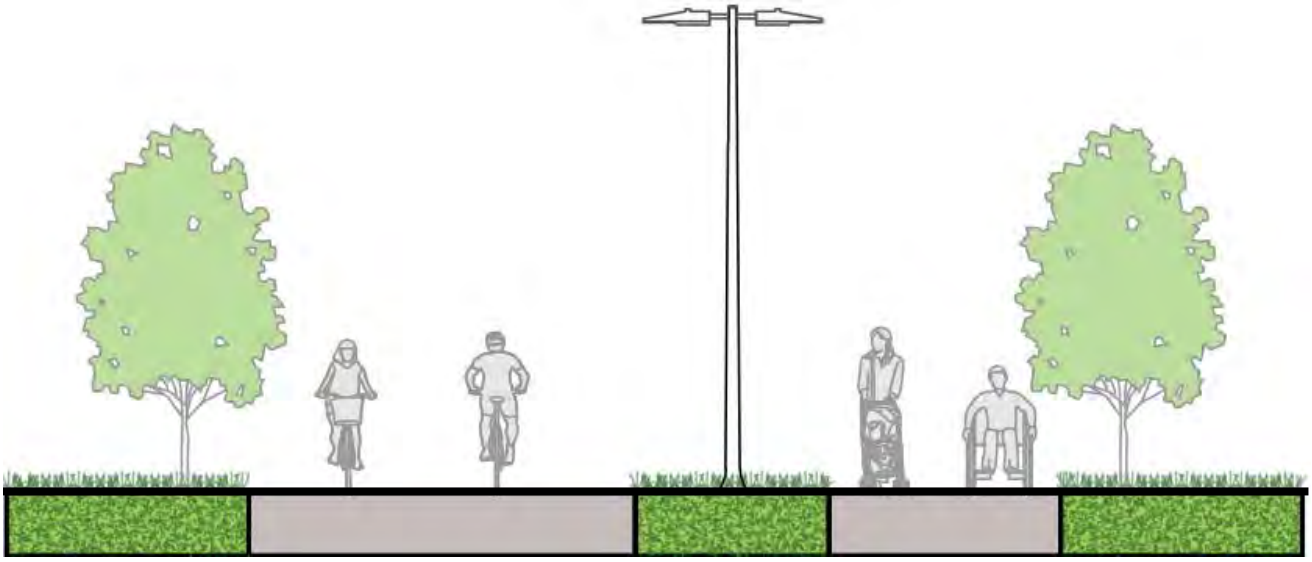


A separated pathway option is considered that includes a 4.0m bike path and a 2.5m walkway. The treatment includes a solid white line separating the cyclist and pedestrian facilities, as well as dashed yellow markings on the bike path and pavement markings indicating the intended user and travel direction in each space.

The primary benefit of this option is the physical separation of cyclists and pedestrians, something which has been identified as desirable in user surveys and which best practices documents indicate as generally appropriate as user volumes increase. The bike path and walkway widths both generally meet preferred facility dimensions in best practices documents. The 4.0m bike path allow for cyclists to comfortably pass one another without impeding on-coming cyclists. The 2.5m walkway facilitates side-by-side pedestrian traffic, as well as comfortable conditions for faster pedestrians overtaking slower ones.

Constrained conditions result in reduced facility widths (but still separated) in the following locations - Burnside Bridge Underpass, Carey Road Underpass, Vernon Avenue Underpass. The separated facility will transition to a combined facility prior to the following locations - Switch Bridge, Brett Trestle, Swan Lake Trestle, Interurban Road Overpass. These locations may include warning signage and pavement marking (i.e., “SLOW”) to appropriately message the upcoming change in trail condition.

Configuration Option 3.
Separated Pathways with Centre Boulevard



Another separated pathway option is considered that includes a 4.0m bike path and a 2.5m walkway (as above), but with a 2.0m wide centre boulevard space. The bike path has a dashed yellow centre line and pavement markings indicating the intended travel direction.

The primary benefit of this option over Option 2 is the physical separation of the cycling and walking spaces. The centre boulevard space would generally be grass, with low shrubs in places. All materials would be low maintenance. Rain gardens / stormwater management features could be located in this space, but trees would not be planted in this space due to fall leaves and debris, as well as maintenance concerns. The 2.0m width allows for benches, garbage bins, signs and other furnishings if desired. Lighting would also be located in this area (as opposed to at the side of the trail in other options).

The portion of the Galloping Goose managed by the City of Victoria south of the Selkirk Trestle is a separated pathway with similar widths as shown in this option and a landscaped boulevard between the two facilities of 1.0m – 4.0m in places.

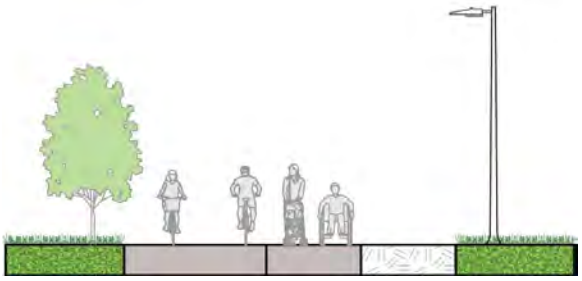
This option is the widest of the three options at 8.5m (plus shy spaces). Similar to Option 2, there are constrained locations where typical cross-section widths have been reduced - Burnside Road Underpass, Carey Road Underpass, Vernon Avenue Underpass.

The separated facility will transition to a combined facility prior to Switch Bridge, Brett Trestle, Swan Lake Trestle, Interurban Road Overpass, and McKenzie Interchange.

4.1.1 Alternative Configuration Options

The following options were given consideration as possible trail reconfiguration options but were ultimately not recommended for further study for various reasons. A brief description of each, including why each is not recommended, is provided below.

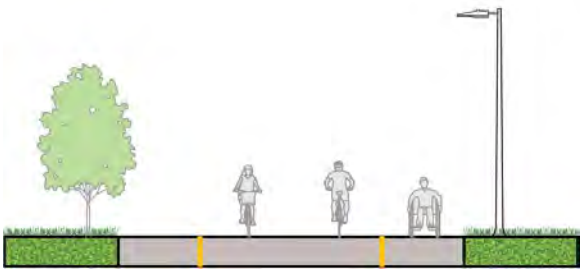
Separated Pathway with Adjacent Soft Surface Trail



Separated bike path and walkaway, with an adjacent soft surface trail.

- Greater maintenance required due to tracking granular / chip onto adjacent asphalt area
- Not accessible – extra space does not accommodate wheelchairs
- Drainage can be issue – get mucky and tracks onto asphalt pathway
- User survey and plan documentation does not indicate a strong desire for soft surface in urban trail sections, nor is there the volume of joggers to warrant the added cost and maintenance

Bicycle Path Flanked by Uni-Directional Walkways



A central bike path with uni-directional walkways on either side.

- May lead to further pedestrian and cyclist conflicts as pedestrians cross across bike path
- Enforcing compliant trail user behaviour will be challenging (i.e., pedestrian directional travel, cyclists in pedestrian space)
- Not a standard treatment – will require significant education and signage

Other, more significant interventions were discussed but not advanced to detailed consideration, such as elevated / stacked trail facilities and linear property acquisition for corridor realignment.

4.2 Trail Lighting

The general intent of trail lighting is to improve trail user comfort and safety while negative impacts on nearby properties are mitigated. The general best practice is to consider lighting trails as user volumes increase, which has historically been experienced on the subject trail sections.

Trail lighting may be suitable along much of the corridors for the following specific reasons:

- To increase trail user safety by reducing the potential for trail user collisions during periods of darkness, as well as permitting trail users to recognize hazards and decision points more readily.
- To improve on the trail user sense of personal security by illuminating areas on and adjacent the trails to reduce real and perceived intruder threats during periods of darkness. This specifically addresses two of four Crime Prevention Through Environmental Design (CPTED) principles:
    - Natural surveillance – "see and be seen"
    - Natural access control – see intruders entering trail from access points
    - The other two CPTED principles relate to territorial reinforcement and maintenance, which lighting does not directly impact.
- To aid in wayfinding and navigation during periods of darkness, helping trail users to successfully navigate the trail and supporting navigation at key decision points where a turn movement to/from the trail is required as part of the trail user trip.
- To recognize hazards and irregular trail conditions that would otherwise not be expected, addressing both the fear of and actual safety issue associated with unforeseen hazards.
- To deter deviant and criminal activity as a means to both improve broad trail user comfort and decrease maintenance efforts resulting from vandalism.
- To increase trail use by extending the hours when trail users feel safe and comfortable using the trails, permitting more trail usage during non-peak periods.

Trail lighting may not be suitable through the section of the Lochside Trail through the Swan Lake area as it could have negative impacts on adjacent natural spaces. This includes possible negative impacts on the sleep patterns of wildlife, particularly nocturnal animals, as well as interrupting the natural conditions adjacent wildlife is accustomed to. The installation of lighting includes trenching and other construction activities related to luminaire installation, which would also impact natural areas during construction periods.

The scope of this assignment did not include an environmental assessment of the Swan Lake area and the affects of trail lighting. In addition to the content above, the International Dark Sky Association has stated that artificial lighting can:

- Impact wetland habitats were amphibians exist such as frogs and toads, impacting nocturnal activity, interfering with breeding and reproduction.
- Drawing insects to lighting, making it easier for predators to diminish their species.
- Other means to enhance wayfinding in the Swan Lake area during darkness hours include applying high visibility reflective tape on structures and installing posts with reflectors at regular intervals.

The approach to lighting the trail corridors should include developing a priority-based program that can rolled out based on the availability of funding toward realizing the long-term lighting strategy. Consideration is to be given to opportunities for partnership with municipalities and other agencies to pursue lighting as nearby infrastructure projects are undertaken. Detail designs for the sections funded for construction should be undertaken well in advance to ensure adequate time for reviews, tendering and construction.

As lighting is pursued, efforts should be made to ensure installation of appropriate lighting that provides the intended illumination benefits and mitigates any possible negative impacts on surrounding areas. The following is recommended:

- Energy efficient LED “warm colour” sources should used with dimming, time of day and motion detection capability.
- Lighting should be pedestrian scale and have “tight” light control with a suitable “BUG” rating that focuses light on the trail and avoids spillover onto adjacent areas.
- Designs should be economical and concise with respect to light output and light control, energy consumption, longevity, maintenance, installation and replacement.
- Equipment and installations should be selected to mitigate vandalism and theft.
- Lighting levels and uniformity should meet recommended IES RP-8 guidelines.

Diagrams depicting single- and dual-luminaires are shown in **Figure 7**. Single-luminaires would be installed at the trail edge for Options 1 and 2, whereas dual-luminaires would be centrally located in the boulevard space associated with Option 3. The photometric distribution varies with each option, as shown in **Figure 8**, to ensure desired illumination levels are achieved given differing trail dimensions. These diagrams are intended to depict the approximate type/model, dimensions and light output associated with trail lights. Details would be confirmed during subsequent design phases.

Davit poles are to be installed to along the trails to illuminate key road crossings. These lights are commonly installed on roadways throughout the Capital Region.

Figure 7. Luminaire Diagram (Option 1 and 2 at left, Option 3 at right)

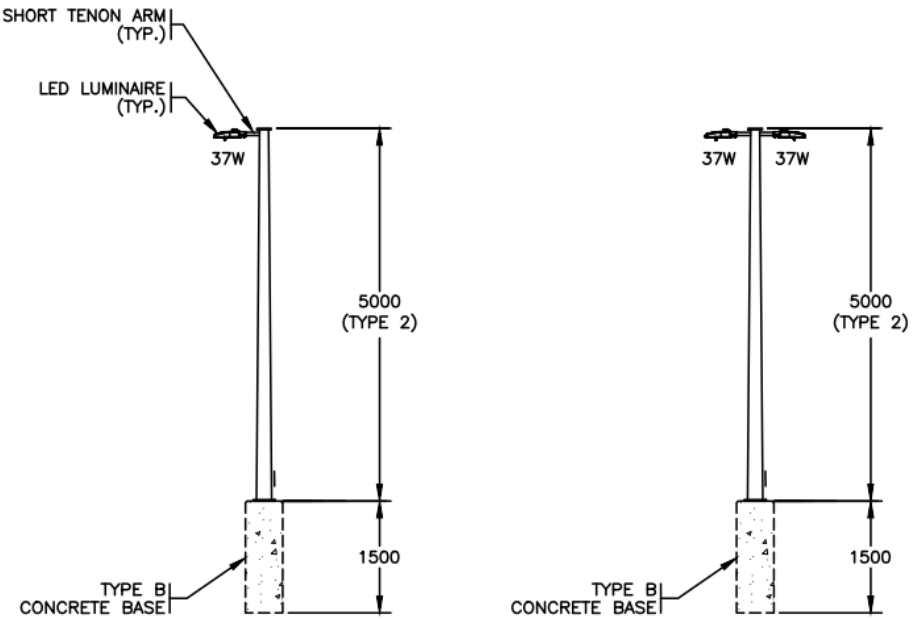


Figure 8. Diagram of Photometric Light Output



Option 1.
Multi-Use Pathway

Option 2.
Separated Use Pathway

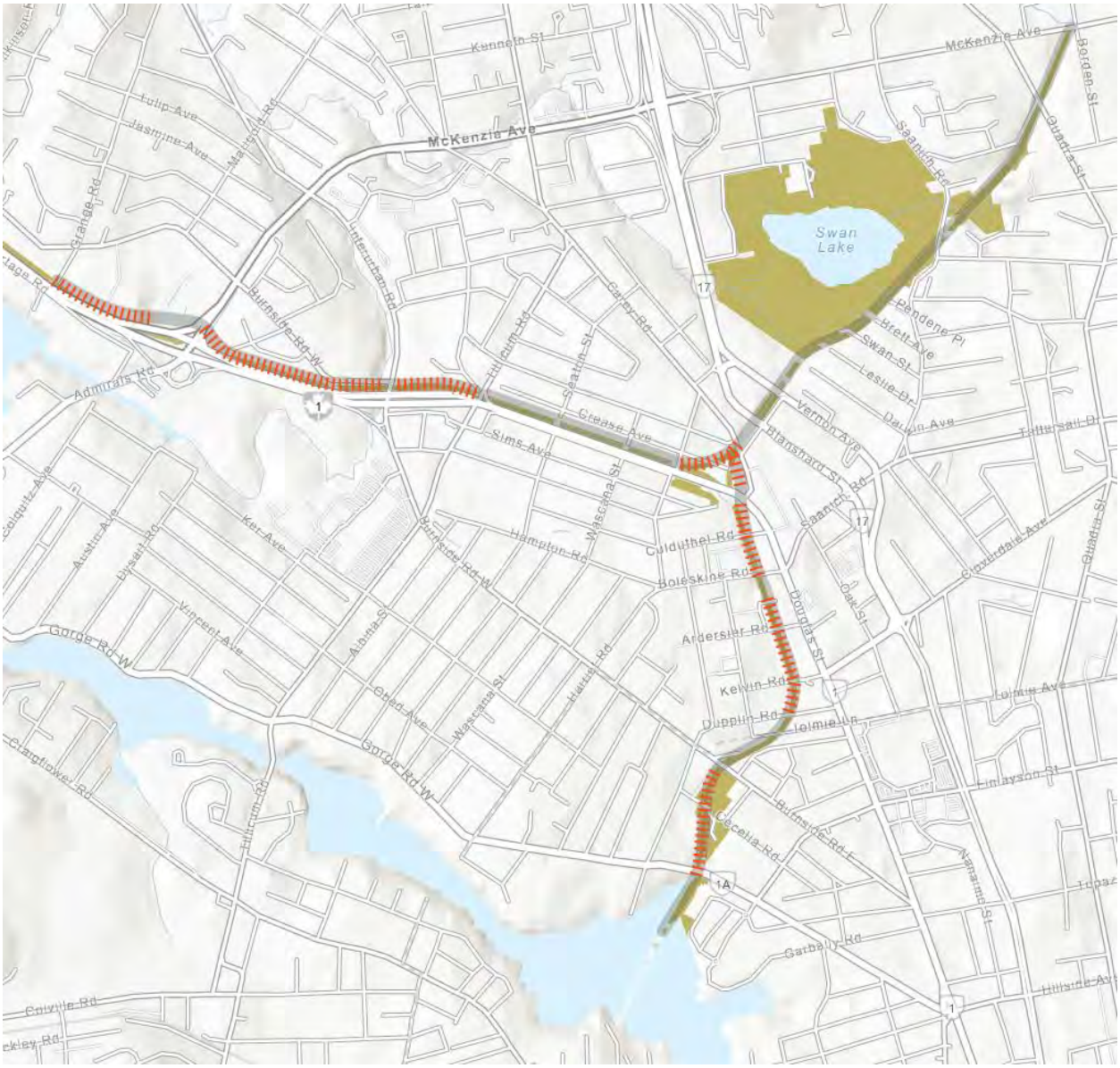
Option 3.
Separated Pathways with Centre Boulevard

Solar light was given consideration as an alternative to hardwired lighting but is generally not suitable due to challenges with solar exposure in many locations throughout the study area. Select locations may be pursued where localized conditions may support solar lighting, as have been identified in **Map 3**, and where solar may be given further consideration as trail lighting is implemented. The following limitations of solar lighting should be noted:

- The capital cost of solar lighting is approximately 1.5- to 2-times higher than the cost of hardwired options due to the greater number of luminaires required.
- Recommended lighting levels cannot reasonably be achieved with solar luminaires, particularly during Winter months when lighting is needed most. The amount of solar energy available in Winter is significantly less than Summer and the power budget required in Winter is significantly greater due to the longer hours of darkness.
- While solar provides approximately $18 in annual energy savings per luminaire, the greater number of luminaires required to achieve basic lighting levels and reduced energy consumption associated with modern LED luminaires minimizes the energy savings of solar over a hardwired system.

Dimming systems were also given consideration and generally not suitable due to the associated capital costs and limited benefit with respect to power bill savings for this application. The annual power bills for full lighting of the three sections (less the Swan Lake section) are estimated at $3,000 per year (in 2020$). The potential power savings by dimming to 50% light output for 50% of the darkness hours would be approximately $750 per year. The estimated cost for implementation of dimming a dimming system is $35,000 in capital costs plus $2,800 per year operating cost. Further, the capital and operating costs of motion detection combined with dimming far exceed the potential power savings. Individual luminaire motion detection on and off is not suitable for cyclists travelling at higher speeds as they would not allow vision more than approximately 30m ahead (a cyclist travelling at 20 km/h is travelling at 5m per second).

Map 3. Candidate Locations for Consideration of Solar Lighting



Candidate Locations for Solar Lighting

5.0 Options Evaluation

The three trail widening/reconfiguration options, including lighting, identified in **Section 4** are evaluated in the following section. This section includes an overview of the evaluation approach (criteria, scoring) and the summary of the results of the evaluation of options. A more detailed description of the evaluation is included in **Appendix D**.

5.1 Evaluation Approach

5.1.1 Criteria

Seven pre-defined criteria were established as the basis for evaluating the three trail widening / reconfiguration options, as follows:

1. Capital Cost
2. Trail User Comfort / Experience
3. Safety / User Conflicts
4. Environmental Impacts
5. Facility Quality
6. Constructability
7. Maintenance / Operations

All criteria are described in detail in **Table 9**, including a description of each, the measure that is to be used, and whether a positive or negative scoring.

Measures

Both quantitative and qualitative evaluation measures have been established. Quantitative measures include capital cost estimates, level of service (LOS) calculations, and quantity measurements from concept design. Qualitative measures are established based on assessment and recommendation by the consultant team.

5.1.2 Scoring

Each widening / configuration option has been assigned a simplified scoring for each criterion ranging from “Very High” to “Very Low”. The scoring is intended to reflect the extent to which each widening / reconfiguration option achieves the intent of the criteria, as identified in **Table 9**. Assigned scoring is supported by a more detailed assessment contained in **Appendix D**.

Scoring System	
Very High	
High	
Moderate	
Low	
Very Low	

Positive / Negative Scoring

Scorings applied to each criterion are either positive or negative, as identified in **Table 9**. Positive scorings (identified with a “**+**”) are those where a higher or greater evaluation is assigned a higher score. Negative scorings (identified with a “**-**“) are those where a lower evaluation is assigned a higher score. For example, a lower capital cost indicates the option is less expensive and therefore receives a higher scoring.

Table 9. Trail Widening / Separation Evaluation Criteria

Criteria		Measure	
1. Capital Cost	The capital cost of the trail widening or reconfiguration	Class "D" cost estimate	-
2. Trail User Comfort / Experience	The relative improvement in trail user comfort and experience as a result of the trail widening or reconfiguration	Trail level of service (FHWA calculator)	+
3. Safety / User Conflicts	The extent to which the trail widening or reconfiguration provides for a safe trail facility and addresses user conflicts	Qualitative evaluation between options	+
4. Environmental Impact	The extent to which the trail widening or reconfiguration impacts environmental features such as trees and natural spaces	Mature trees impacted (approx.) Vegetated space impacted (approx.)	-
5. Facility Quality	The overall quality of design achieved by the trail widening or reconfiguration option, including creating a consistent corridor design, limiting "pinch points" and providing strong transitions between trail sections and changes in facility types	Qualitative evaluation between options	+
6. Constructability	The presence / requirement for slopes, drainage, rock blasting, property encumbrances, constrained existing infrastructure and other challenges that impact the ease of construction	Qualitative evaluation between options	-
7. Maintenance / Operations	The level of maintenance and operational effort required for by the trail widening or reconfiguration	Qualitative evaluation between options	-

5.2 Evaluating Options

A summary of the evaluation of trail widening / separating options is presented below. The evaluation has been completed at a broad scale using the seven criteria defined above and considered for the three trail sections independently. While parts of the evaluation are quantitative, numeric scoring and weighting factors have not been applied. The intent of the evaluation is not to outright determine the preferred option, but rather to provide a basis for understanding the strengths and weaknesses of each and ultimately supporting the recommended configuration option contained in **Section 6**. This approach is flexible and may be replicated by the CRD or others when considering trail improvements in the future, acknowledging that priorities may change over time and impact the evaluation result.

A summary is provided below for each trail section, with a more detailed description of the evaluation included in **Appendix D**.

Evaluation Summary,
Section A (Galloping Goose, Selkirk Trestle to Switch Bridge)

	Option 1.	Option 2.	Option 3.
1. Capital Cost			
2. Trail User Comfort / Experience			
3. Safety / User Conflicts			
4. Environmental Impact			
5. Facility Quality			
6. Constructability			
7. Maintenance / Operations			

Evaluation Summary,
Section B (Galloping Goose, Switch Bridge to Grange Road)

	Option 1.	Option 2.	Option 3.
1. Capital Cost			
2. Trail User Comfort / Experience			
3. Safety / User Conflicts			
4. Environmental Impact			
5. Facility Quality			
6. Constructability			
7. Maintenance / Operations			

Evaluation Summary,
Section C (Lochside Trail, Switch Bridge to McKenzie Avenue)

	Option 1.	Option 2.	Option 3.
1. Capital Cost			
2. Trail User Comfort / Experience			
3. Safety / User Conflicts			
4. Environmental Impact			
5. Facility Quality			
6. Constructability			
7. Maintenance / Operations			

5.3 Summary

The Option 3 (Separated Pathways with Centre Boulevard) configuration represents significantly higher capital costs as compared to the other two options (approximately 35% higher than Option 2, 82% higher than Option 1). It also results in the most challenging construction due to the extent of works attributed with the added width and greater maintenance requirements over time. There are also significant environmental impacts in terms of both tree loss and impacted natural areas on the Section A (Galloping Goose) and Section C (Lochside Trail) segments. The quality of the trail facility, user experience, comfort and safety are greatest of the three options, but not significantly greater than Option 2 due to a greater number of "pinch points" resulting from the overall width and challenges with physically separated spaces precluding cyclist run-off in case of unexpected conflict. This last item is particularly relevant given the high cyclist volumes (approximately 80% of trail users) on the subject trails.

In contrast to the Option 3 configuration, Option 1 (Widened Multi-Use Pathway) represents the lowest capital cost of the three options, with its narrower overall width resulting in reduced environmental impacts and advantages in terms of both constructability and maintenance. While widening the trails to 5.0m represents an improvement over most existing trail segments and will help address trail user conflicts, it does not provide the quality of user experience and safety associated with the separated options (Option 2, Option 3), nor the same level of overall facility quality. And while the FHWA LOS calculator returned a similar level of service, these trails are key corridors for commuter cyclists commonly travelling long distances at higher speeds, and separating pedestrians from cyclists represents a significant improvement in addressing safety and user conflicts (as compared to simply widening the multi-use facility).

The Option 2 (Separated Use Pathway) configuration balances the preference for separated uses with a relatively modest increase in trail width and managed overall impacts. The improvement in trail user comfort and safety associated with separating uses is significant and is the preferred approach for these trail sections. The functional widths of both the bicycle path (4.0m) and walkway (2.5m) are appropriate for the anticipated trail user volumes, while the capital cost and impacts of widening to 6.5m overall are significantly less than Option 3 (8.5m total width).

Further, the Option 2 configuration presents flexibility to include a centre boulevard in unconstrained locations (not possible with Option 1) and can be effectively transitioned through constrained locations where reduced trail widths are required. Modifications to the preferred trails widths would be explored in more detail during subsequent design phases.

6.0 Recommendations

The following are the key recommendations of this study with respect to trail widening / separation and lighting.

6.1 Trail Facilities

6.1.1 Reconfiguration

Option 2 (Separated Use Pathway) is the recommended configuration as future improvements are made on the Galloping Goose and Lochside Trail sections that are the subject of this study. This option scored highly in the multi-criteria evaluation completed in this study and reflects best practices with respect to trail user separation and widths.

The recommended configuration consists of a 4.0m bicycle path and 2.5m walkway, with 0.6m buffer area on either side.

Opportunities to limit environmental impacts, as well as optimizing the alignment to minimize costs associated with cuts and fills and other potential impediments, are to be explored through subsequent design phases. This may also include identifying unconstrained locations where additional width and/or a centre boulevard may be achieved with limited capital cost and/or environmental impact.

6.1.2 Implementation Priority

The recommended trail reconfiguration option represents a long-term build-out that will take many years to achieve. As trail improvements will likely be completed in sections as funding becomes available, the following is the recommended phasing of improvements with supporting rationale, as shown in **Map 4**. Recommended phasing may change over time if priorities change and/or opportunities for trail improvement are identified concurrent with other works. Future works should also consider the success of early phases, the level of public support and updated trail user counts over time.

1. Galloping Goose between Selkirk Trestle and Culduthel Road – 1,600m
    - This section of trail has the highest trail user volumes and some of the narrowest current trail widths (approximately 50% of the corridor is <4.0m)
    - Separation of trail facilities can be achieved along entire corridor with only one location of significant narrowing (Burnside Road underpass)

2. Galloping Goose between Culduthel Road and trail junction (including Switch Bridge), and Lochside Trail between trail junction and Darwin Avenue – 700m
    - High volume trail section with a change in trail character from urban to more natural north of Darwin Avenue
    - Could be pursued in combination with trail lighting
    - Support widening of Switch Bridge (currently 4.0m) in coordination with MoTI

3. Lochside Trail, Darwin Avenue to McKenzie Avenue – 1,600m
    - Improvements may be coordinated with Swan Lake and Brett trestle upgrades / replacement

4. Galloping Goose between Lochside Trail junction and Tillicum Road – 950m
    - Current trail widths generally exceed 4.0m, while trail user volumes are lower than other sections

5. Galloping Goose between Tillicum Road and Grange Road – 1,600m
    - Improvements may be completed as bridge over Interurban Road is upgraded/replaced
    - Limited works required west of through McKenzie interchange project area

Map 4. Recommended Trail Widening Implementation Priority



6.2 Lighting

6.2.1 Locations

The recommended approach is to light the portions of the Galloping Goose Regional Trail and Lochside Regional Trail within the study area, with the exception of the 1.3km of the Lochside Regional Trail between Darwin Avenue and Quadra Street, primarily adjacent to Swan Lake. Refer to **Map 5**.

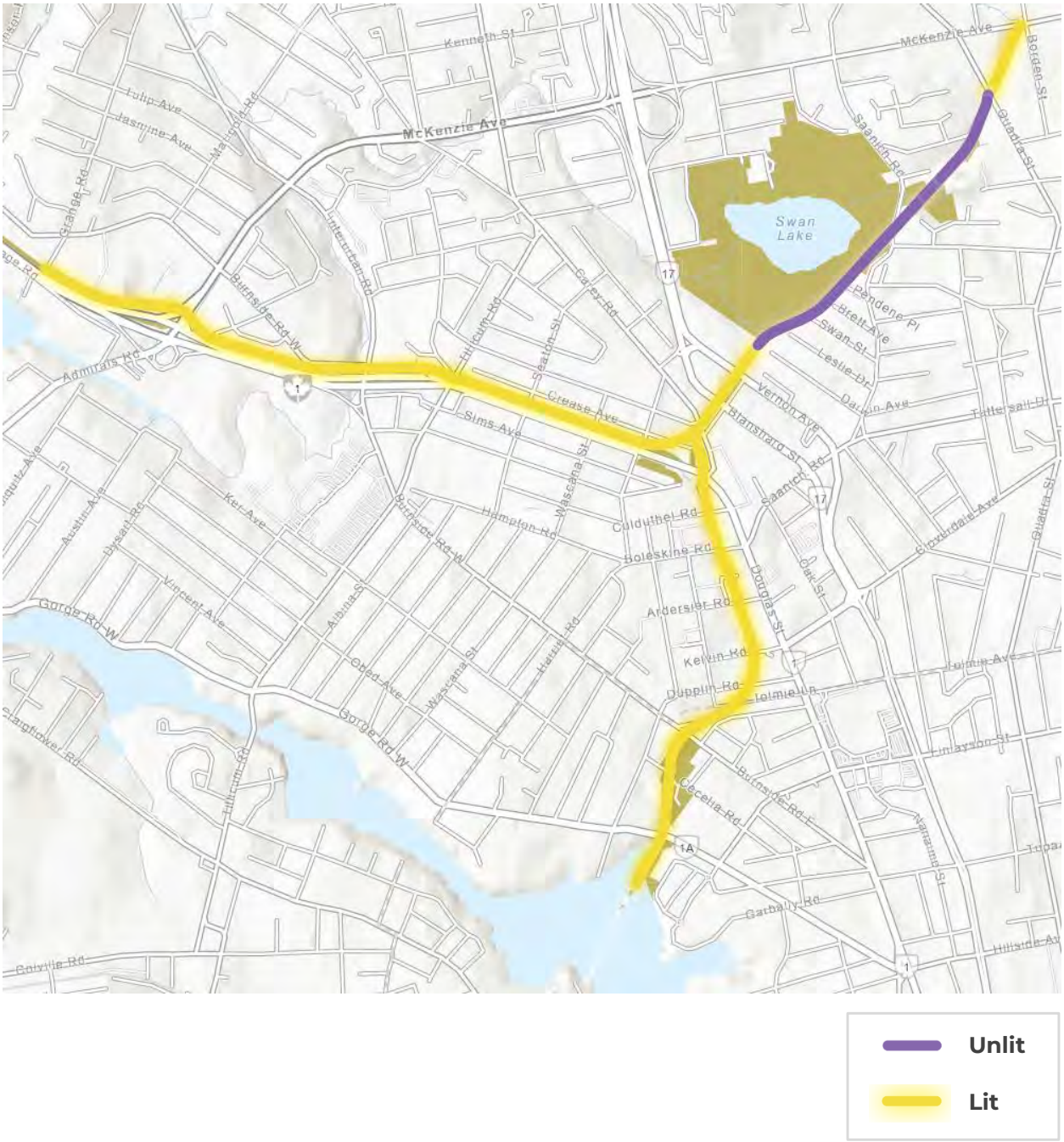
Partnerships or external grant funding should be sought to assist with capital, power and maintenance costs for lighting.

6.2.2 Technology / System

A hardwired system is recommended that employs pedestrian-scaled luminaires at 4.5 - 6.0m in height. Luminaires are to be spaced approximately every 38 - 40m.

Further consideration may be given to lighting technology / options in the Swan Lake section of the Lochside Trail based on consideration of environmental impacts, safety concerns and CPTED.

Map 5. Recommended Long-Term Illumination Approach



Unlit

Lit

6.2.3 Lighting Priority

The recommended approach to trail lighting includes approximately 5.3km of lit pathway within the study area. This represents a long-term build-out that will take many years to achieve, likely occurring as trail improvements are pursued as well as infrastructure projects nearby the trail corridors are undertaken.

Based on the review of applicable standards and guidelines, the recommended priorities for the implementation of corridor illumination are as follows:

1. CRD should request that those who have jurisdiction for the six underpasses install lighting, with priority from longest to shortest:
    a. Carey Road, Blanshard Street, Vernon Avenue (likely pursued in combination)
    b. Boleskine Road
    c. Burnside Road
    d. Gorge Road

2. The Lochside Regional Trail / Saanich Road intersection, in combination with possible trail and/or road geometric improvements to address overall intersection safety, working cooperatively with the municipality

3. The Galloping Goose / Lochside trail junction to Darwin Avenue (including three underpasses identified above)

4. End points of bridges, with the north end of the Switch Bridge and Galloping Goose / Lochside trail junction as highest priority

5. Intersections between the trail and intersecting roads in partnership with municipalities - District of Saanich and City of Victoria (Tolmie Ave, Dupplin Rd, Kelvin Rd, Ardersier Rd, Barbon Pl, Culduthel Rd, Crease Ave, Tillicum Rd, Darwin Ave, Saanich Rd (identified above)). Lighting would be oriented over the road to illuminate the conflict zone between trail users and motorists as well as the trail to a distance of 25m in each direction from the intersection to illuminate approaching trail users.

6. Remaining trail sections should be prioritized sequentially based on trail user volumes (Section A, Section C, Section B), with consideration of “easy win” sections as demonstration projects.

Acronyms

The following acronyms are used throughout the document.

AASHTO
American Association of State Highway and Transportation Officials

BUG
Back-up-Glare

CPTED
Crime Prevention Through Environmental Design

CRD
Capital Regional District

CROW
Information and Technology Centre for Transport and Infrastructure (Dutch abbreviation)

FHWA
Federal Highway Administration (United States)

IES
Illuminating Engineering Society

ITE
Institute of Transportation Engineers

LED
Light Emitting Diode

LOS
Level of Service

MoTI
B.C. Ministry of Transportation and Infrastructure

OTM
Ontario Traffic Manual

TAC
Transportation Association of Canada

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Appendix A.

TRAIL USER VOLUMES METHODOLOGY

As indicated in the report main body, the available trail user count data sources have limitations and, as a result, a multi-step process was undertaken to establish reliable measures of current trail user volumes. The following is a description of the approach taken to utilizing trail user count data.

Data Sources

The CRD undertakes trail user counts using automated sensor technology installed at key regional park and trail locations, including locations on the Galloping Goose and Lochside trail sections within the study area. Generally one trail data count location was available for each sections analyzed in this study and data was assumed to be representative of that entire section.

The CRD has recently updated some of its trail user count technology and now has two active methods of collecting data. As a result, data from two different sources was used in this study – TRAFx and Eco-Counter. Key differences are summarized below:

- **TRAFx Data**:
    - Provides historic, year-round data dating back to 2009
    - Certain count locations use electro-magnetic loops in the trail surface with capability to only count bicycles (no pedestrians)
    - Other count locations use infrared sensors that count total users but cannot differentiate between cyclists and pedestrians
    - Therefore, there is no reliable pedestrian count data from TRAFx, and total user data appears to be less accurate than the newer Eco-Counter data

- **Eco-Counter Data**:
    - Installed in Fall 2019, therefore no historic data available
    - Newer technology using both infrared sensors and electro-magnetic loops in the trail surface, meaning it can differentiate between cyclists and pedestrians, providing more accurate user counts

The capabilities and date range for each data source are outlined in the table on the following page.

While the available data has limitations, it is considered reliable for the sake of establishing approximate trail user volumes and pedestrian-to-cyclist ratio for the purpose of comparing to trail facilities in other communities and applying guidelines and best practices.

Trail User Volume Data Sources by Section

ID	Section	TRAFx Data			Eco-Counter Data		
		Counter ID	Mode(s) Counted	Date Range	Counter ID	Mode(s) Counted	Date Range
A	Galloping Goose, Selkirk Trestle to Switch Bridge	#24: GG Dupplin Road Bikes	Bikes only	2009-11-19 to 2020-02-09	GG-South-of-Culduthel	Bike + Ped	2020-11-15 to 2020-02-10
B	Galloping Goose, Switch Bridge to Grange Road	#30: GG Switch Bridge Bikes	Bikes only	2009-11-19 to 2020-02-09	GG-West-Harriet	Bike + Ped	2020-11-01 to 2020-02-10
C	Lochside Trail, Switch Bridge to McKenzie Avenue	#39: LS Darwin St Bikes	Bikes only	2009-12-09 to 2020-02-08	LS-South-Nigel	Bike + Ped	2020-11-08 to 2020-02-10

Methodology:
Daily Average User Volume Calculation

- Best practice dictates that the understanding of average daily trail user volumes should be based on peak periods, which the historical TRAFx data suggests occurs during Summer months
- The Eco-Counter stations provide the most accurate data, but the count data extends back only to October 2019 (when these counters were first installed)
- The TRAFx stations provide count data dating back to 2009, but there is no pedestrian data and the total user counts are not accurate
- Therefore, both the Eco-Counter data and the TRAFx data were used to estimate daily average user volumes along each of the three sections, as outlined below:

    1. Eco-Counter data from November 2019 was analyzed to calculate modal split (i.e. the cyclist-pedestrian ratio) for each section (e.g. 20% pedestrian vs. 80% cyclist). November 2019 was selected because it was the month with the highest ridership and one full month of data available (as compared to October, which had high ridership but only partial data available).

    2. TRAFx data from 2015-01-04 to 2020-02-09 was used to calculate average daily cyclists per month for each section. This data range was selected because it represents the longest timespan offering consistent data for all three sections, as partial data gaps exist in the historic data.

3. Average daily pedestrian volumes per month were estimated by taking the cyclist-pedestrian ratio established in the Fall 2019 count data (step #1) and applying it to the average daily cyclist numbers (step #2), with the assumption that the ratio will remain relatively consistent throughout the year. For example, an average of 1,152 cyclists per day use Section A each January. The cyclist-pedestrian ratio for Section A is 82:18. Therefore, in January, an average of 207 pedestrians per day use Section A (1,152*0.18=207).

4. The total average daily user volume is the sum of the pedestrian and cyclist volumes. Monthly variation in trail user volumes is shown in **Figure 1**. For each section, the months with the lowest and highest average daily trail users were identified, with the busiest month count data summarized in **Table 2**.

Methodology:
Hourly Average User Volume Calculation

- Due to the data limitations discussed above, both the Eco-Counter data and the TRAFx data were again used to estimate hourly average user volumes along each of the three sections, as outlined below:

    1. Eco-Counter data from November 2019 was analyzed to calculate total user volumes per hour for each section. November 2019 was used again for consistency (see reasons discussed above).

    2. Using this data, the percentage of pedestrians and cyclists using the trail during each hourly section was calculated (e.g. on Section A, 10% of all daily pedestrian volumes occur from 15:00-16:00, whereas 8.2% of all daily cyclist volumes occur during that period).

    3. Next, the hourly percentages calculated in step #2 were applied to the average daily user volumes for the busiest month for each section (**Table 2**) to determine the total number of pedestrian and cyclists using the trail during each hourly segment. For example, in Section A, there was an average daily volume of 410 pedestrians in July, the busiest month (as outlined in **Table 2**) and the calculations in step #2 found that 10% of daily pedestrian traffic on Section A occurs at 15:00. Therefore, it was estimated that there was a total of 41 pedestrians at 15:00 on Section A (410*0.10=41). This calculation was repeated for each hour of the day for both pedestrians and cyclists. The results of this analysis are shown in **Figure 2**.

- Note that due to the data limitations described above, this analysis involved making the assumption that the hourly trends in pedestrian and cyclist user volumes will be similar

in November and in the Summer months. In reality, there may be changes due to warmer temperature and longer daylight hours in the Summer, which can influence when and how (commuting vs. recreation) people utilize trails in the CRD.

Appendix B.

PRECEDENT TRAIL FACILITIES FEATURE SHEETS

1. Vancouver Seaside Greenway	Vancouver, BC
2. Arbutus Greenway	Vancouver, BC
3. BC Parkway	Vancouver, BC
4. Ottawa River Pathway	Ottawa, ON
5. Martin Goodman Trail	Toronto, ON
6. Meewasin Trail	Saskatoon, SK
7. Burke-Gilman Trail	Seattle, WA
8. Springwater Corridor	Portland, OR
9. Chicago Lakefront Trail	Chicago, IL
10. Midtown Greenway	Minneapolis, MN

1. Vancouver Seaside Greenway



Source: Google Street View

Location: Vancouver, British Columbia

Trail Management and Maintenance: City of Vancouver

Population: 2,463,431 in the census metropolitan area (2016 Census)

Adjacent Land Use:

- Adjacent Vancouver Harbour, English Bay and False Creek
- High density residential, mixed use, and lower density neighbourhoods
- Circumnavigates Stanley Park
- Numerous waterfront parks

Trail Characteristics:

Length: 28 km

Width: 6.0 – 7.0 m

Average slope: Less than 5%

Surface materials: Asphalt and paving stone, some sections in parks include granular surfacing

Trail Facility Configuration:

- Separate pedestrian and cycling pathways
    - Trail cross sections vary
    - Standard is 3.0 m bidirectional bike path and 3.0 m pedestrian path
- Separation occurs using painted lines and symbols, signage, materiality, bollards, and landscaping treatments

Trail User Volumes: The Seaside Greenway sees approximately 8,000,000 – 10,000,000 total users per year. Limited counts are currently conducted for bicycles only at six locations along the greenway. The daily user volumes for bicycles only at these locations over an 18-month period (August 2018 – January 2020) show an average of 2,790 daily cyclists. During the peak month of July (2019) the average daily bicycle count was 4,760. Pedestrian data is not available, but anecdotally it is very high.

Lighting: Pedestrian scale pathway lighting used throughout

Facility Design:

The pathway is well landscaped with numerous rest areas. Signage is used to indicate pathway user types. Materiality plays a key role in differentiating the pedestrian and bicycle trails. The bicycle trail is paved in asphalt, while the pedestrian facility differs between unit pavers, concrete, and asphalt along the length of the trail. Unit pavers and/or concrete bands provide further delineation between users.

Notes:

- Trail upgrades recently completed including upgrading accessibility by removing sections of flagstone to replace with unit pavers
- Separation of trail users is close to mandatory for trail design along the Seaside Greenway
- Compliance by users to select either the pedestrian or bicycle path is good, even with adjacent facilities and only the use of paint as a separation tool
- The Seaside Greenway was noted as being successful because it is a continuous path

2. Arbutus Greenway



Source: Google Street View

Location: Vancouver, British Columbia

Trail Management and Maintenance: City of Vancouver

Population: 2,463,431 in the census metropolitan area (2016 Census)

Adjacent Land Use:

- Runs between two parallel roadways along former rail line
- Adjacent lower density and mixed-use neighbourhoods

Trail Characteristics:

Length: 8.5 km

Width: 4.0 – 6.0 m

Average slope: Less than 5%

Surface materials: Asphalt; limited sections have adjacent bark mulch or granular surfacing

Trail Facility Configuration:

- Separate pedestrian and cycling pathways. Trail cross sections range from:
    - 4.0 m – 2.5 m bidirectional bike path and 1.5 m pedestrian path
    - 5.0 m – 2.5 m bidirectional bike path and 2.5 m pedestrian path
    - 6.0 m – 3.0 m bidirectional bike path and 3.0 m pedestrian path

- Adjacent soft surface trail (bark mulch or granular) along portions of greenway where paved trail width is 4.0 m
- Separation occurs through the use of painted lines and symbols, signage, materiality, and landscaping treatments

Trail User Volumes: Hourly counts conducted in 2018 at four locations along the greenway show average user counts of 267 persons per hour with a range of 109 – 429 persons per hour for weekday and weekend counts. The average mode share was 63% bicycles, 32.5% pedestrians, and 4.5% joggers/runners.

Lighting: City of Vancouver is currently conducting a trial study using 30 solar powered, pedestrian-scale lights along the greenway. Permanent lighting is planned to be installed along the entire corridor in the future with pedestrian-scale lampposts (6 m high) spaced approximately every 25 – 30 m. All lights will be LED, with a warmer temperature selected of 3000 kelvin.

The current solar lighting study has been successful so far with only one battery pack failing. The adjacent neighbourhood was initially opposed to the installation of lights due to a worry of light spillage into private yards. After lighting was installed there were no complaints as lighting was directed towards trail and there was no light spillage into yards.

Facility Design:

The current Arbutus Greenway is a temporary trail that was recently installed on a former rail line. After the rail line was removed, the City was finding people already attempting to walk and cycle the corridor, so a temporary asphalt pathway was installed to provide an accessible surface for all users. The initial path was 4.0 m wide. This path width was found to be too narrow for the volume of users. Sections that were initially paved at 4.0 m were retrofitted with an adjacent soft surface pathway to the pedestrian path to increase the overall trail cross section width. The soft surface path was found to not be used by many pedestrians as it is not accessible for wheelchairs or strollers. Later trails were installed at 5.0 or 6.0 m widths to better accommodate user volumes.

The entire trail is separated between pedestrians and cyclists, mainly using a painted line, symbols and signage. A Vision for the Arbutus Greenway has been completed, but not yet constructed. The final design will see full separation between bicycles and pedestrians with a minimum 1.0 m landscaped buffer, with occasional 2.0 m wide buffer where space permits. Lighting will be installed in the landscape buffer to light both pathways.

Notes:

- The City initially planned to mill out a 1.0 m buffer on the 6.0 m wide trail between the pedestrian and bicycle paths, but the community pushed back and wanted the full 6.0 m available as accessible surfacing

- A buffer between pedestrians and cyclists was milled out of the asphalt at intersections to assist in setting crossings
- To reduce costs on lighting installation, the City is testing screw piles versus poured piles for lampposts
- Initial results from solar lighting trial are very promising
- Lessons learned include facilitating a community stewardship group or program to assist in trail maintenance, planning, programming, etc.
- Trail amenities including benches and port-a-potties have been installed and have been well received

3. BC Parkway



Source: Google Street View

Location: Vancouver, British Columbia

Trail Management and Maintenance: TransLink

Population: 2,463,431 in the census metropolitan area (2016 Census)

Adjacent Land Use:

- Runs parallel to the Expo SkyTrain Line
- Connects Surrey City Centre, New Westminster, South Burnaby, and Vancouver
- Adjacent land uses include transit-oriented neighbourhoods, low-high density residential, industrial, commercial, mixed-use, and parks and open space

Trail Characteristics:

Length: 26 km

Width: 2.5 – 3.0 m

Average slope: Less than 5%

Surface materials: Asphalt and limited areas with paving stone

Trail Facility Configuration:

- Asphalt multi-use pathway

- Signage and stencils indicate shared use path

Trail User Volumes: Bike monitoring program in process of being installed. Limited user intercept surveys conducted in 2016 showed approximately 200 – 300 persons per hour with no breakdown between modes.

Lighting: Majority of trail is lit. Standard is one pedestrian-scale lamppost every 25 m. TransLink will attempt to negotiate arrangements with municipality that TransLink will pay for the capital costs for lighting installation, but then the municipality will assume operating and maintenance costs. TransLink is beginning to explore solar lighting and guideway lighting.

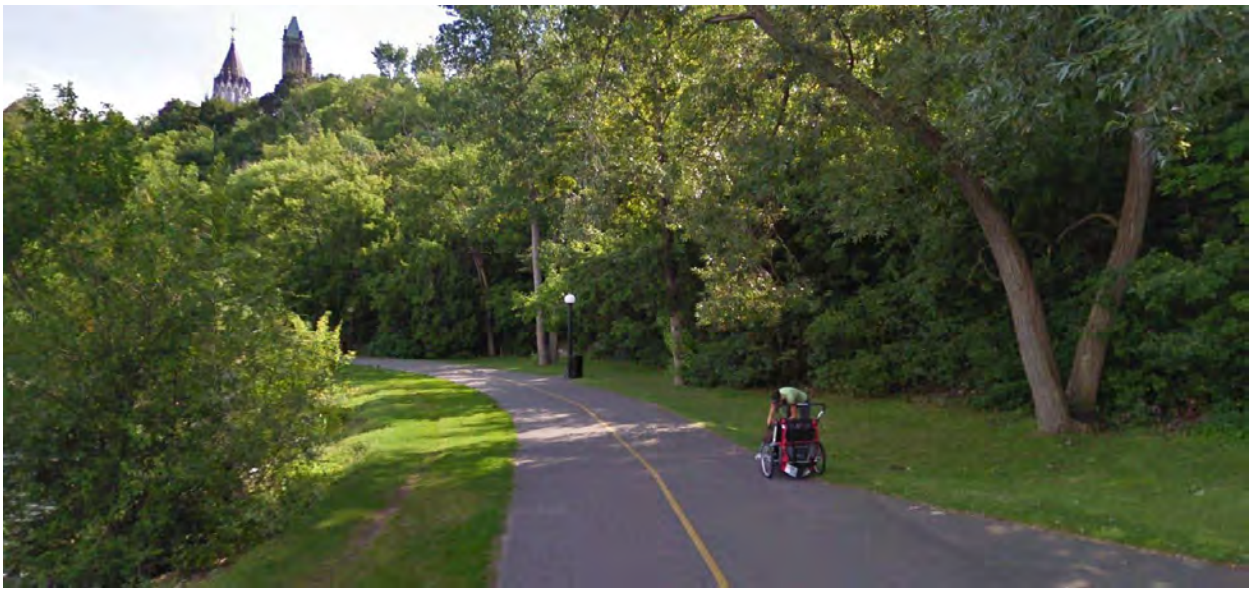
Facility Design:

The pathway is well landscaped with numerous rest areas. Signage is used to indicate a shared pathway.

Notes:

- Transition areas, rest areas, and areas where cyclists may dismount have been difficult to manage and design to reduce conflicts between users. Additional space is required in these areas.
- TransLink has developed a conceptual design report for improvements to the BC Parkway. Conceptual design is for separated pathways for pedestrians and cyclists of 2.5 to 3.0 m.

4. Ottawa River Pathway



Source: Google Street View

Location: Ottawa, Ontario

Trail Management and Maintenance: National Capital Commission (NCC)

Population: 1,323,783 in the census metropolitan area (2016 Census)

Adjacent Land Use:

- The trail runs parallel to the Ottawa River connecting the greenbelt through the core of Ottawa
- The trail is part of the larger Capital Pathway Network of over 250 km of trail
- The trail is located in a linear greenway, largely running between a roadway and the river as well as passing behind Parliament
- Adjacent land uses are largely residential, commercial and institutional

Trail Characteristics:

Length: 48 km

Width: 3.0 – 4.0 m

Average slope: Less than 5%

Surface materials: Asphalt in the core and crushed granular in the greenbelt

Trail Facility Configuration:

- Asphalt multi-use pathway
- Signage and stencils indicate shared use path

Trail User Volumes: Trail user volume was not available at this time.

Lighting: The trail is lit in the core downtown area of Ottawa. As the trail extends from downtown it is not lit. The NCC is working towards lighting areas of the trail with a priority for sections under bridges and underpasses.

Facility Design:

The trail is a typical multi-use pathway shared pathway located in a linear greenway along the Ottawa River. There are numerous trail amenities located adjacent the trail such as rest stops.

Notes:

- The NCC is currently completing an Update to their strategic plan the *Pathway Network for Canada's Capital Region* from 2006. The updated plan will be presented to the public for review in spring 2020.
- The updated plan will include scenarios for the future separation of pathways between users and will identify priority areas to explore further.

5. Martin Goodman Trail



Source: Google Street View

Location: Toronto, Ontario

Trail Management and Maintenance: The City of Toronto

Population: 6,417,516 in the census metropolitan area (2016 Census)

Adjacent Land Use:

- Runs along the waterfront crossing the entire city located between Lake Ontario and Lake shore Boulevard West and the Gardiner Expressway
- Connects to the larger 730 km Waterfront Trail around Lake Ontario
- Adjacent land uses largely include parks and open space, high density residential, commercial, and mixed use

Trail Characteristics:

Length: 56 km

Width: 2.6 – >7.0 m

Average slope: Less than 5%

Surface materials: Asphalt, concrete and paving stone

Trail Facility Configuration:

- Separate concrete pedestrian and asphalt cycling pathways occasionally with landscaping separating the two pathways. Trail cross sections widths:
    - 3.5 m bidirectional bike path and 2.7 m pedestrian path
    - Separation is indicated through signage and stencils
- Separate paving stone pedestrian pathway/plaza spaces with a 3.5 m wide asphalt pathway cutting through for cyclists and other faster moving users
- Other sections of the trail are asphalt multi-use pathway of varying widths
    - Signage indicates shared use path

Trail User Volumes: Trail user volume was not available at this time.

Lighting: The majority of the trail is lit through a combination of pedestrian scale pathway lighting and roadway lighting.

Facility Design:

The pathway is located in a high-density urban setting that is well landscaped with numerous rest areas. Signage is used to indicate a shared pathway as well as for the separated pathways. Wayfinding signage is present as well as a constant painted double blue line painted down the centre of the trail which can be used as additional wayfinding.

Notes:

- The trail connects onto an on-road protected bicycle lane with adjacent sidewalk for pedestrians on Queens Quay West. The protected bike lane transitions to a separated bicycle pathway adjacent the pedestrian sidewalk before merging back into a shared multi-use pathway at the eastern terminus of Queens Quay East.

6. Meewasin Trail



Location: Saskatoon, Saskatchewan

Source: Google Street View

Trail Management and Maintenance: Inside the City of Saskatoon, the Meewasin Valley Authority (a non-profit organization) builds the trail and the City of Saskatoon maintains the trail through a formal agreement. Outside the city, the Meewasin Valley Authority builds and maintains the trail.

Population: 295,095 in the census metropolitan area (2016 Census)

Adjacent Land Use:

- Runs parallel to the South Saskatchewan River along both sides
- The trail is largely located in a linear greenway along both sides of the river
- Adjacent land uses include residential, downtown, parks and open space, institutional and industrial lands

Trail Characteristics:

Length: 80 km

Width: 2.0 – 5.0 m

Average slope: Path varies from 0-10% slopes due to its location in a river valley

Surface materials: The majority of the trail is asphalt. There is concrete at seating nodes, paving stone located in the downtown sections, and some connector trails are dirt (no surfacing).

Trail Facility Configuration:

- Asphalt multi-use pathway that varies in width and surface material

Trail User Volumes: In 2019, approximately 1.65 million users used the Meewasin Trail. User counts were conducted in 2012 and 2013 as part of a 2014 Trail Study. These counts determined that there was a mode share of 57% pedestrians and 43% cyclists along the Meewasin Trail. The counts also saw a systemwide average peak volume of 89 users per hour with a high peak volume of 164 persons per hour.

Lighting: Some sections of the trail are lit. These sections are mainly confined to the downtown. There is currently no lighting policy for the trail and lighting is included in trail projects on a project by project basis.

Facility Design:

The trail is set largely in a linear greenway along the river. There are numerous rest areas and greenspace for recreational activities.

Notes:

- A Trail Study was completed in 2014 that is now guiding current and future trail widening and enhancement projects.
- The Meewasin Trail Study (2014) provides design standards of:
    - 3.0m multi-use trail for less than 200 persons per hour
    - 4.0m multi-use trail for 200 – 300 persons per hour
    - 6.0m multi-use trail or two 3.0m separate trails for 300 – 600 persons per hour
    - Two 4.5m separate trails for over 600 persons per hour

7. Burke-Gilman Trail



Source: Google Earth

Location: Seattle, Washington

Trail Management and Maintenance: TransLink

Population: 3,867,000 in the Seattle-Tacoma-Bellevue, WA Metropolitan Statistical Area (2017)

Adjacent Land Use:

- The Trail runs from Golden Gardens Park in Ballard east, through the University of Washington Campus and then north around the perimeter of Lake Washington until ending in Bothell to the east.
- Adjacent land uses include low-medium density residential, institutional, commercial, mixed-use, and parks and open space

Trail Characteristics:

Length: 43 km

Width: 3.0 – 6.0 m

Average slope: Less than 5%

Surface materials: Asphalt with crushed granular shoulder on one side. Section near the University of Washington also includes a concrete pedestrian pathway.

Trail Facility Configuration:

- Asphalt multi-use pathway of varying widths
- Signage and stencils indicate shared use path at some intersections stencils direct pedestrians to one side of the trail and bidirectional flow for bicycles. Paint and stencil markings do not carry on beyond the intersection
- One recently reconstructed section along Seaview Avenue NW includes separate pathways. The separate pathways consist of:
    - 3.0 m wide asphalt pathway for bidirectional bicycle travel (not painted)
    - 1.5 m wide concrete sidewalk for pedestrian travel
    - Both pathways are stenciled for their individual users
- Through the high-volume area near the University of Washington, separate pathways have recently been constructed. The separate pathways consist of:
    - 3.0 m wide asphalt pathway with markings for bidirectional bicycle travel
    - 3.0 m wide concrete pathway for pedestrians

Trail User Volumes: The trail sees approximately 3,000 – 4,000 users per day.

Lighting: The trail is not lit except for small sections near the University of Washington that has pedestrian scale lighting.

Facility Design:

The pathway is well landscaped with vegetation but does not posses many amenities for users except for the section through the University of Washington.

Notes:

- The trail has a well publicized safety code that includes:
    - Go slow
    - Keep right
    - Respect others
- The trail also has posted and publicized information on trail etiquette that includes:
    - Bicycles should yield to pedestrians
    - Bicycles should give audible warnings when passing on the trail
    - All riders should ride at a safe speed and avoid pace lines and pack riding
    - Fast cyclists should use alternate routes

    - Walkers, runner, and skaters should watch for other trail users and listen for audible signals to allow faster users to pass safely
    - When the trail is congested, form a single line to the right
    - Dogs should be on a leash of a maximum of 8 feet
- The Burke-Gilman Trail is one of the first rail to trail conversions in North America with the first portion of trail dedicated in 1978.

8. Springwater Corridor



Location: Portland, Oregon

Source: Urban Systems

Trail Management and Maintenance: Portland Parks and Recreation (for section in City of Portland); City of Milwaukie and unincorporated Clackamas County.

Population: 2,478,996 in the Portland–Vancouver–Hillsboro Metropolitan Statistical Area (2018 Census)

Adjacent Land Use:

- Runs parallel an existing rail line as well as along a former rail line from Boring, Oregon to Portland connecting to the Eastbank Esplanade
- Adjacent land uses include general employment, open space, low-high density residential, commercial mixed-use, commercial residential, industrial, and institutional.

Trail Characteristics:

Length: 34 km

Width: 3.7 – 4.3 m

Average slope: Less than 5%

Surface materials: Asphalt

Trail Facility Configuration:

- Asphalt multi-use pathway
- Signage indicates shared use path

Trail User Volumes: Volunteer counts are conducted at several locations along the trail in September of each year. Most recent counts for 2018 and 2019 show approximately 600 people per hour on the trail at the eleven locations counted.

Lighting: The trail is not lit. There are no plans to light the trail at this time.

Facility Design:

The pathway is a very typical shared multi-use pathway. There are limited trail amenities as well as limited trail access points.

Notes:

- The trail design has always been constrained by the corridor in which it is located. Between being located adjacent a river, an active rail line, and steep banks, there is no room for a wider trail, or a trail separated between users.
- Ideally would have considered a bifurcated trail between pedestrians and cyclists, but reality is constraints limit the width.
- Current practice in the City of Portland is to bifurcate trails between users.
- Lighting was never included due to budget constraints.

9. Chicago Lakefront Trail



Source: Chicago Park District

Location: Chicago, Illinois

Trail Management and Maintenance: The City of Chicago Park District

Population: 9,533,040 in metropolitan area (2018 Census)

Adjacent Land Use:

- The Lakefront Trail runs alongside Lake Michigan between the Edgewater and South Shore neighbourhoods
- The trail is located entirely in a linear greenspace along the waterfront and is separated from adjacent development by roadways including North Lake Shore Drive and South Lakeshore Drive
- The trail runs through and past numerous waterfront parks including Lincoln Park, Grant Park, and Jackson Park. The trail also passes Soldier Field.

Trail Characteristics:

Length: 30 km

Width: 5.0 – >10.0 m

Average slope: Less than 5%

Surface materials: Asphalt

Trail Facility Configuration:

- The trail is fully separated into separate asphalt pedestrian and cycling pathways
    - The cycling pathway is a minimum of 3.5 m wide for bidirectional travel
    - The pedestrian pathway width varies, at times widening into larger pedestrian plaza spaces along the waterfront
    - Pedestrian access paths are a minimum of 1.8 m

- The two trails are often separated with landscaping, at times they can be over 200 m apart with large greenspaces in between them
- When the trails are co-located painted buffer spaces of a minimum of 1.0 m are used to separate the trail users
- Extensive use of paint and stencilling are employed to differentiate the two pathways as well as the bidirectional nature of both pathways
- At high volume conflict points and trail intersections, the trails may also be widened and turning lanes may be provided

Trail User Volumes: The Lakefront Trail sees approximately 30,000 daily users on weekdays. On summer weekends this number increases to approximately 100,000 daily users.

Lighting: Both the pedestrian and bicycle trails are lit with pedestrian scale lampposts.

Facility Design:

The pathway is well landscaped with numerous rest areas and park amenities. Signage and extensive stencilling are used to indicate pedestrian and bicycle pathways. Intersecting pathways include stop and yield paint and signage control to help direct traffic.

Notes:

- In 2016, the City of Chicago laid out plans to separate the entire Lakefront Trail to create separate pathways for pedestrians and cyclists to alleviate significant trail congestion and conflict between cyclists and pedestrians. The project was completed in December 2018.
- The City of Chicago has published a Lakefront Trails Pathway Symbol Reference Guide to provide information on the various paint markings used on the trail. Markings include “SLOW”, “LOOK”, speed reduction markings, and yield markings.

10. Midtown Greenway



Source: Google Street View

Location: Minneapolis, Minnesota

Trail Management and Maintenance: City of Minneapolis

Population: 4,014,593 in the Minneapolis-St. Paul MN-WI Combined Statistical Area (2018 Census)

Adjacent Land Use:

- Trail located on former rail line. Majority of trail located in below grade trench.
- Connects Mississippi River to Cedar Lake Trail in west Minneapolis
- Adjacent land uses include low-high density residential, industrial, commercial, cultural/entertainment, public/institutional, mixed-use, and parks/open space

Trail Characteristics:

Length: 9.2 km

Width: 3.7 – 6.0 m

Average slope: Less than 5%

Surface materials: Asphalt

Trail Facility Configuration:

- Separate pedestrian and cycling pathways
    - Trail cross sections vary
    - Standard is 3.0 – 4.0 m bidirectional bike path and 2.0 m pedestrian path
- Separation occurs through the use of painted lines and symbols, and signage

- Narrower path at western terminus of trail becomes multi-use pathway with painted centre line

Trail User Volumes: Limited counts in 2016 showed approximately 3,800 – 4,250 daily users at select locations along the trail with a mode split varying between 5-20% pedestrians. Currently estimates are that the Greenway sees approximately 4,000 – 5,000 daily users with an estimate of 1,500,000 annual users.

Lighting: Majority of trail is lit. Some sections are noted as being underlit with too great spacing between light poles. There are many underpass crossings along the trail, some of which are also not lit well enough. Lighting was installed when trail was built.

Facility Design:

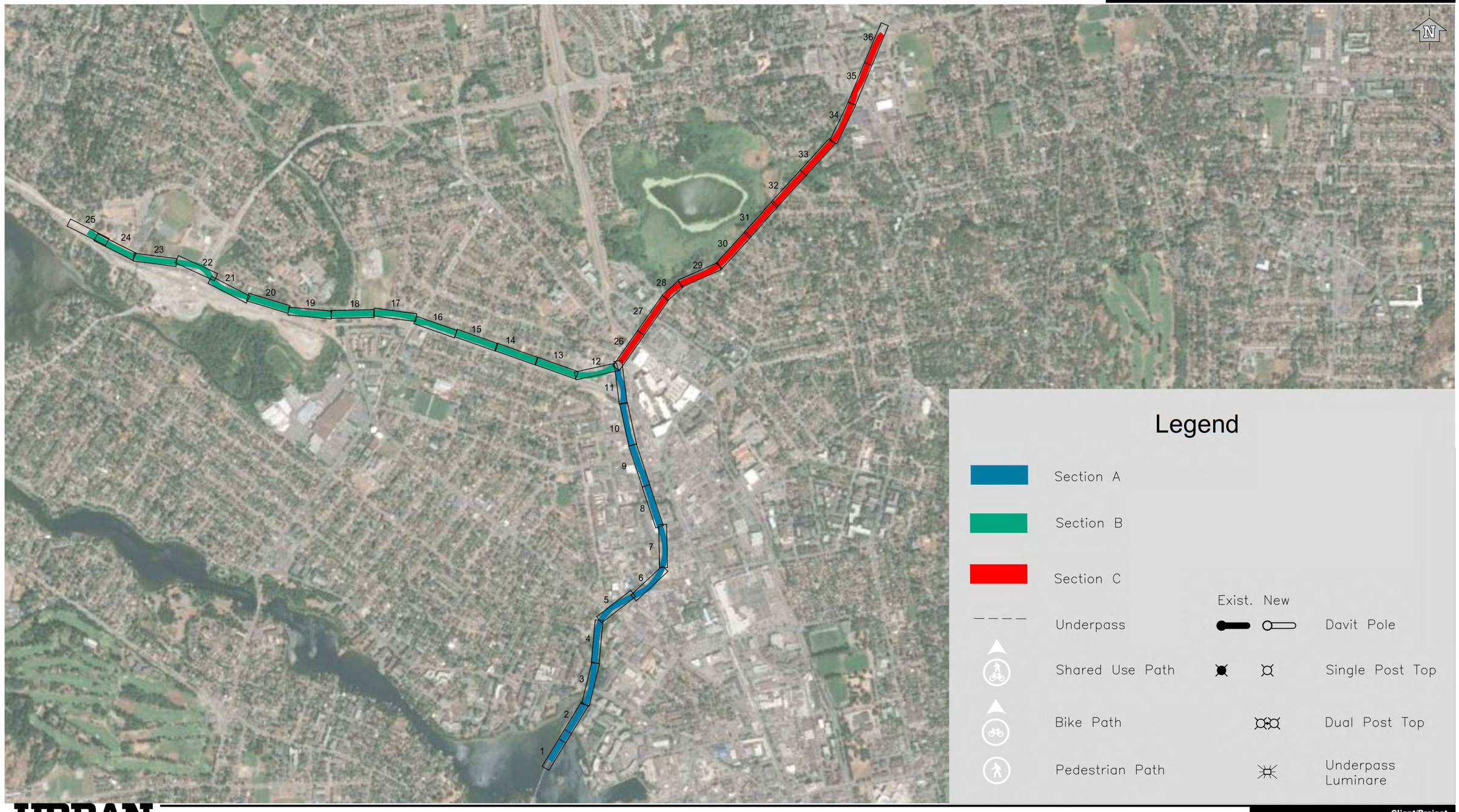
The pathway is situation along a former rail line with a significant portion of the trail situated below grade in a trench. The pathway design is limited by the location in the trench and the numerous bridge crossings with their supports.

Notes:

- The location of the trail in the trench provides limited access points along the trail. Access is limited to ramps and stairs. Additional access is desired.
- The trail has few amenities along it, more amenities (rest stops, wayfinding signage) are desired.
- The trail has struggled with safety issues and concerns since constructed. The addition of lighting at stairways and ramps has seen a reduction in crime incidents.

Appendix C.

CONCEPTUAL DESIGN PLANS



Legend

- Section A
- Section B
- Section C
- Underpass
- Shared Use Path
- Bike Path
- Pedestrian Path

Exist.	New	
		Davit Pole
		Single Post Top
		Dual Post Top
		Underpass Luminare

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Title
INDEX ----

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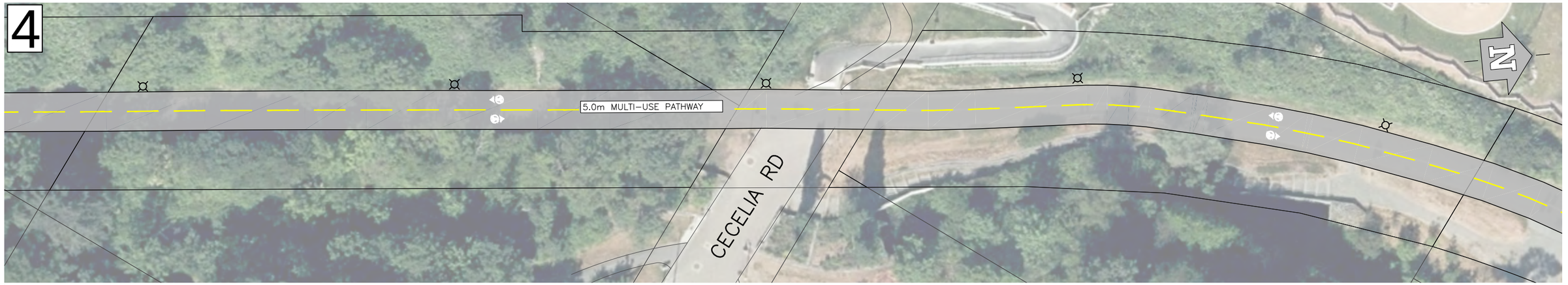
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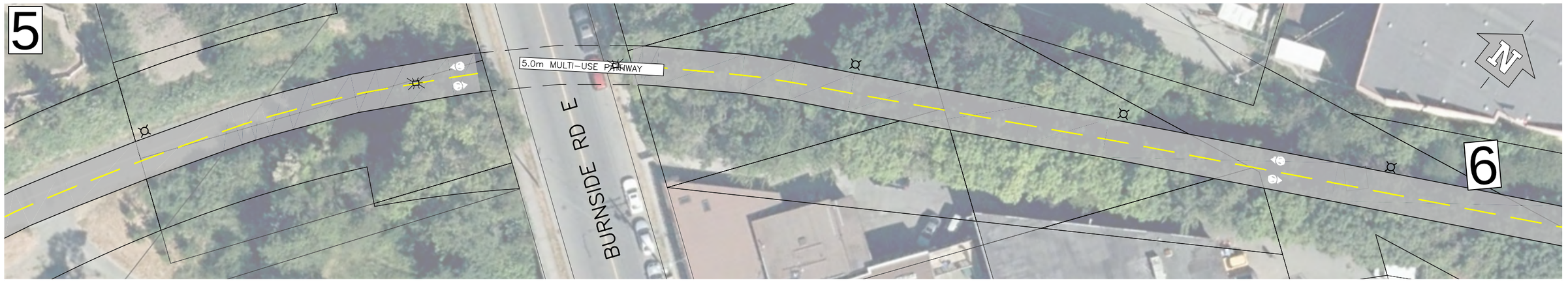
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CAPITAL REGIONAL DISTRICT (CRD) Regional Trails Widening Study

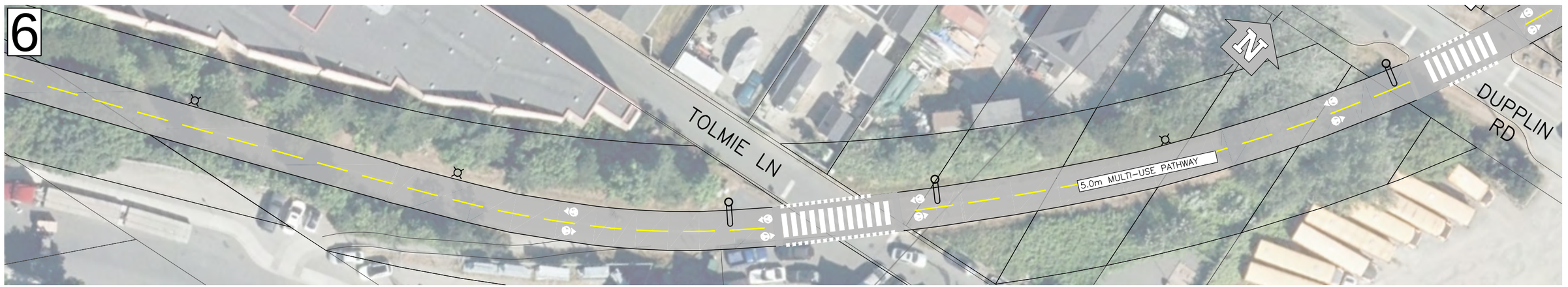
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OPT 1-1

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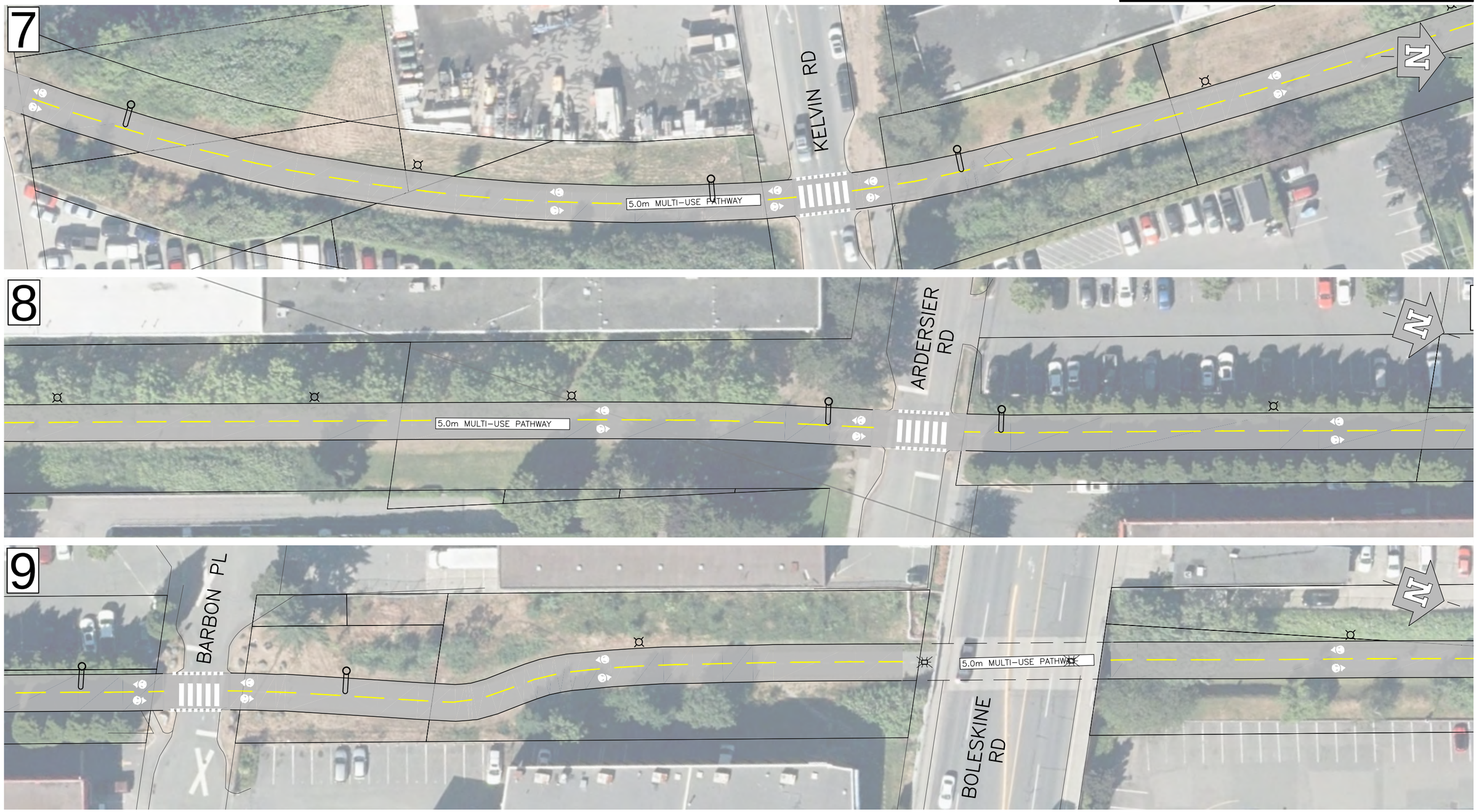
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Client/Project
CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

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Section A
OPT 1-2

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Section A

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Scale	Revision Date	Figure
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Section A
OPT 1-3

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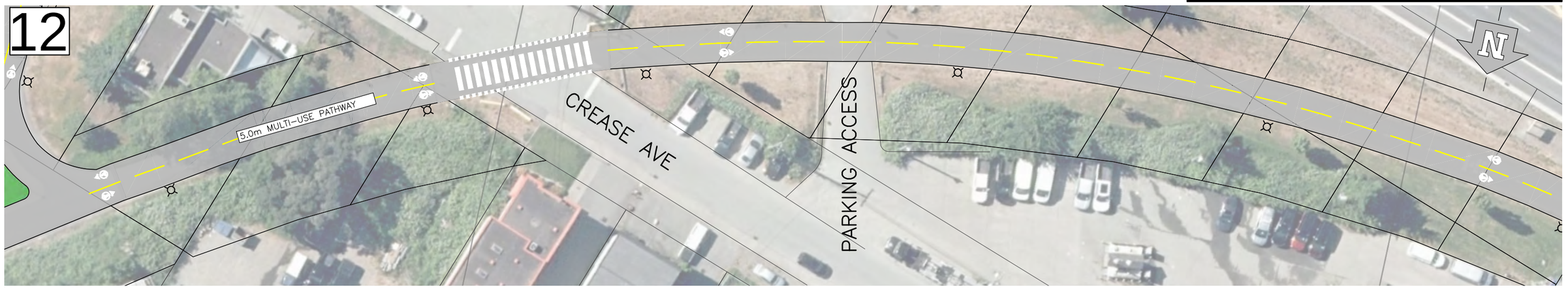
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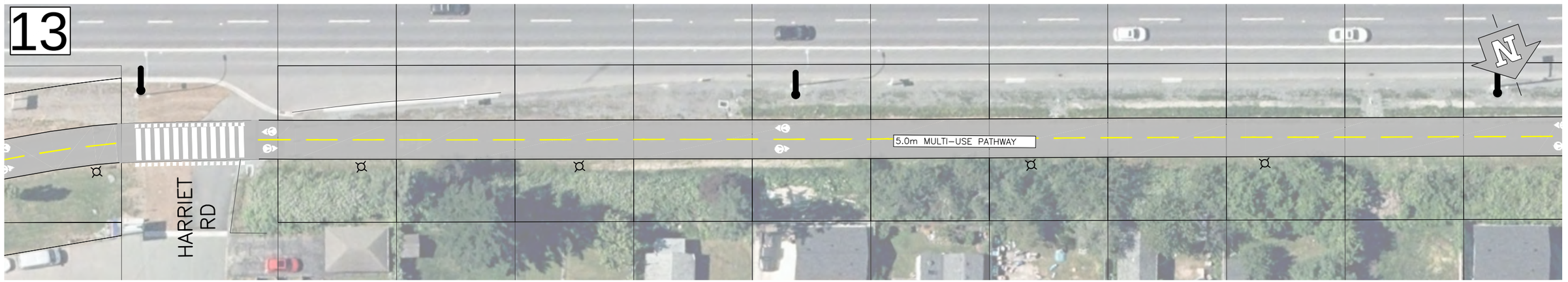
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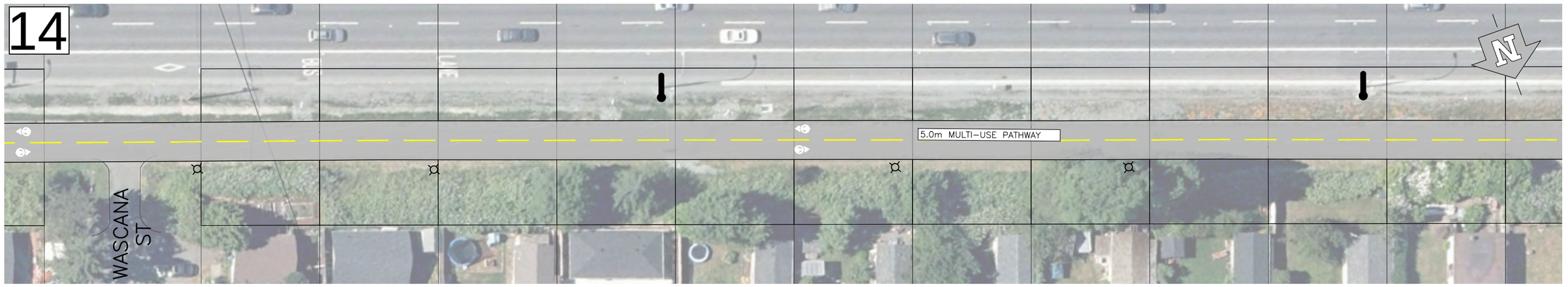
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Section A
OPT 1-4







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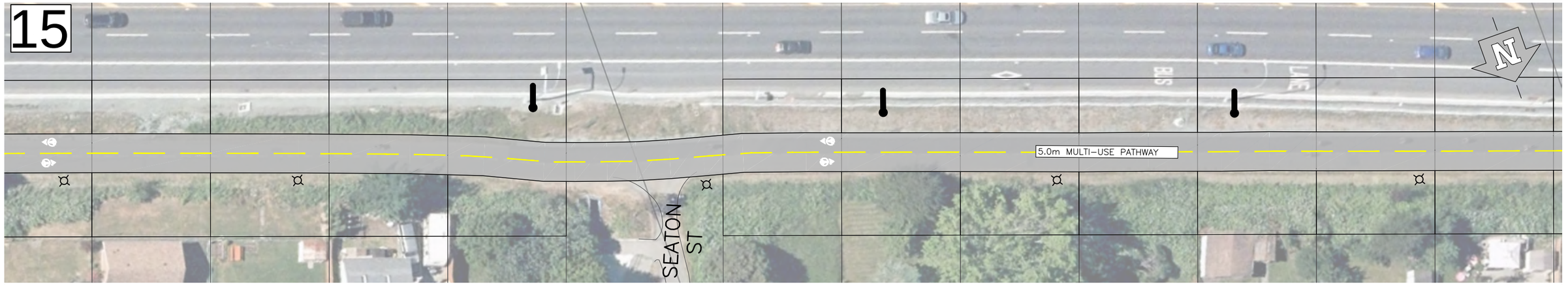
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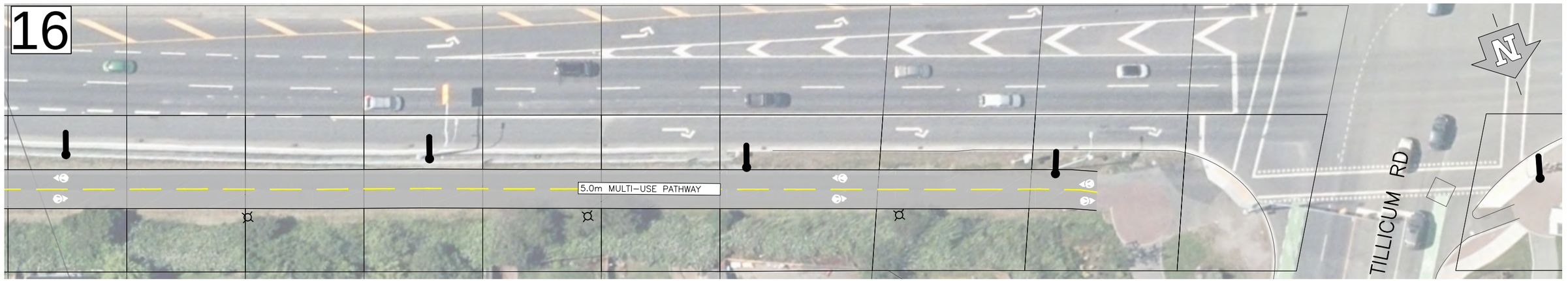
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

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Section B
OPT 1-5

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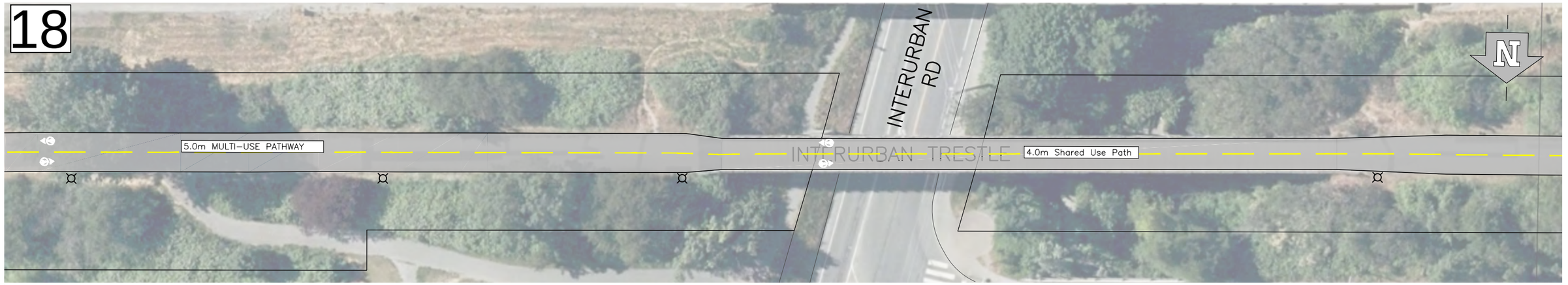
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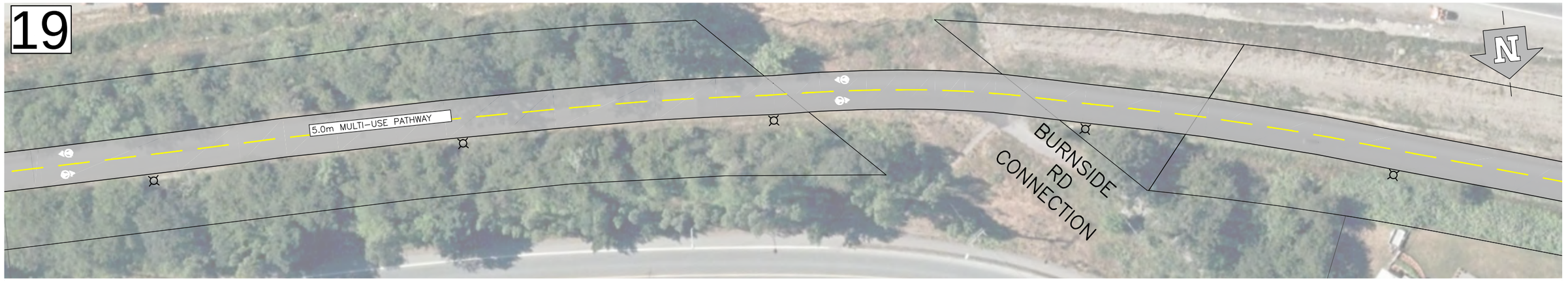
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Section B
OPT 1-6

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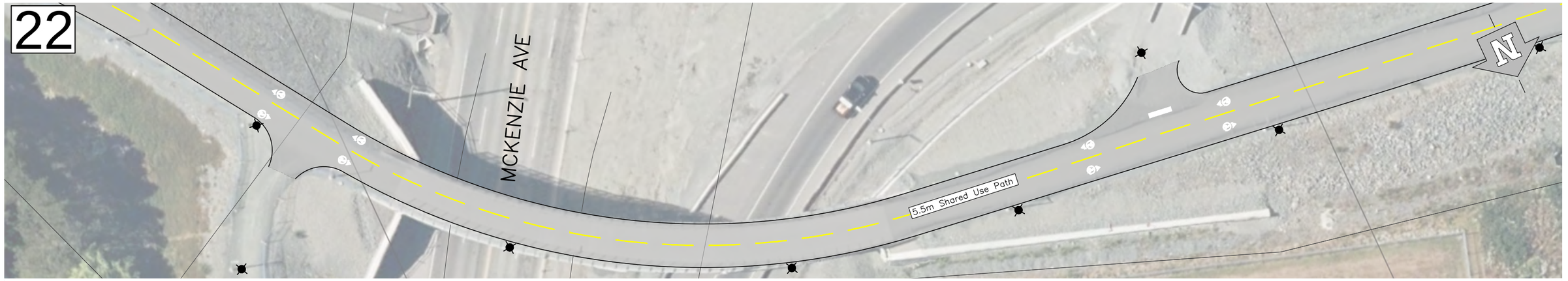
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Regional Trails Widening Study

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Section B
OPT 1-7

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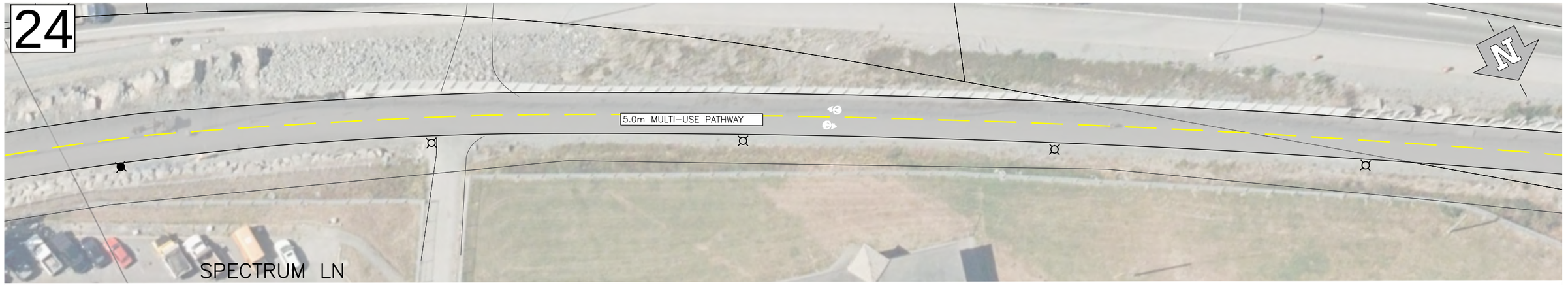
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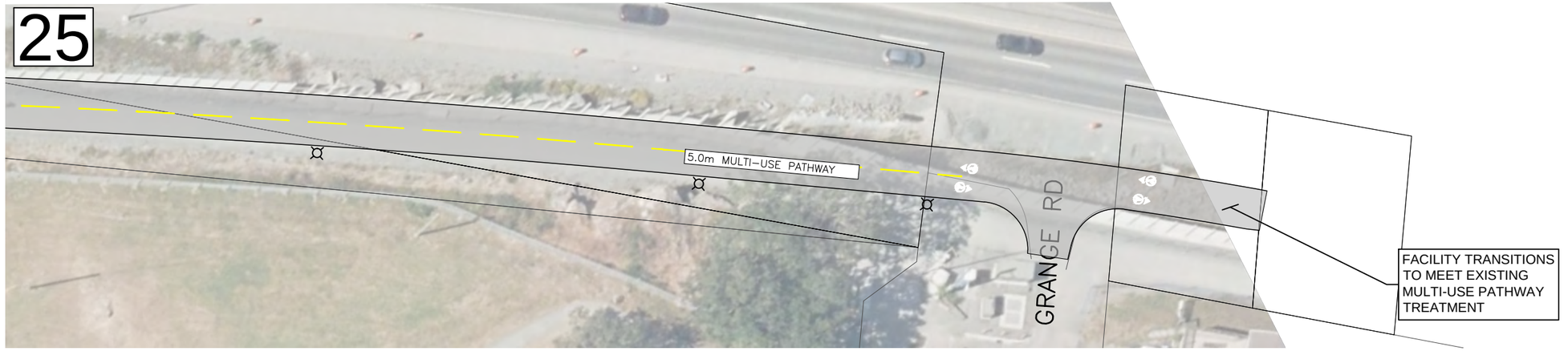
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OPT 1-8

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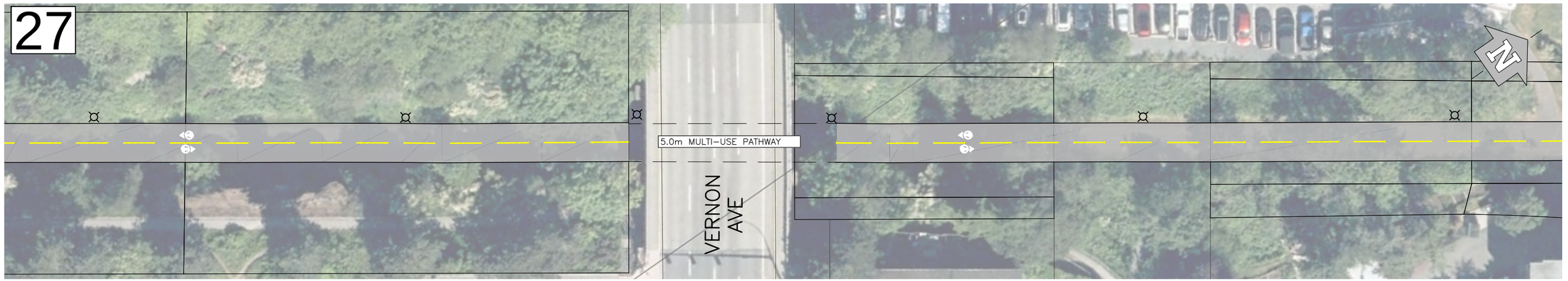
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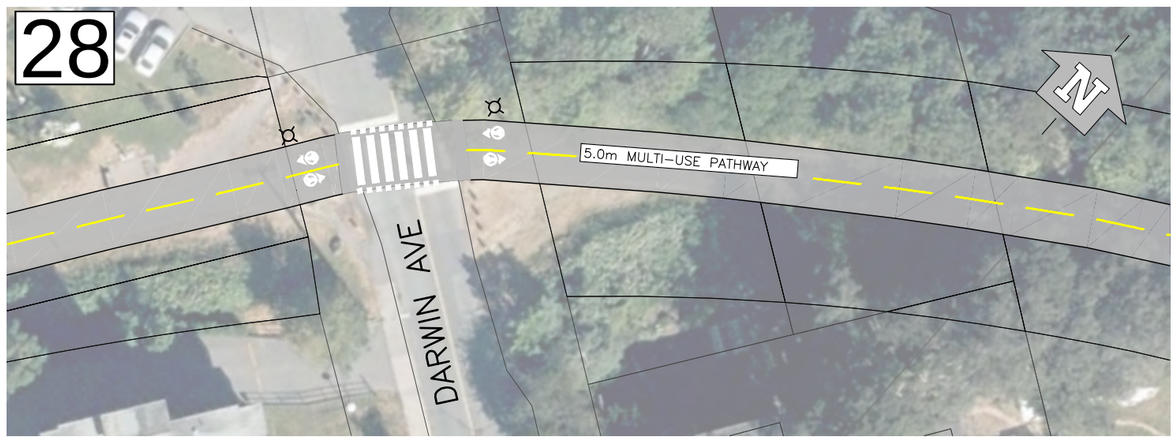
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Section B
OPT 1-9









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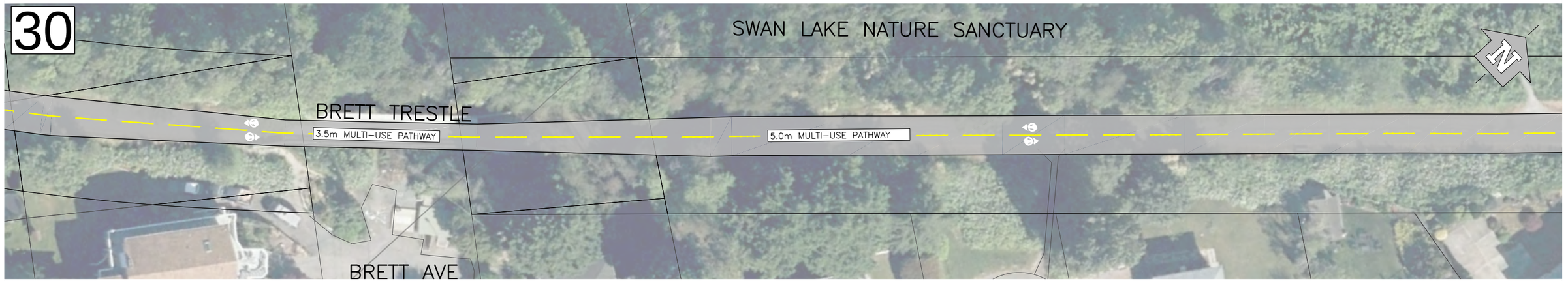
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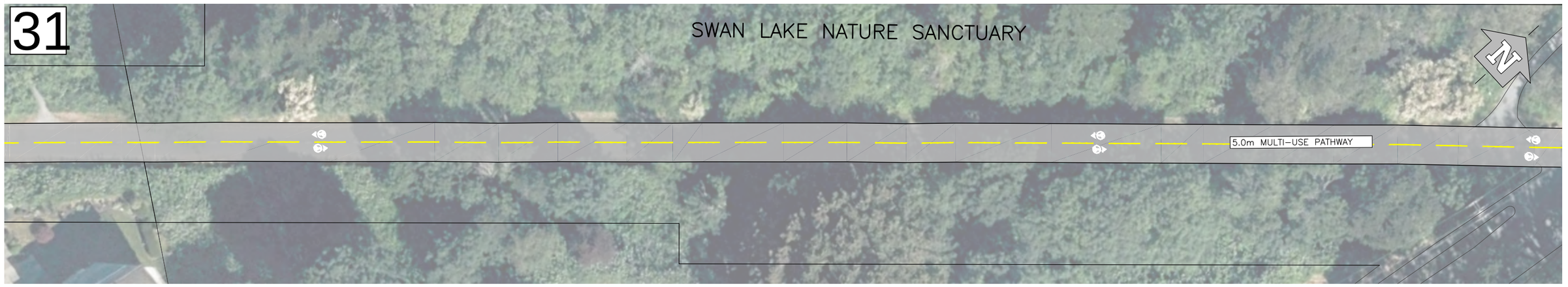
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OPT 1-10

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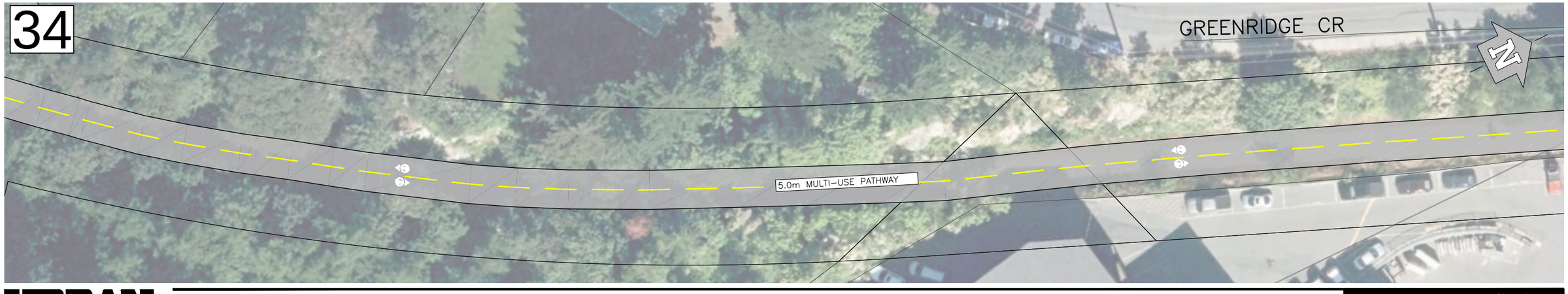
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OPT 1-11

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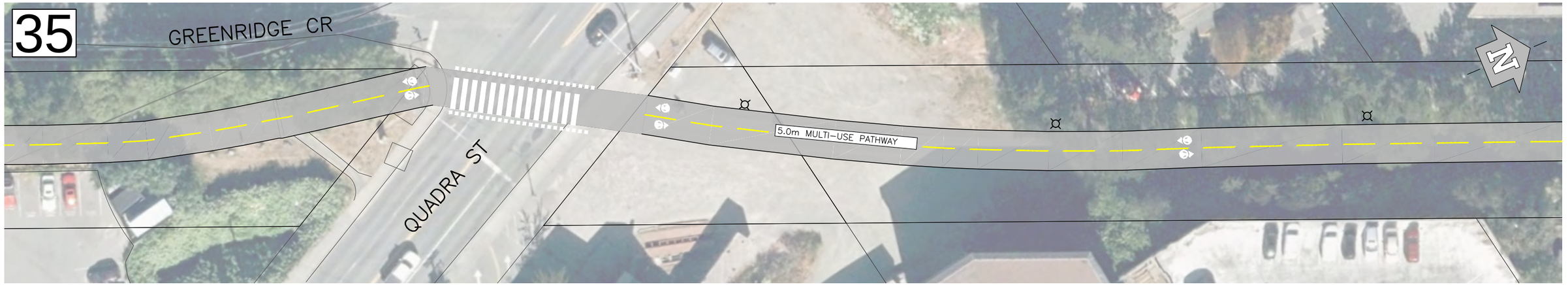
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Client/Project
CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

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OPT 1-12

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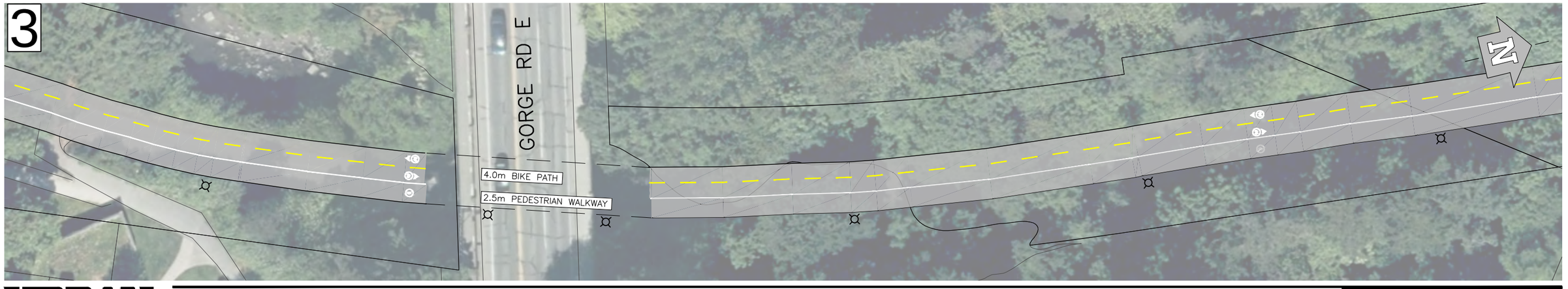
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Regional Trails Widening Study

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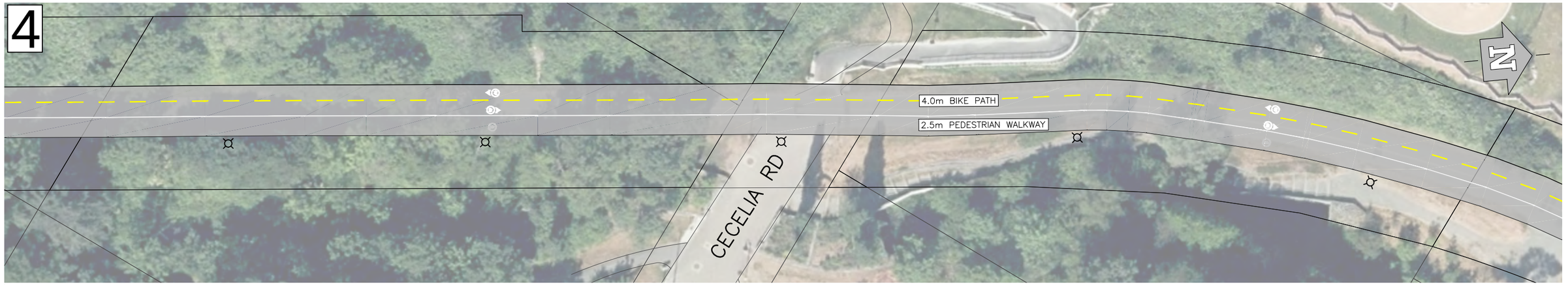
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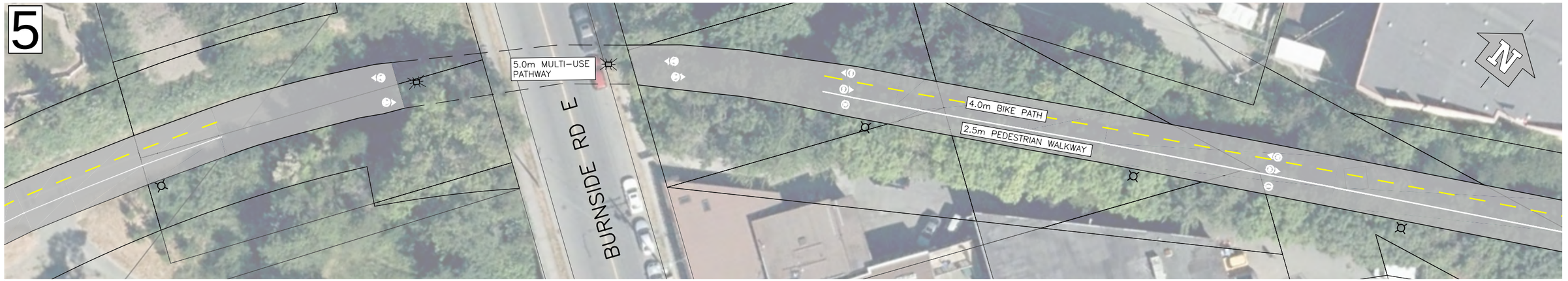
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

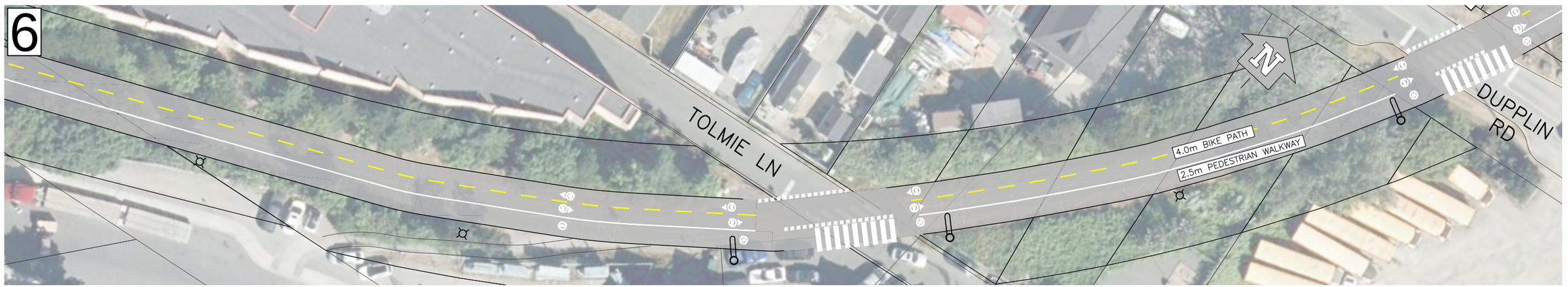
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Section A
OPT 2-1

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Section A

Client/Project
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Section A
OPT 2-2

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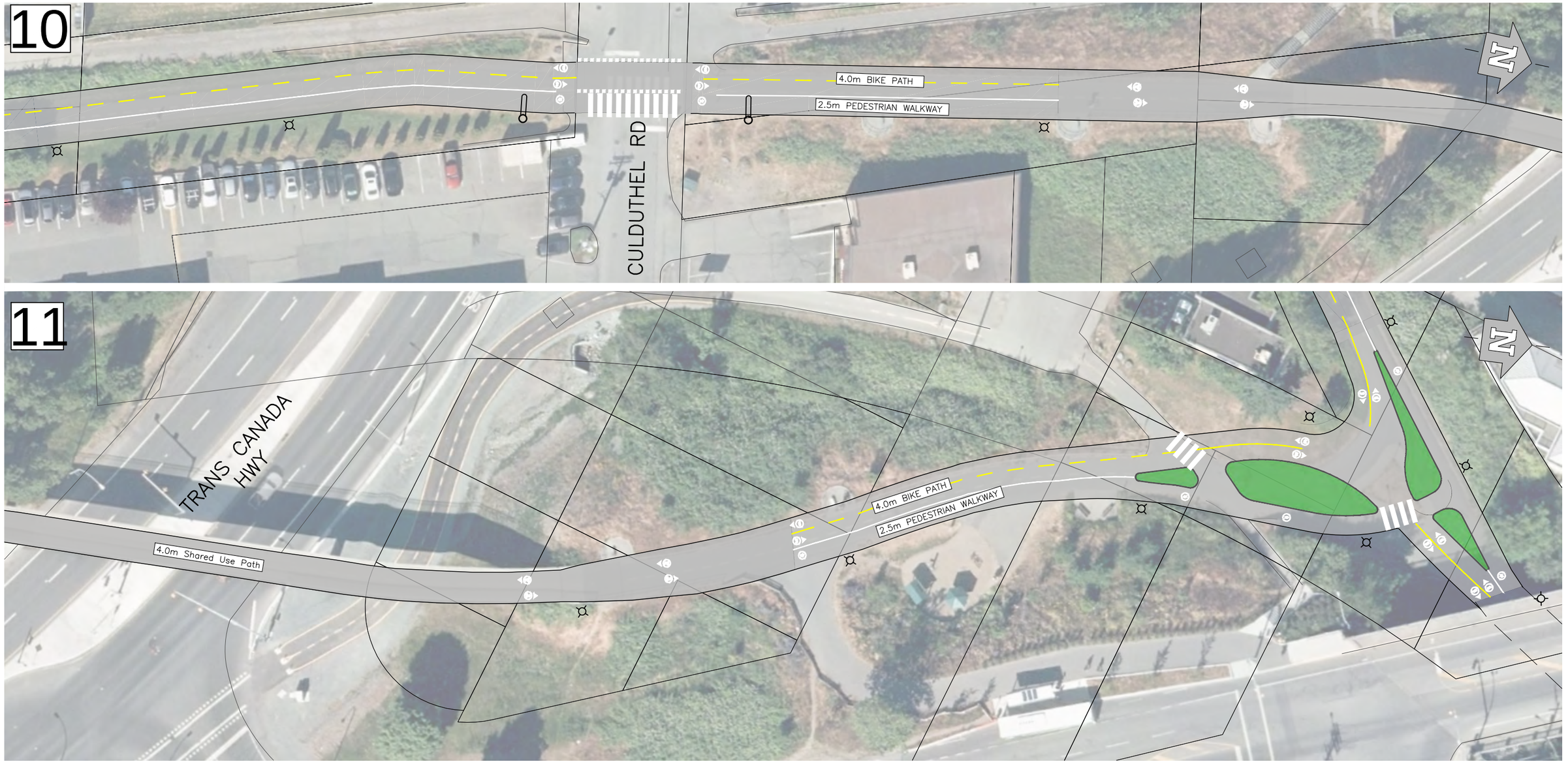
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

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Section A
OPT 2-3

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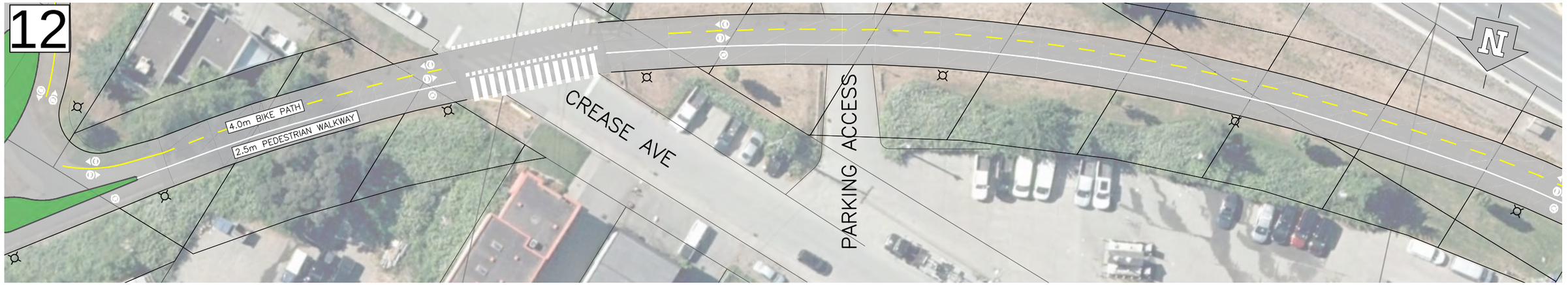
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Regional Trails Widening Study

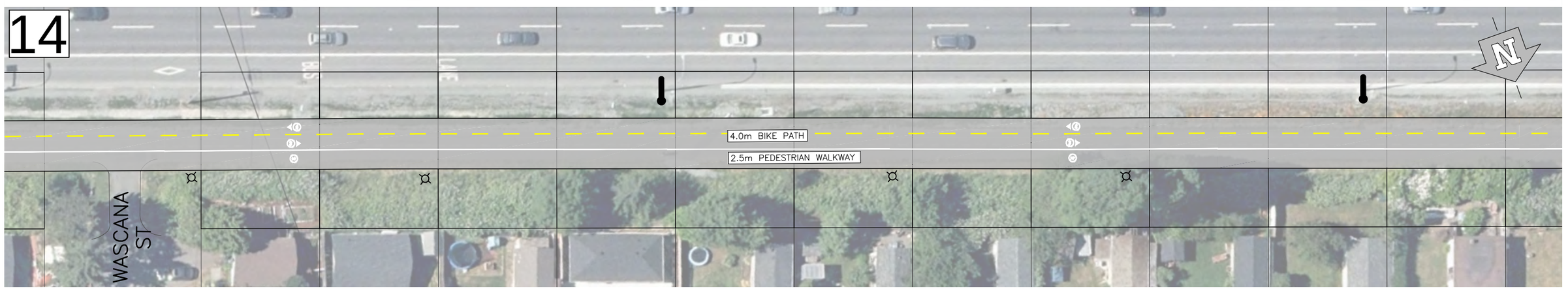
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Section A
OPT 2-4

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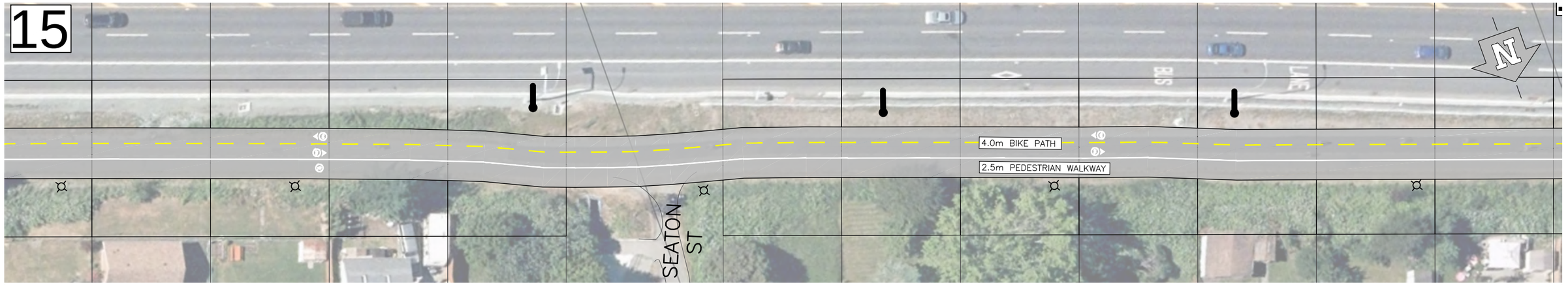
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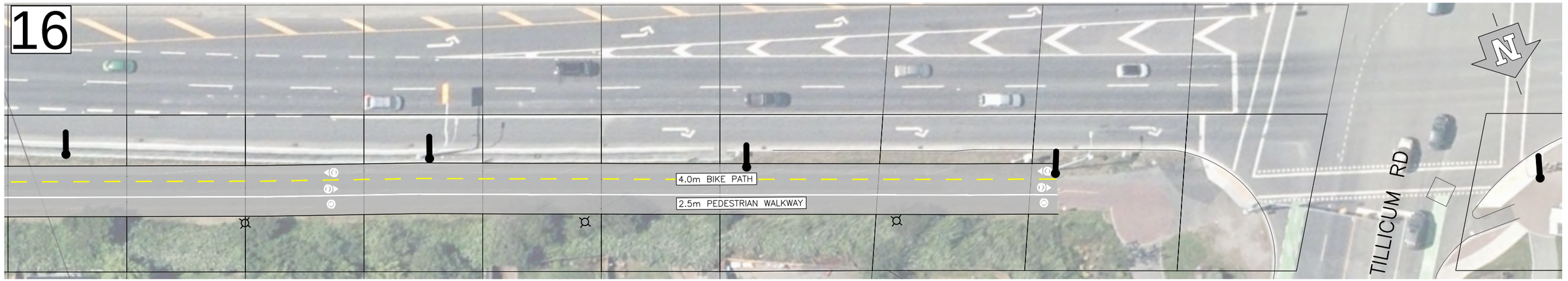
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Regional Trails Widening Study

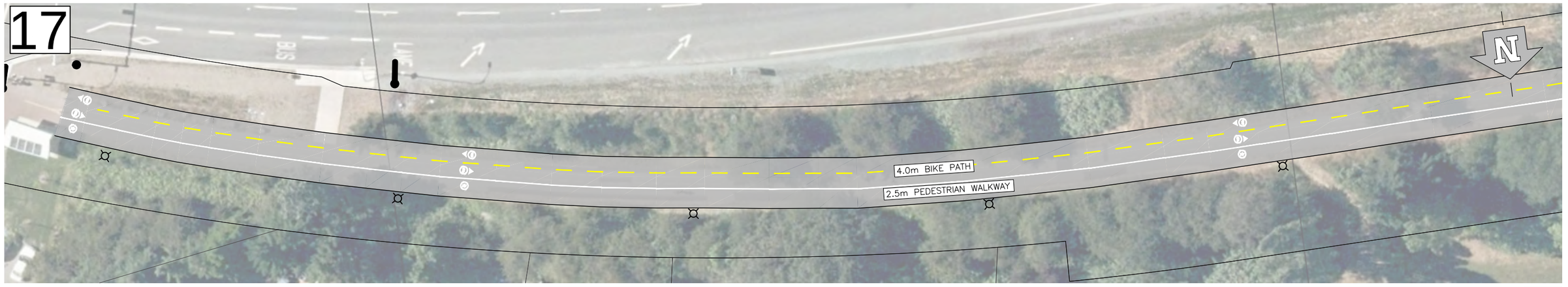
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Section B
OPT 2-5

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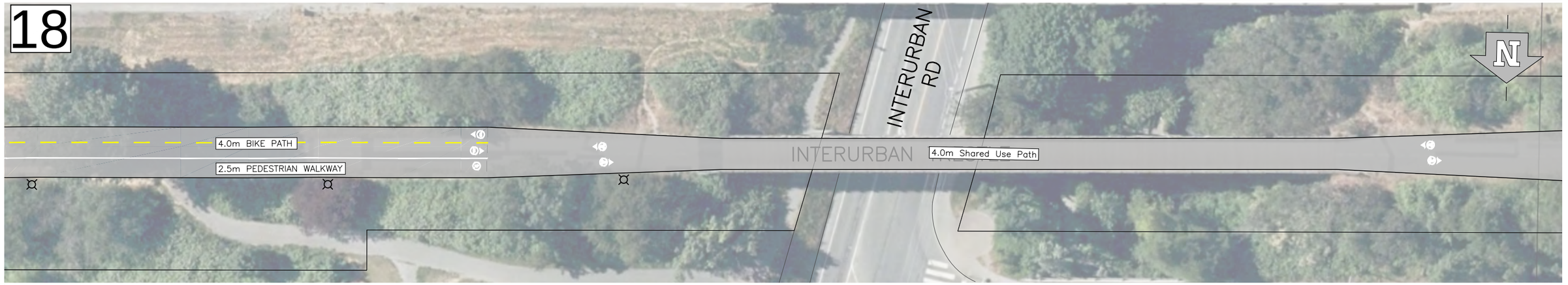
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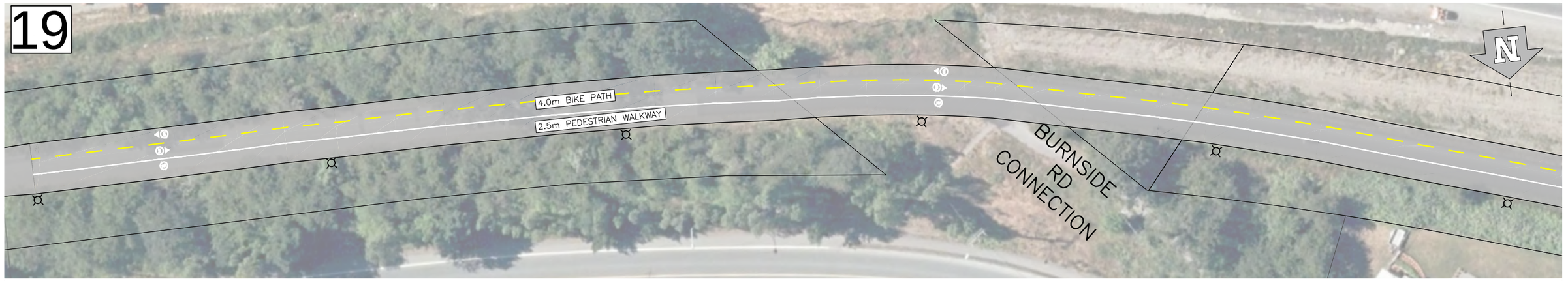
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Regional Trails Widening Study

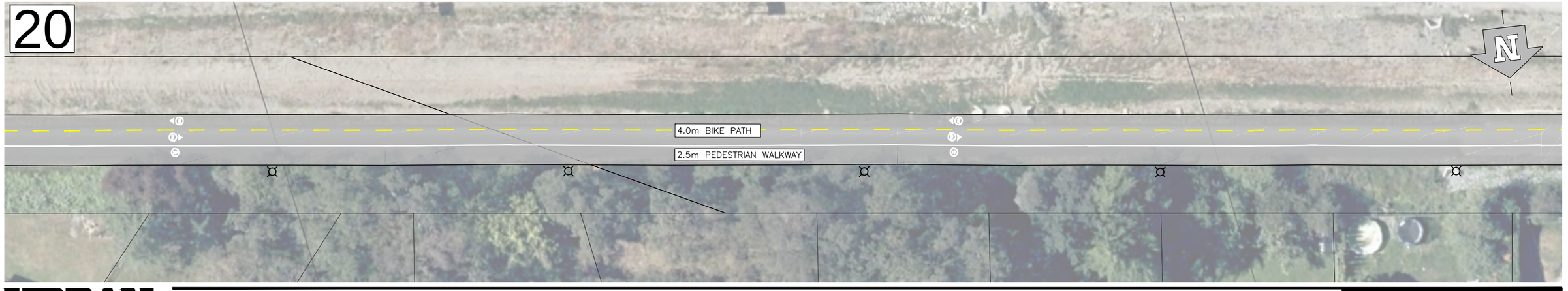
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Section B
OPT 2-6

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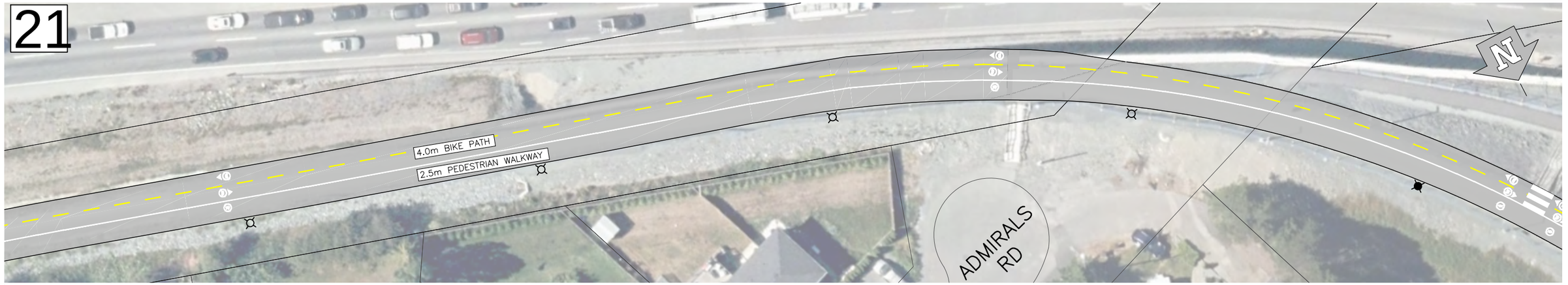
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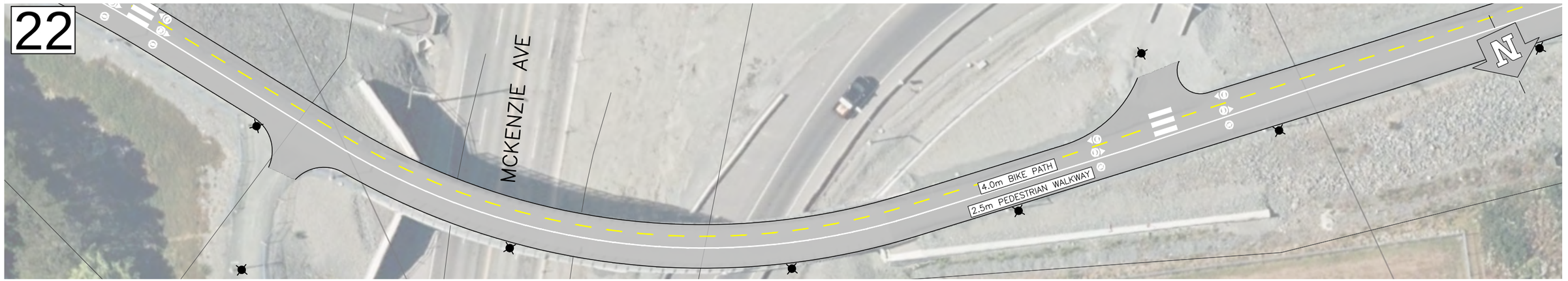
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

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Section B
OPT 2-7

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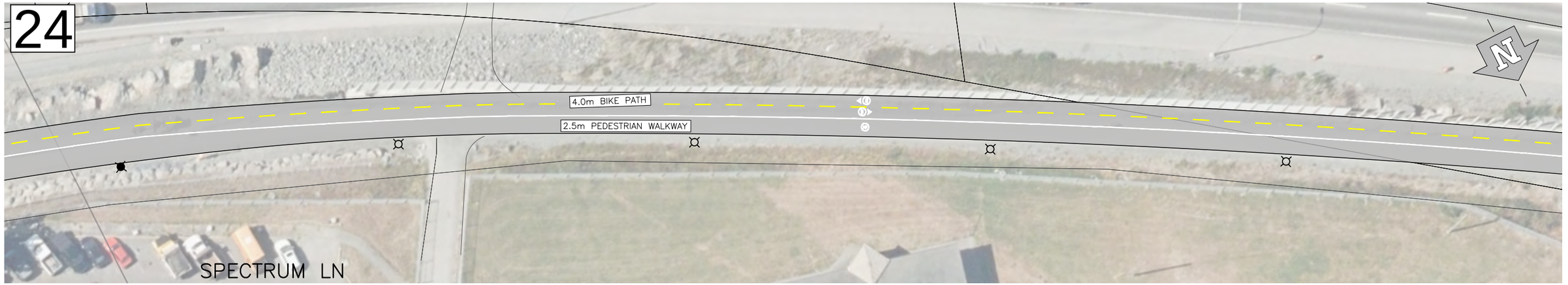
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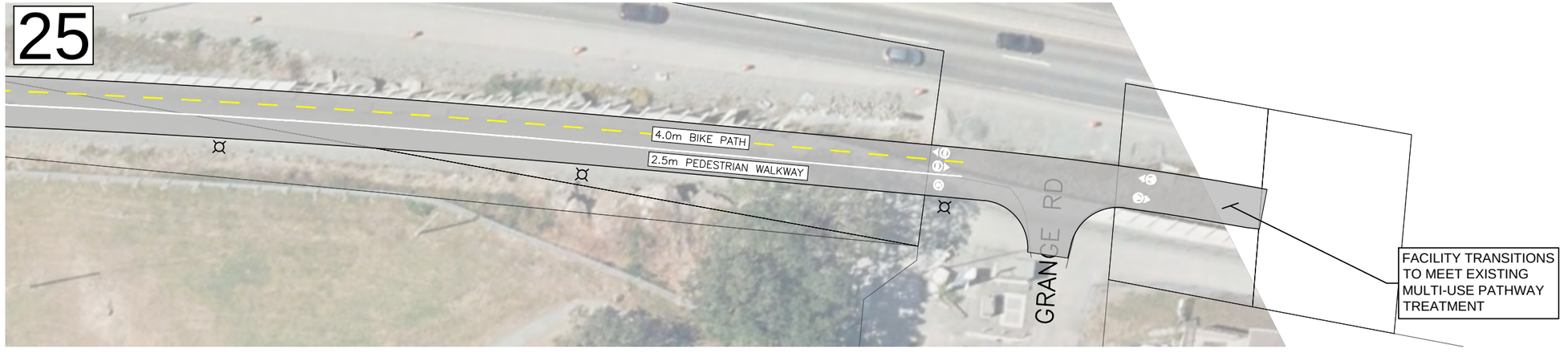
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

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Section B
OPT 2-8

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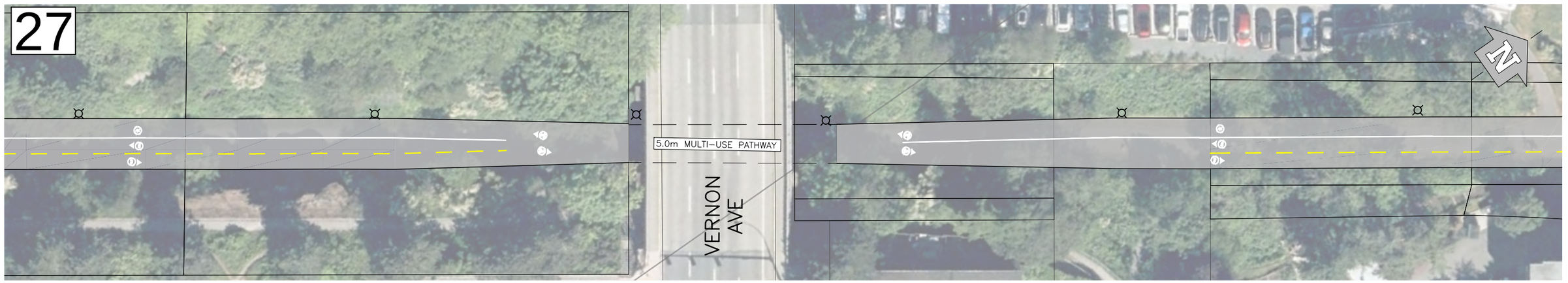
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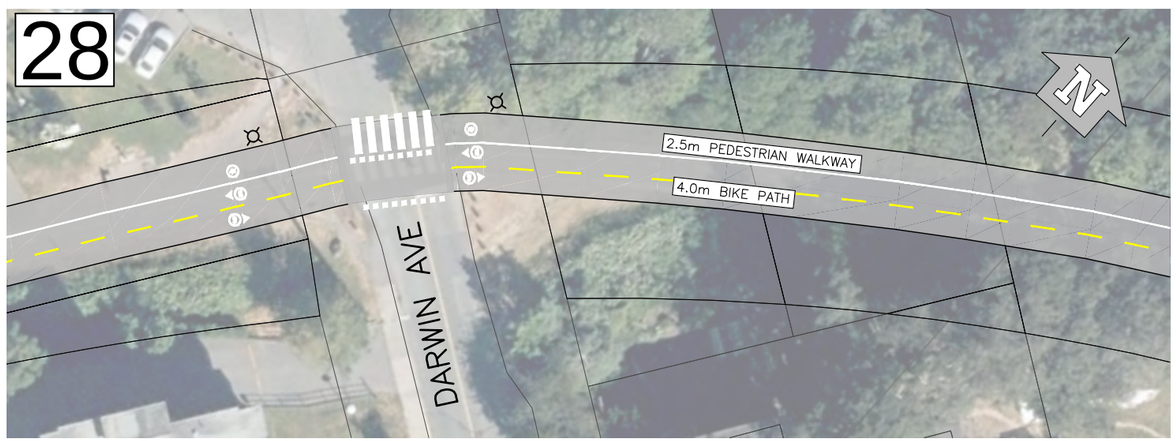
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CAPITAL REGIONAL DISTRICT (CRD) Regional Trails Widening Study

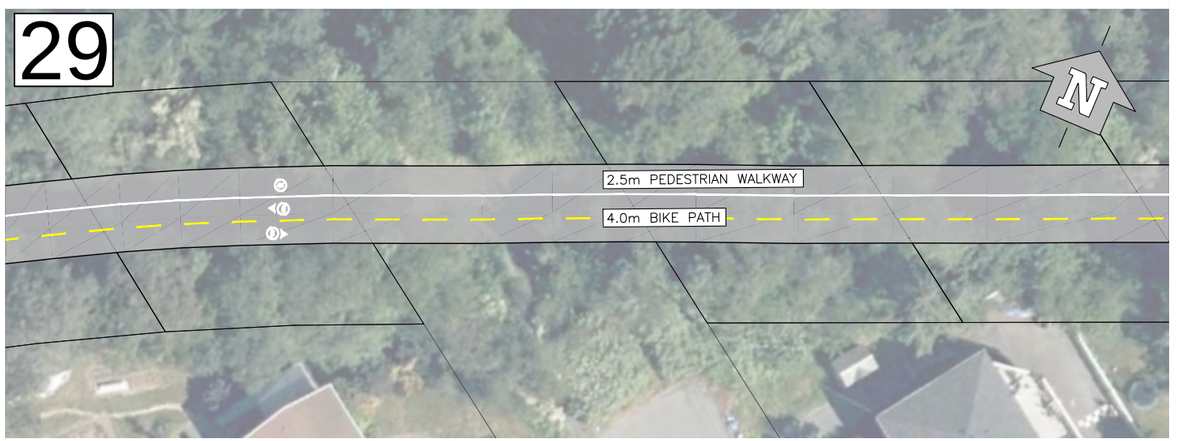
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Section B
OPT 2-9









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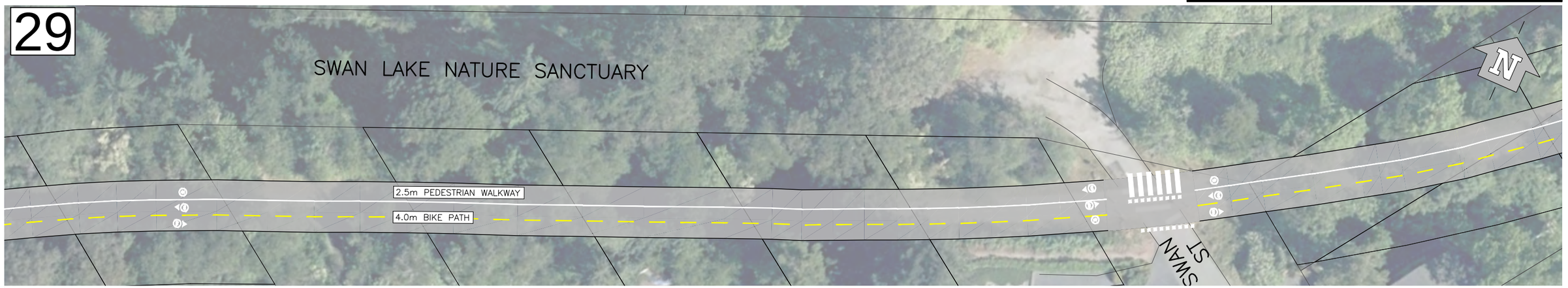
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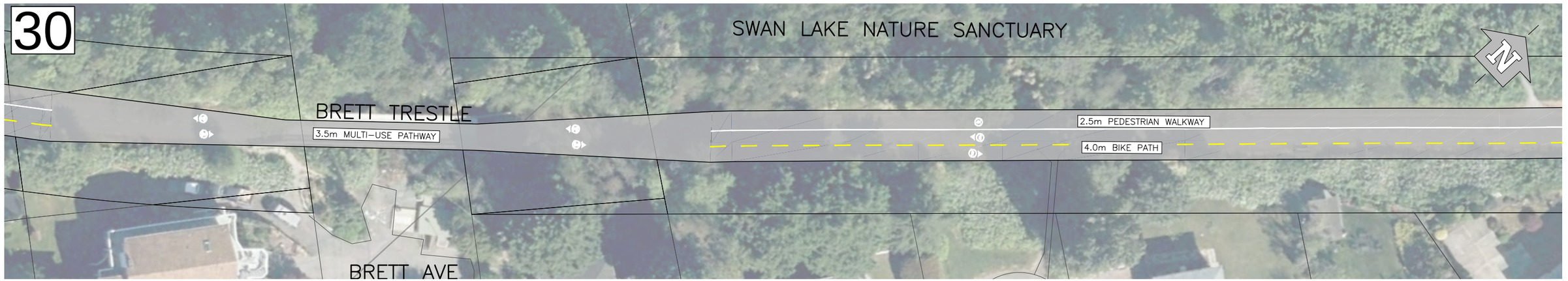
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Regional Trails Widening Study

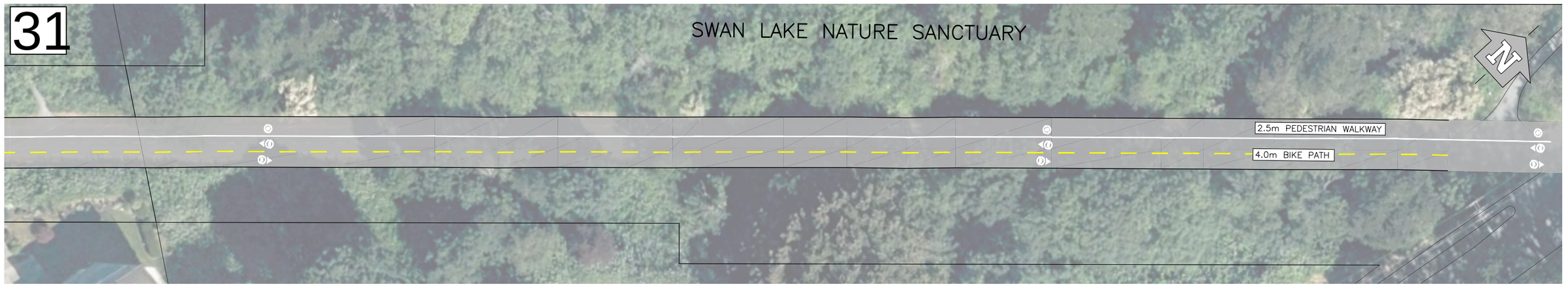
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Section C
OPT 2-10

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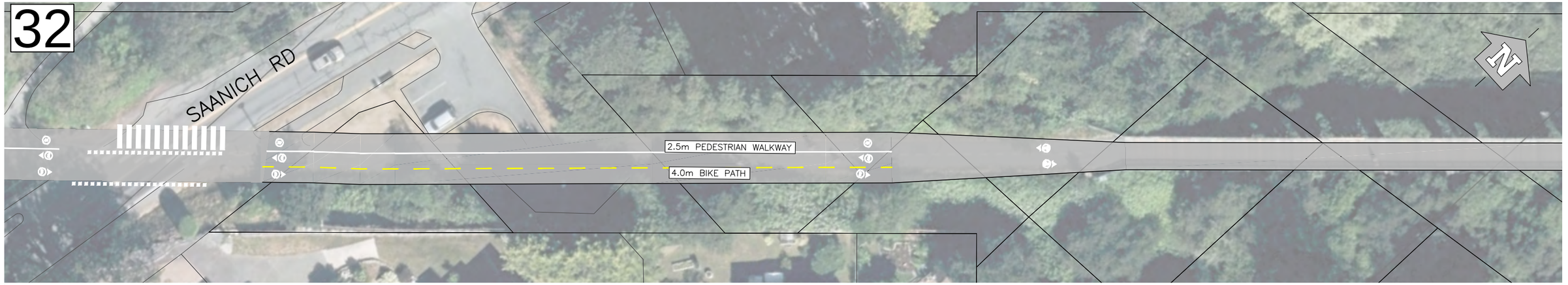
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Client/Project
CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

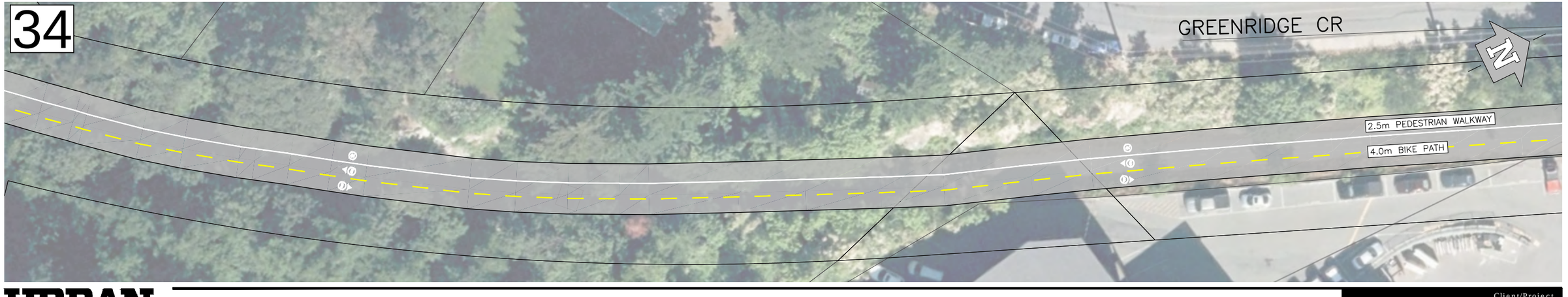
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Section C
OPT 2-11

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Regional Trails Widening Study

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1:500	2020-04-29	25
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Section C
OPT 2-12

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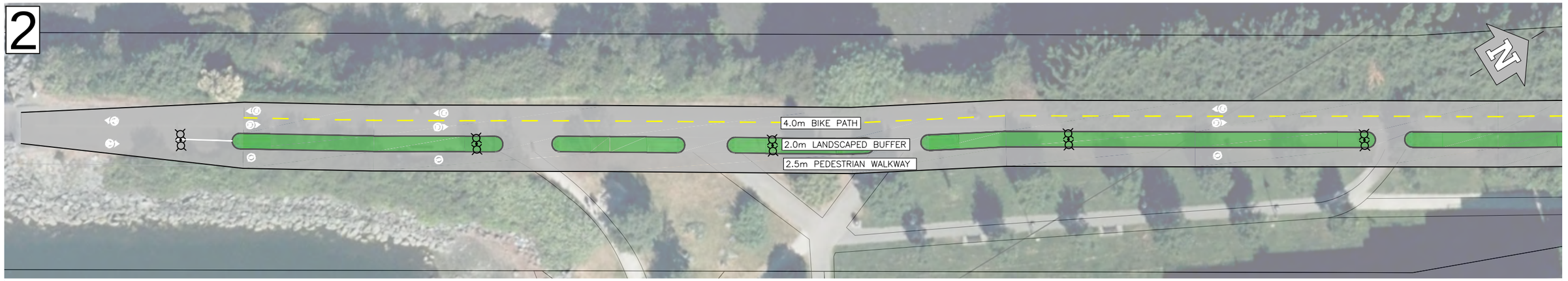
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Regional Trails Widening Study

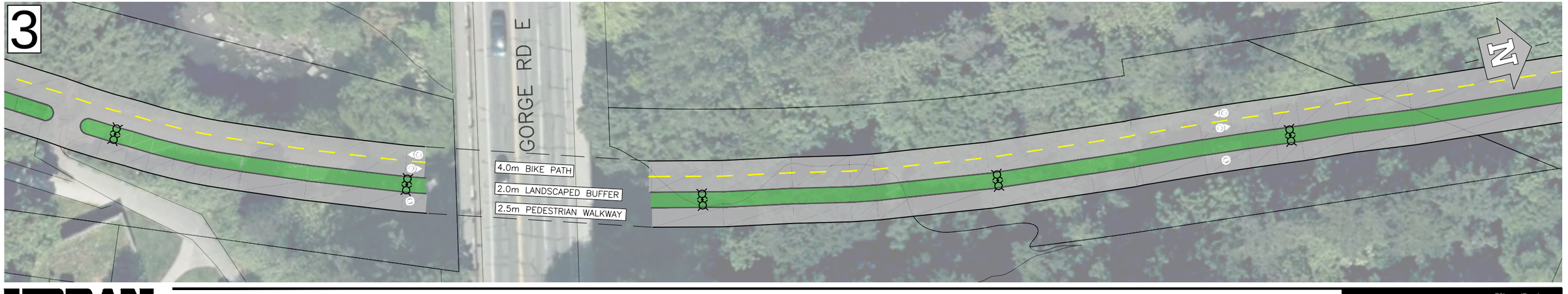
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Section C
OPT 2-13

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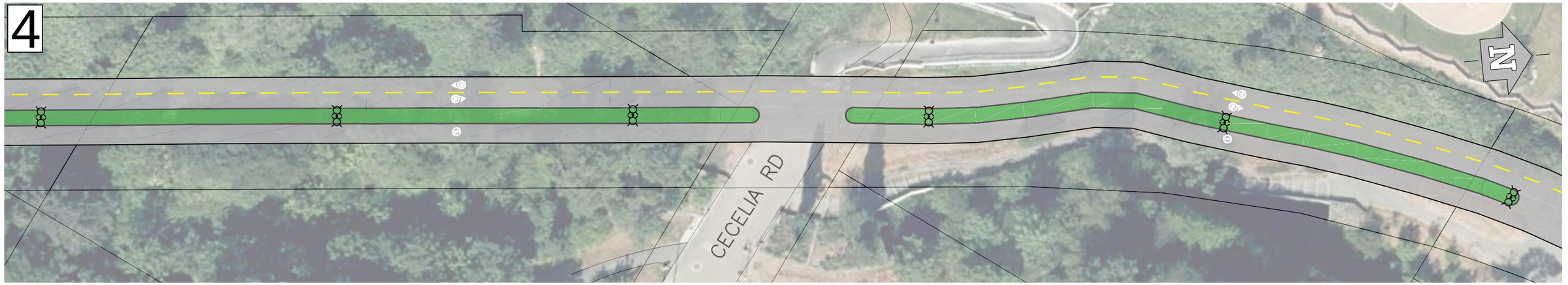
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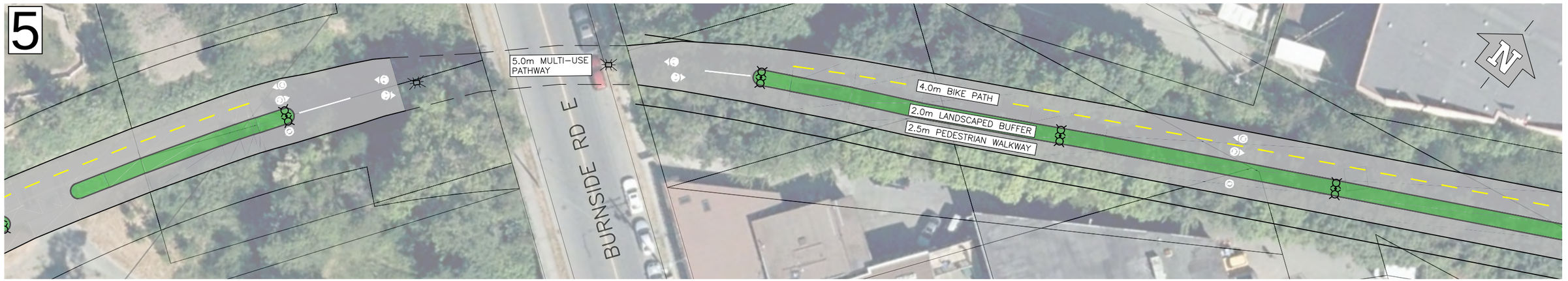
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

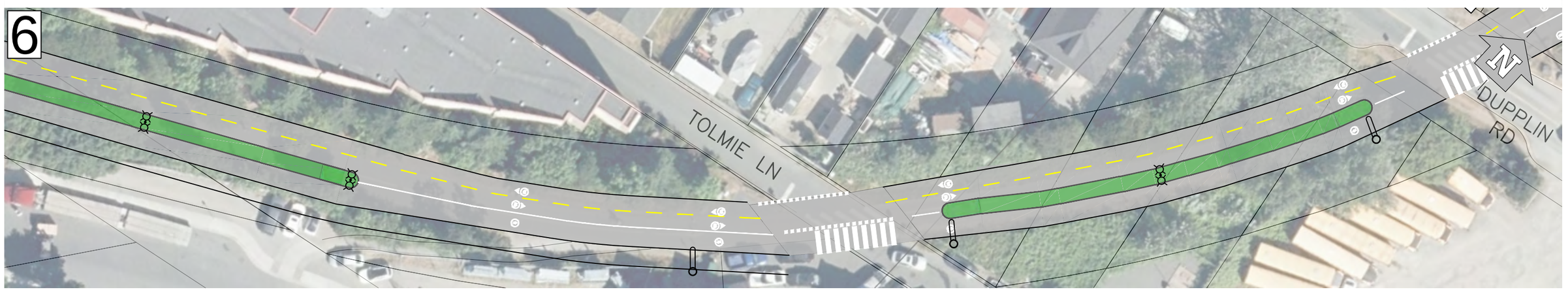
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Section A
OPT 3-1

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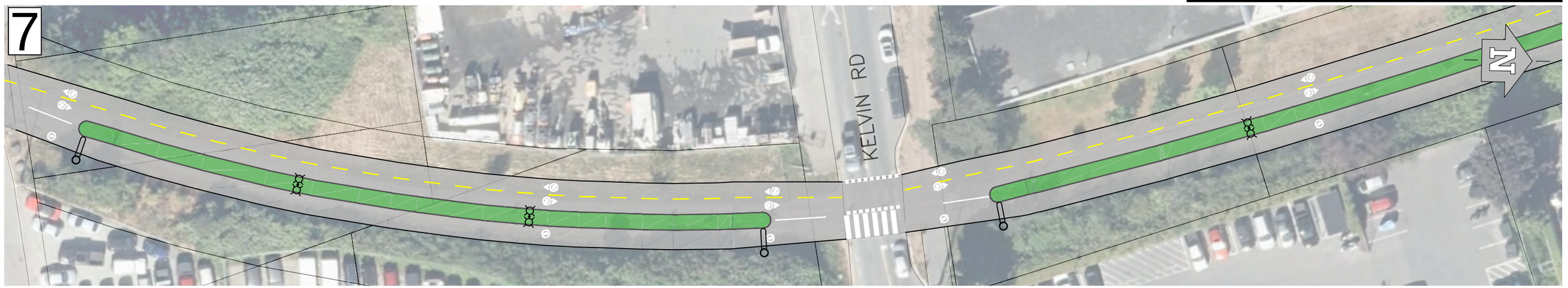
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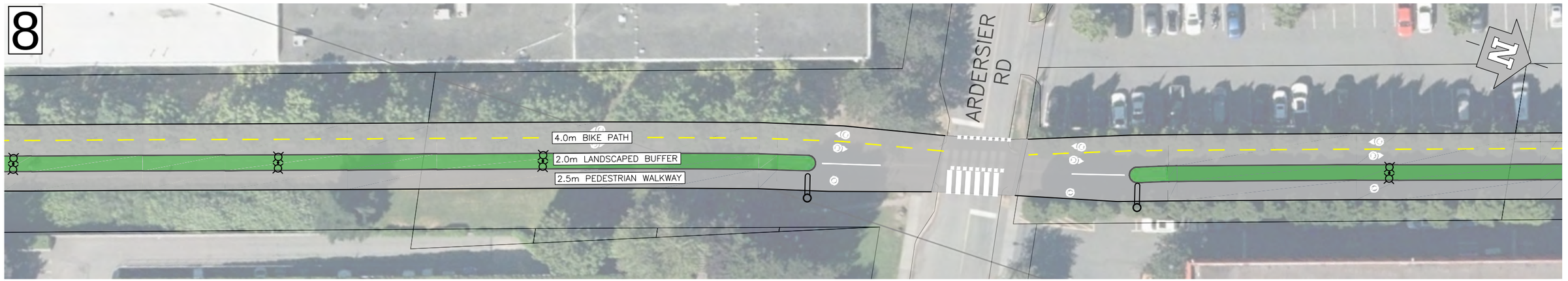
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

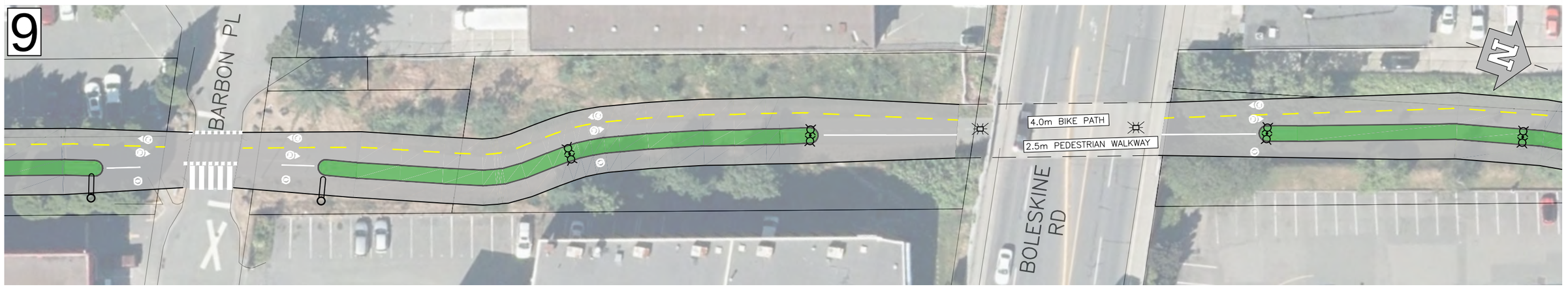
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Section A
OPT 3-2

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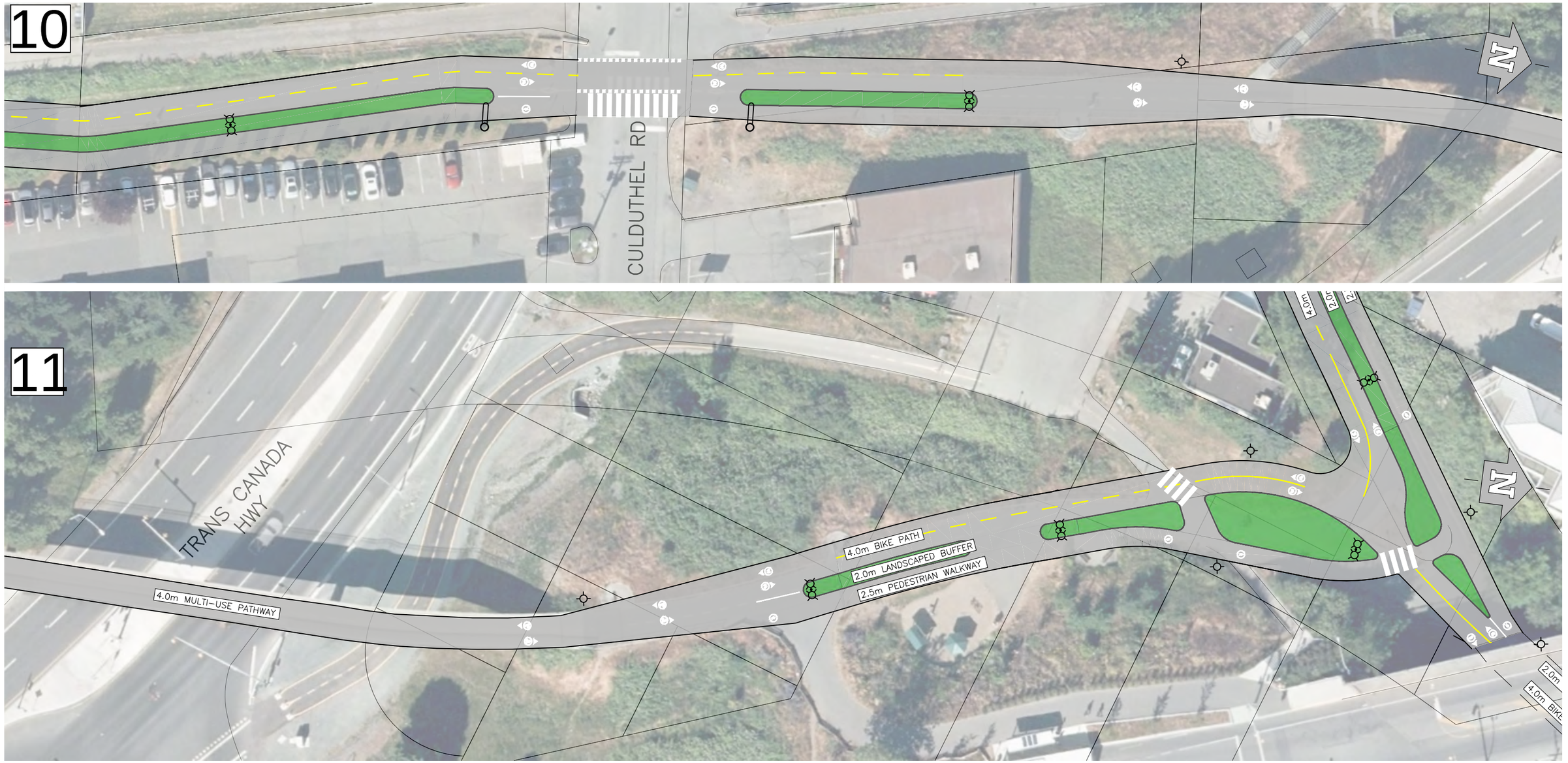
Section A

Client/Project
CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

Scale	Revision Date	Figure
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Section A
OPT 3-3

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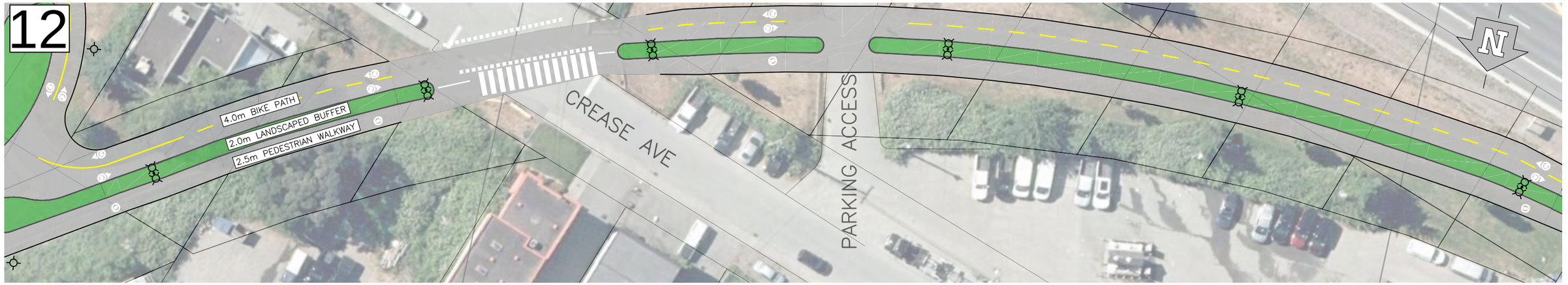
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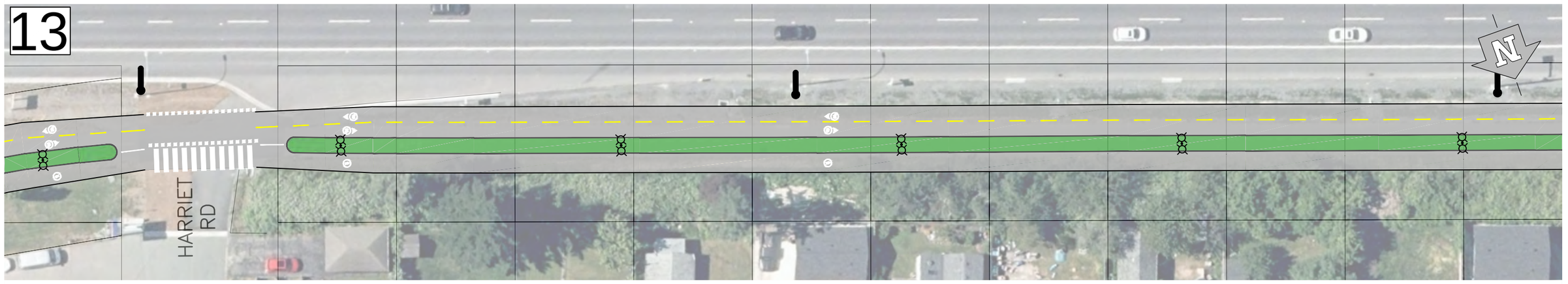
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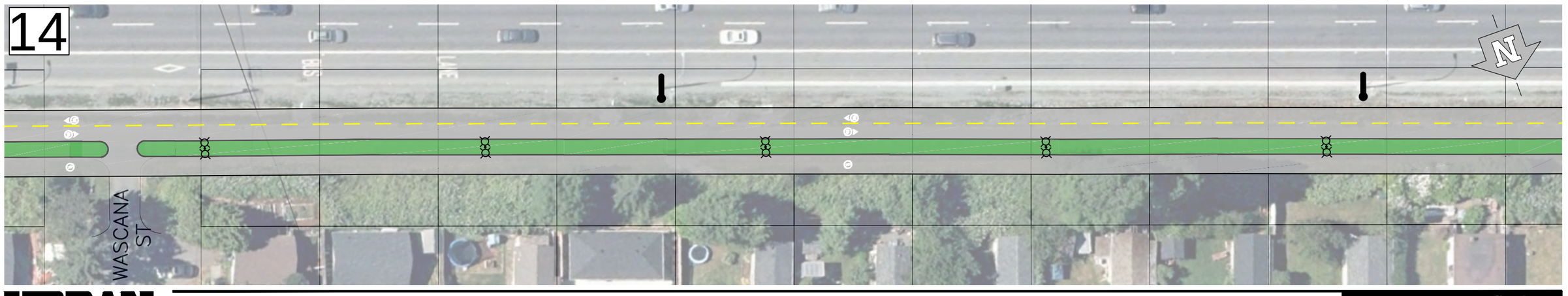
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

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Section A
OPT 3-4







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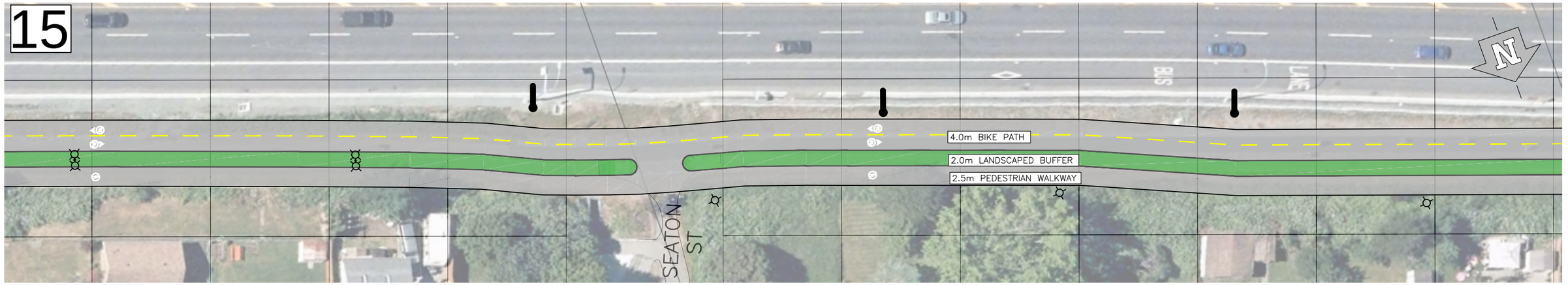
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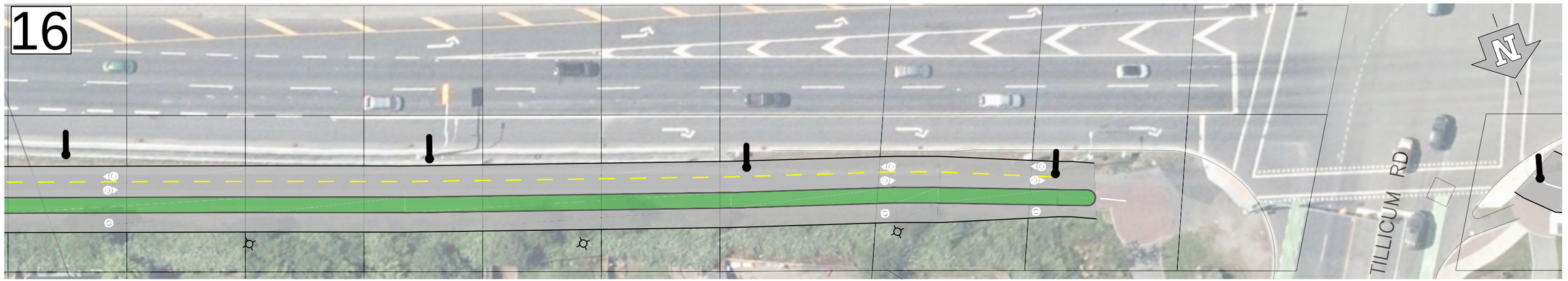
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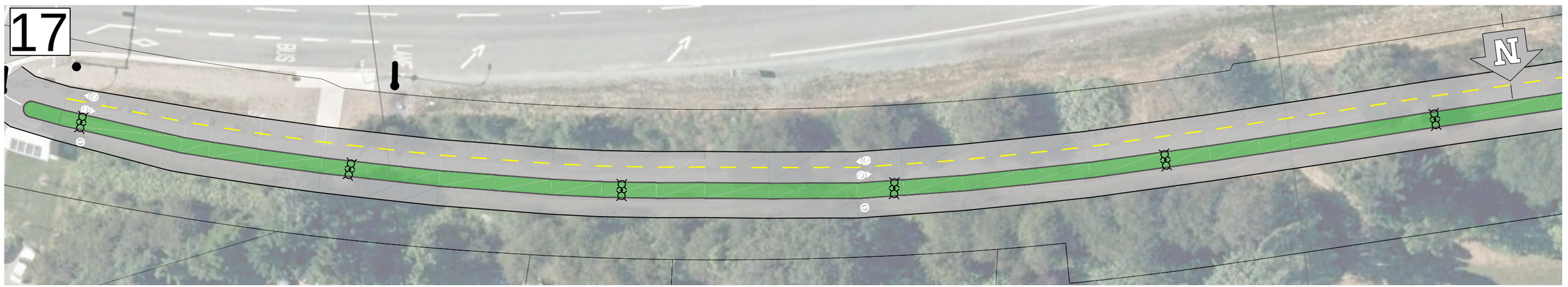
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Section B
OPT 3-5

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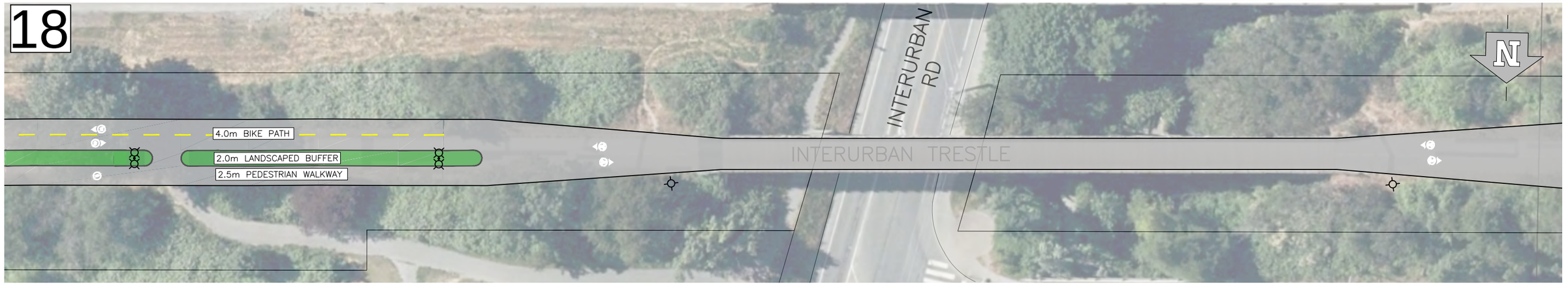
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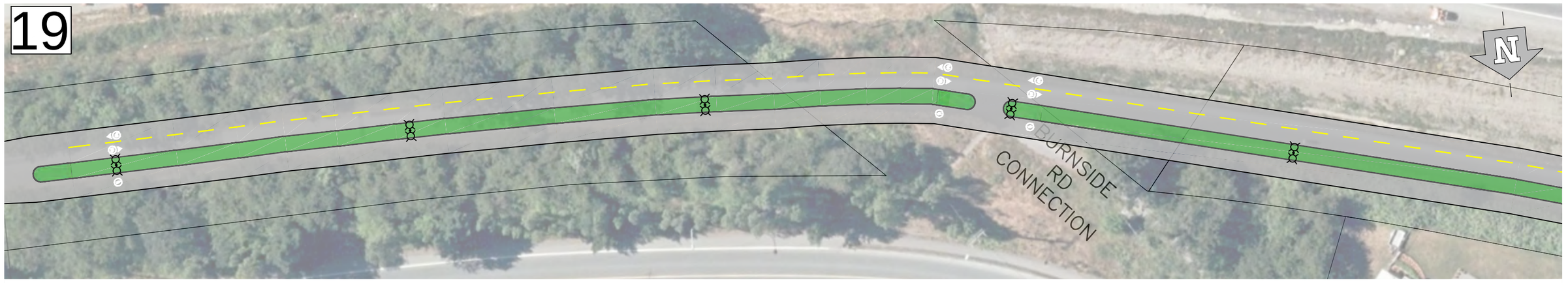
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

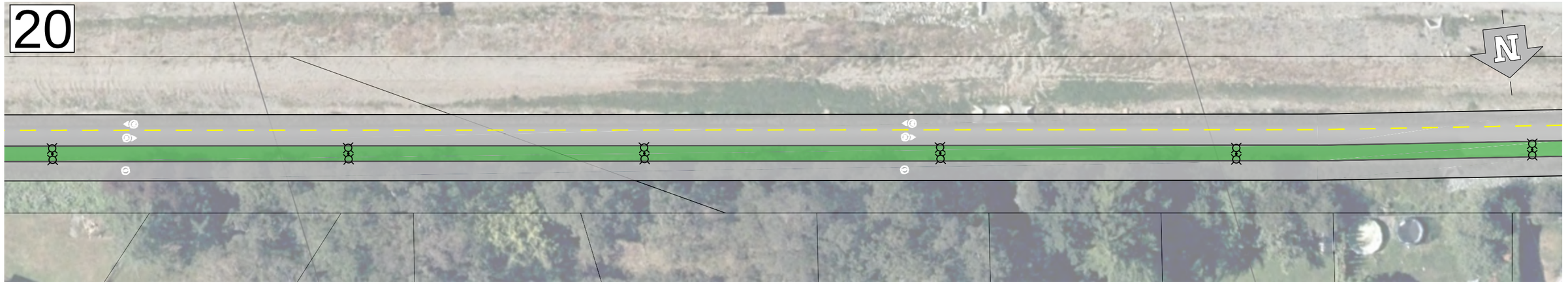
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Section B
OPT 3-6

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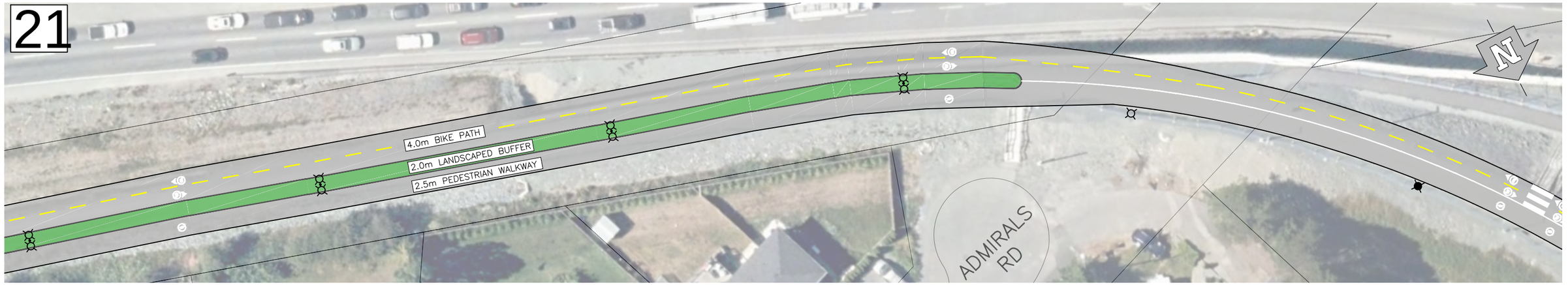
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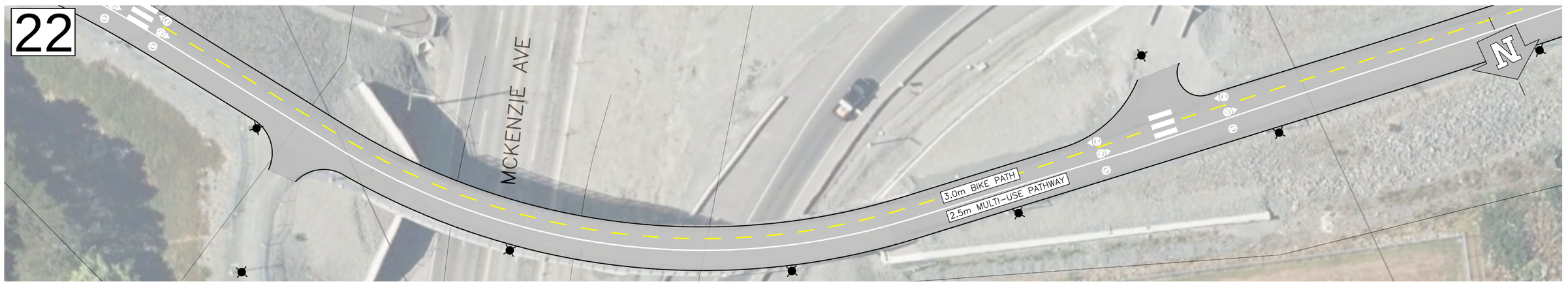
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

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Section B
OPT 3-7

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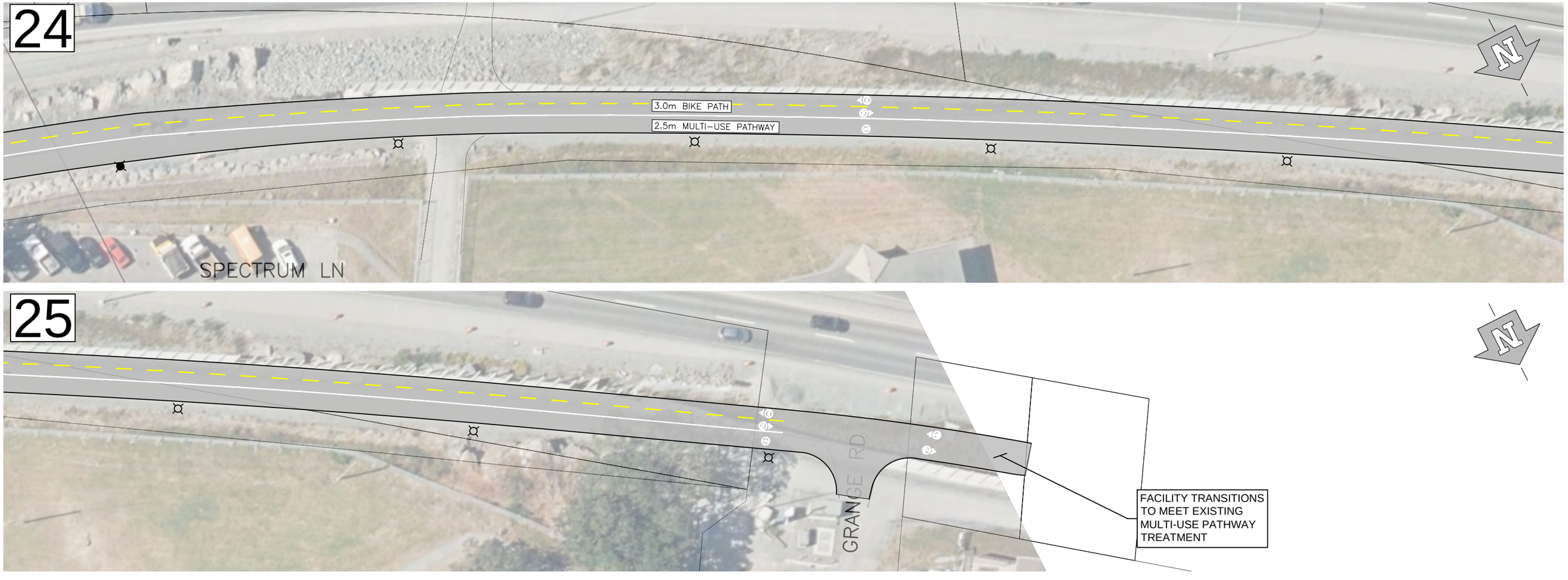
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Client/Project
CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

Scale	Revision Date	Figure
1:500	2020-04-29	34
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Section B
OPT 3-8

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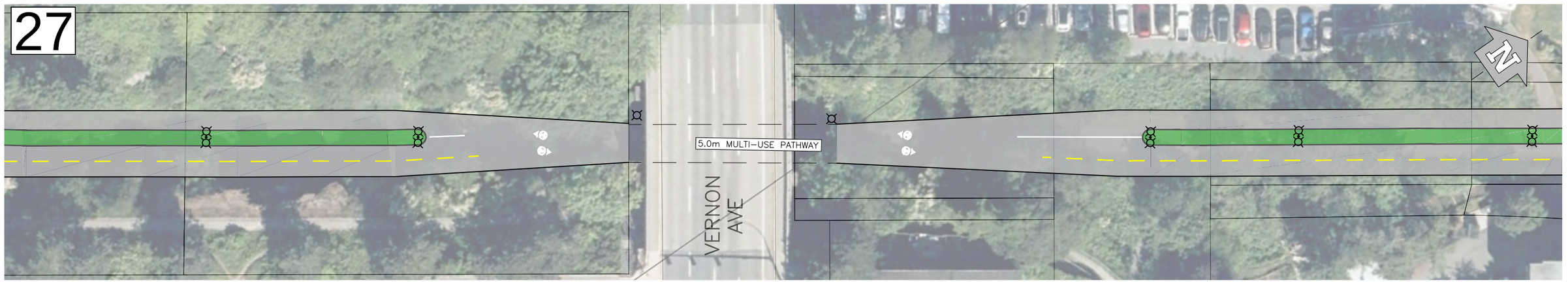
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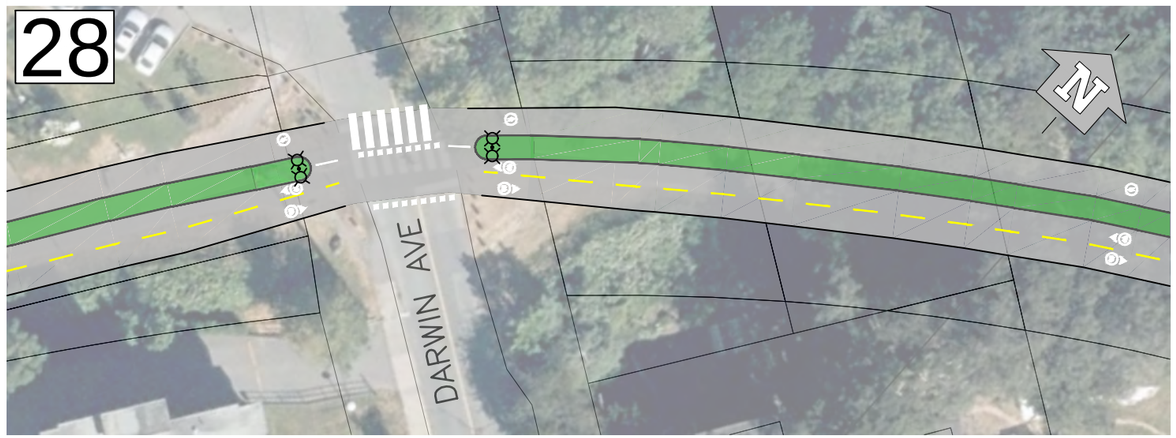
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Regional Trails Widening Study

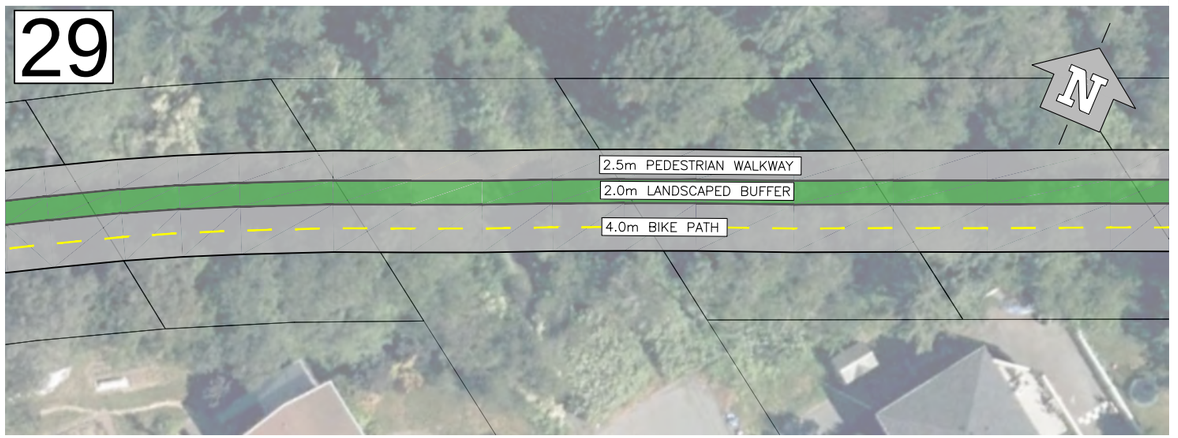
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Section B
OPT 3-9









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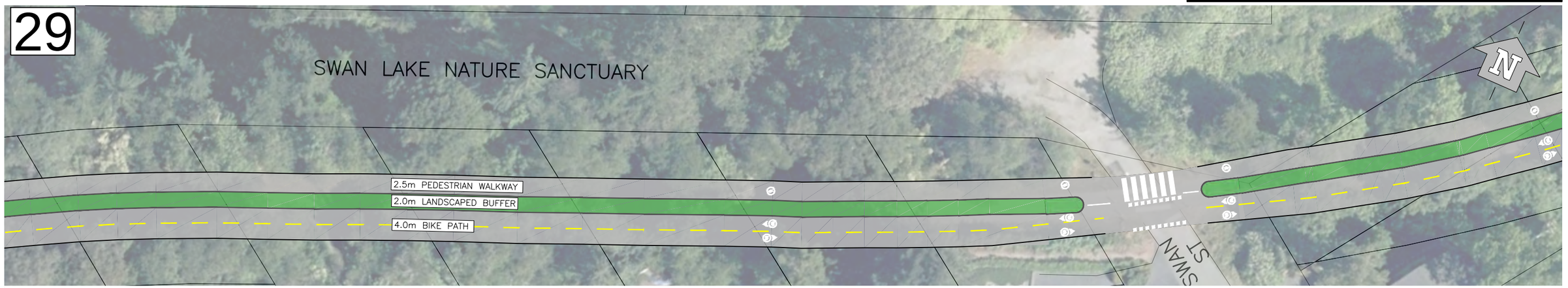
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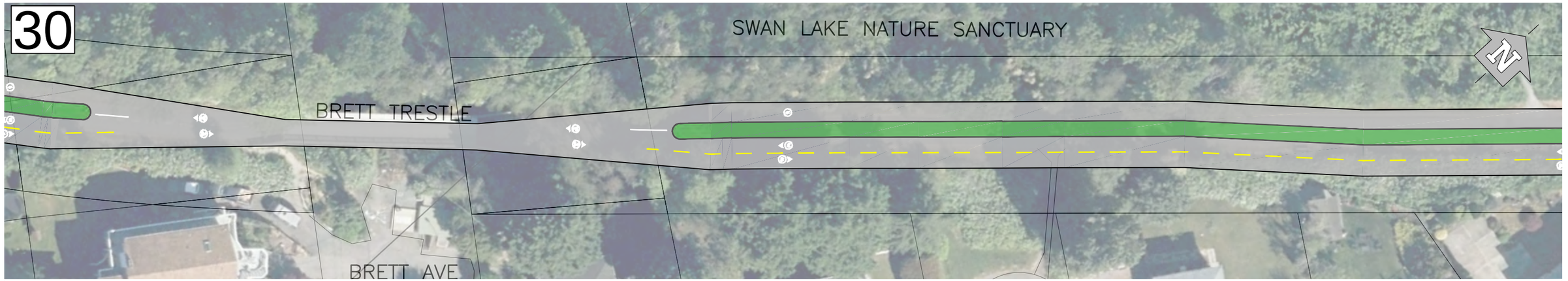
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CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

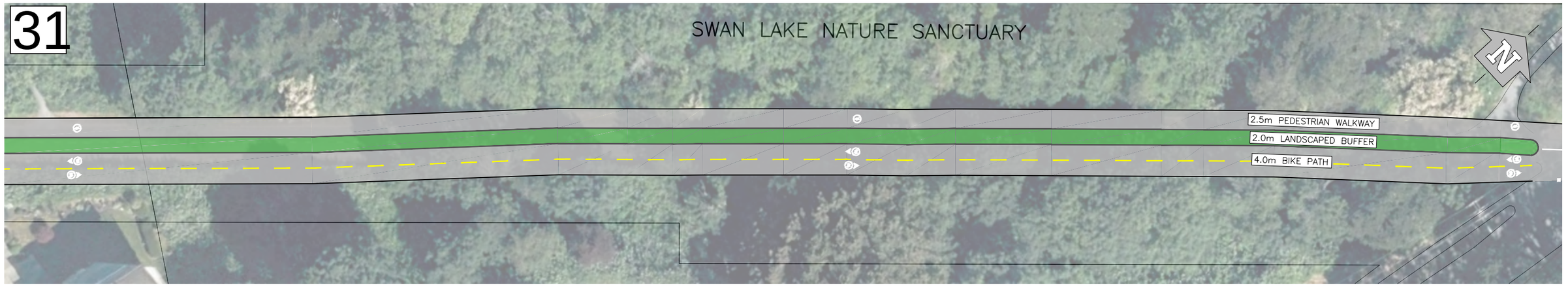
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Section C
OPT 3-10

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Section C

Client/Project
CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

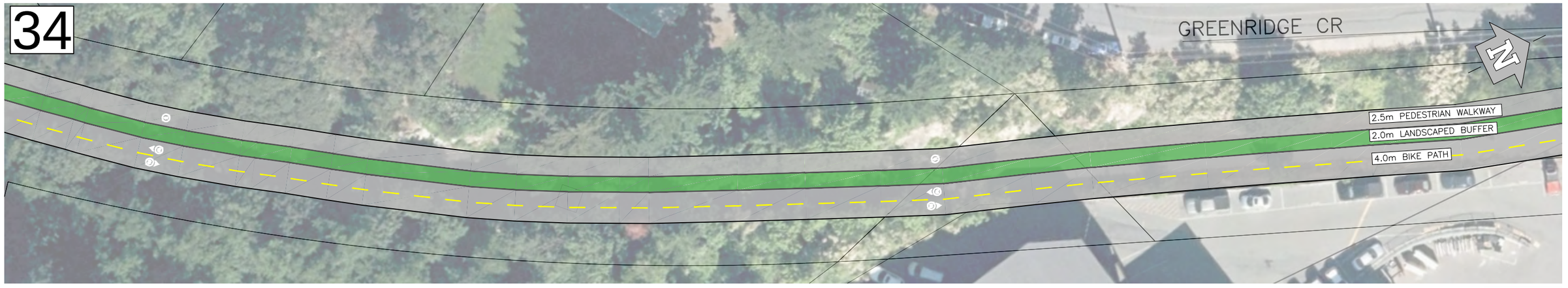
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Section C
OPT 3-11

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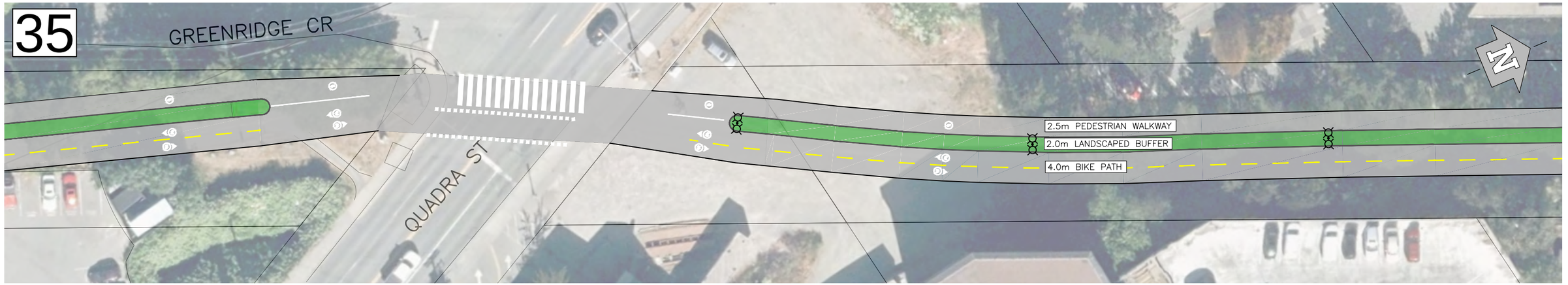
Section C

Client/Project
CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

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Section C
OPT 3-12

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Section C

Client/Project
CAPITAL REGIONAL DISTRICT (CRD)
Regional Trails Widening Study

Scale	Revision Date	Figure
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Section C
OPT 3-13

Appendix D.

DETAILED OPTION EVALUATION

Capital Cost

The capital cost of the trail widening or reconfiguration

Order of magnitude (Class D, 2020$) cost estimates have been developed for each of the trail configuration options. Option 1 is the least expensive of the three options, at approximate $10.5-million over the entire 6.6km project area. The cost of Option 2 is approximately 35% higher (approximately $14.2-million) and the cost of Option 3 is approximately 82% higher than Option 1 ($19.1-million).

Cost estimates for each option are expressed independently for each of the three trail sections below. A list of assumptions used in developing cost estimates is contained on the following page.

Section A.

	Option 1.	**Option 2.**	**Option 3.**
Civil Works	$2,050,000	$2,690,000	$3,610,000
Electrical Works	$470,000	$485,000	$520,000
Contingency (30%)	$756,000	$953,000	$1,239,000
Total	**$3,276,000**	**$4,128,000**	**$5,369,000**

Section B.

	Option 1.	**Option 2.**	**Option 3.**
Civil Works	$2,710,000	$4,030,000	$5,380,000
Electrical Works	$495,000	$500,000	$570,000
Contingency (30%)	$962,000	$1,359,000	$1,785,000
Total	**$4,167,000**	**$5,889,000**	**$7,735,000**

Section C.

	Option 1.	**Option 2.**	**Option 3.**
Civil Works	$2,110,000	$3,000,000	$4,390,000
Electrical Works	$205,000	$215,000	$235,000
Contingency (30%)	$695,000	$965,000	$1,388,000
Total	**$3,010,000**	**$4,180,000**	**$6,013,000**

Cost Estimate Assumptions:

- Civil costs include all stripping, pavement, landscape and associated works.
- Electrical costs include lighting infrastructure, conduit and associated works.
- Contingency (30%) is applied on top of the identified civil and electrical costs to account for the possibility of unforeseen conditions or challenges that result in increased cost. Soft costs such as a mobilization / demobilization and traffic management may also be covered under contingency.
- Cost estimates consider only infrastructure costs. They do not include costs associated with detailed design or project management.
- Cost estimates are prepared based on the available information at the time of this report and are based on the design drawings provided in **Appendix C**.
- Cost estimates are in 2020 CDN rates. Costs are based on recently tendered projects or recent cost estimates on Vancouver Island and have been updated to projected 2020 CDN dollars.
- Designs were prepared using available GIS information that were provided by the Capital Regional District. No topographic survey information was available for this assignment.
- Allowances were made for the following items based on experience with similar projects in magnitude of scope:
    - Drainage Improvements
    - Signing and Pavements Markings
    - Landscaping (Removals and soft and hard landscaping)
- Costs include total removal of existing pathway and stripping to design width of new pathway. Stripping and pavement excavation are assumed to be 300mm deep for the entire footprint of the design pathways.
- No geotechnical investigation has been conducted for this project. A detailed geotechnical investigation is recommended prior to advancing design to confirm the assumptions made as part of this cost estimate exercise. Geotechnical stability could have significant impacts on the functional design of the pathway and subsequent costs. Costs of this investigation have not been included in the cost estimates above.
- Pathway grading and bedrock impacts are based on the polygons provided by the CRD. A detailed topographic survey and geotechnical investigation would be needed to confirm these assumptions.
- Pavement structure for the pathways are assumed to be 60mm Asphalt Surface Course, 100mm – 25mm Gravel Base Course, 200mm – 75mm Gravel Base Course, and 300mm Gravel Subbase Course. This pavement structure was selected because it allows for minor vehicle traffic for maintenance and operation activities.
- Location and size of retaining walls is based on significance of impacts to grading along the pathway and knowledge of the corridor. Detailed design is required to confirm these assumptions.

- Environmental mitigation and/or remediation, municipal and utility type charges, legal and topographic surveys, property acquisition, permit charges, sub-consultant design and reporting, inspection, and certification fees (electrical, geotechnical, environmental, landscape architect) as well as any legal fees are not included in this cost estimate.
- The design has avoided any property acquisition requirements.
- Detailed Electrical Lighting Product Assumptions developed for pricing are outlined below:
    - 9m Davit Luminaire Pole (Hardwire):
        - MMCD/MoTI standard 9.0m Type 2 pole and Type C concrete base
        - Typical ~80W LED roadway luminaire
    - Post top luminaire (Hardwire):
        - 5.0m MoTI/MMCD Type 2 pole and Type B concrete base
        - American Electric Lighting Autobahn Series ATBMicro 37W 3000K ATBMIC_10BLEDE10_R3_3K
    - Underpass Luminaire (Hardwire)
        - American Electric Lighting ParkPak LED luminaire (approximately 50W)
    - First Light Technologies BFL-S Solar Street Light Series Luminaire c/w 6.1m luminaire pole and 1.2m arm (solar) and Type C concrete Base
    - MoTI Style Service Panel on a Type 2 pole and Type C concrete Base
    - Conduit infrastructure for hardwire system:
        - MoTI Style Type 10 round plastic junction boxes located at service panels and road crossings
        - 53mm RPVC underground conduit with #4 or #6 Aluminum RW90 conductors
        - 32mm RMC conduit and small metal junction boxes for underpass luminaires
    - Acuity brands ROAM lighting control system (managed by Acuity with cloud-based storage)
- Cost estimates provided are to provide the CRD with an order of magnitude cost estimation for comparison and budgeting purposes only. Additional design work and investigations are needed to refine cost estimates.

Trail User Comfort / Experience

The relative improvement in trail user comfort and experience as a result of the trail widening or reconfiguration

The Federal Highways Administration's (FHWA) maintains the Shared-Use Path Level of Service (LOS) Calculator as a tool to analyze the quality of service provided by shared-use paths. The LOS Calculator has been used to understand the trail user comfort and overall experience provided for each of the trail widening / separating options. The LOS is a quantitative measure used to describe operational conditions within a transportation system. LOS is graded on six levels from A to F to represent best to worst conditions, respectively. LOS grades are assigned as follows:

- A = 4.0+
- B = 3.5 – 4.0
- C = 3.0 – 3.5
- D = 2.5 – 3.0
- E = 2.0 – 2.5
- F = < 2.0

The LOS Calculator focuses on maintaining an optimum speed for cyclists and the freedom to maneuver as measured by the number of anticipated meetings of oncoming trail users, active and delayed passes, and the perceived ability to pass as key criteria in the methodology. The calculator does not account for safety or factor in travel time or traffic interruptions related to trail or roadway intersections. It is largely a measure of pathway width and trail user volumes. LOS declines with increases in trail user volumes and decreases in trail width. The number values used as the basis for assigning LOS letter grades are calculated from measures of the trail characteristics referenced above.

Results of FHWA Level of Service Calculator

	Option 1		Option 2		Option 3	
	LOS Score	LOS Grade	LOS Score	LOS Grade	LOS Score	LOS Grade
Section A	3.65	B	3.79	B	3.79	B
Section B	3.94	B	3.88	B	3.88	B
Section C	3.75	B	3.85	B	3.85	B

To calculate the results presented, the peak hourly user count as shown in **Figure 2** was projected to 20-year trail user volumes for each of the three sections. These numbers were inputted into the Shared-Use Path LOS Calculator tool which is programmed into a Microsoft Excel spreadsheet available from the U.S. Department of Transportation. The calculator tool requires four inputs: trail width, presence of a centreline, one-way trail user volume, and mode split for up to five user types (adult bicyclists, pedestrians, runners, in-line skaters, and child bicyclists).

The trail user volumes provided are for two-way travel. To determine one-way user volumes, an assumption of a 50/50 split between directions was used. The counts provided do not differentiate between adult and child cyclists or between pedestrians and runners, and in-line skaters were not provided. As such, for option 1 the mode split was determined for only adult bicyclists and pedestrians with the other three modes being assigned a 0% rating.

For options 2 and 3, only the bike path portion of the trail was calculated for LOS. This calculation used only the bike path width of the trail (4.0m), the cycling counts projected to 2040, and assumed 100% mode split of adult bicyclists as pedestrians would be on the pedestrian portion of the trail.

All three Options for all three trail sections returned LOS Grades of B. The FHWA defines a trail with a LOS B as “good”. These trails have “good bicycling conditions, and retains significant room to absorb more users, while maintaining an ability to provide a high-quality user experience.”

Safety / User Conflicts

The extent to which the trail widening or reconfiguration provides for a safe trail facility and addresses user conflicts

	Option 1	Option 2	Option 3
Section A	• Shared use pathway does not separate different users • Potential for user conflict between faster moving bicycles and slower moving pedestrians, as well as between fast and slow cyclists • 5.0m total pathway width is the narrowest trail option • Continuous facility treatment with no narrowed section, limiting conflict and safety issues created at trail narrowing / transition locations	• Trail configuration provides separation of different users • Pedestrians and cyclists not physically separated, with moderate potential for conflict • 6.5m total pathway width is the largest continuous paved surface • Large groups may infringe on adjacent mode's trail as no barrier exists • Trail configuration will be restricted and narrowed to a shared use trail at two locations. Changes in trail configuration may lead to user conflict.	• Trail configuration provides separation of different users • Physical separation between cyclists and pedestrians, with the least potential for conflict • Trail configuration will be restricted and narrowed to a shared use trail at two locations. Changes in trail configuration may lead to user conflict.
Section B	• Shared use pathway does not separate different users • Potential for user conflict between faster moving bicycles and slower moving pedestrians • 5.0m total pathway width is the narrowest trail option • Continuous facility treatment, limiting conflict and safety issues created at trail narrowing / transition locations	• Trail configuration provides separation of different users • Pedestrians and cyclists not physically separated, with moderate potential for conflict • 6.5m total pathway width is the largest continuous paved surface • Large groups may infringe on adjacent mode's trail • Trail configuration will be restricted and narrowed to a shared use trail at 1 location. Changes in trail configuration may lead to user conflict.	• Trail configuration provides separation of different users • Physical separation between cyclists and pedestrians, with the least potential for conflict • Trail configuration will be restricted and narrowed to a shared use trail at 2 locations. Changes in trail configuration may lead to user conflict.

Section C	• Shared use pathway does not separate different users • Potential for user conflict between faster moving bicycles and slower moving pedestrians • 5.0m total pathway width is the narrowest trail option • Continuous facility treatment, limiting conflict and safety issues created at trail narrowing / transition locations	• Trail configuration provides separation of different users • Pedestrians and cyclists not physically separated, with moderate potential for conflict • 6.5m total pathway width is the largest continuous paved surface • Large groups may infringe on adjacent mode's trail • Trail configuration will be restricted and narrowed to a shared use trail at 3 locations. Changes in trail configuration may lead to user conflict.	• Trail configuration provides separation of different users • Physical separation between cyclists and pedestrians, with the least potential for conflict • Trail configuration will be restricted and narrowed to a shared use trail at 3 locations. Changes in trail configuration may lead to user conflict.

Environmental Impact

The extent to which the trail widening or reconfiguration impacts environmental features such as trees and natural spaces

	Option 1	Option 2	Option 3
Section A	• 25-50 trees impacted • Minimal impact on natural spaces • Impact to tree roots	• 50-75 trees impacted • Moderate impact on natural spaces • Impact to tree roots • Partial removal of tree promenade north of Ardersier Road	• 100+ trees impacted • Significant impact on natural spaces • Impact to tree roots • Complete removal of tree promenade north of Ardersier Road • Possible fill required between Cecelia Road and Burnside Road
Section B	• <10 trees impacted • Minimal impact on natural spaces • Impact to tree roots	• 10-20 trees impacted • Minimal impact on natural spaces • Impact to tree roots • Possible fill required	• 20-30 trees impacted • Minimal impact on natural spaces • Impact to tree roots • Possible fill required
Section C	• 25-50 trees impacted • Moderate impact on natural spaces • Fill may be required • Impact to tree roots	• 50-75 trees impacted • Moderate impact on natural spaces • Fill required • Impact to tree roots • Rock work may be required	• 100+ trees impacted • Significant impact on natural spaces • Fill required • Impact to tree roots • Rock work required

This in not an exhaustive list of all possible environmental impacts, only those easily identified and cross-compared between options. Other possible environmental impacts could include drainage / watercourses and animal habitats, as well as positive impacts such as invasive plant management and GHG reduction.

Facility Quality

The overall quality of design achieved by the trail widening or reconfiguration option, including limiting "pinch points" and providing strong transitions between trail sections and changes in facility types.

	Option 1	Option 2	Option 3
Section A	• No facility transitions or pinch points • 100% of corridor achieves desired cross-section	• Facility transitions 2 times from separated pathways to shared-use pathways	• Facility transitions 2 times from separated pathways to shared-use pathways • Loss of landscape buffer at one pinch point • Landscape buffer space may be used to provide trail enhancements such as landscaping treatments, rest areas, signage, and/or public art
Section B	• No facility transitions or pinch points • 100% of corridor achieves desired cross-section	• Facility transitions once from separated pathways to shared-use pathways	• Facility transitions 2 times from separated pathways to shared-use pathways • Loss of landscape buffer at one pinch point • Landscape buffer space may be used to provide trail enhancements such as landscaping treatments, rest areas, signage, and/or public art
Section C	• No facility transitions or pinch points • 100% of corridor achieves desired cross-section	• Facility transitions 3 times from separated pathways to shared-use pathways	• Facility transitions 3 times from separated pathways to shared-use pathways • Loss of landscape buffer at one pinch point • Landscape buffer space may be used to provide trail enhancements such as landscaping treatments, rest areas, signage, and/or public art

Constructability

The presence / requirement for slopes, drainage, rock blasting, property encumbrances, constrained existing infrastructure and other challenges that impact the ease of construction.

	Option 1	Option 2	Option 3
Section A	• Minimal slope impacts • No impacts to existing licensed and unlicensed property encroachments • Full width facility can be carried for entire section with exception of Switch Bridge • Minimal concern of tie-ins to existing facilities / roadway intersections • No challenges with tie-ins to trail beyond study area	• Moderate slope and rock impacts between Gorge Road and Tolmie Lane • Facility to be reduced to 5.0m multi-use pathway under Burnside Road and 4.0m multi-use pathway over Switch Bridge • Potential tree and property encroachment impacts at Red Lion Hotel • Potential drainage impacts under Boleskine Road • Moderate concern of tie-ins to existing facilities (Cecelia Ravine Park trail, etc.), roadway intersections and trail sections beyond study area	• Moderate to significant slope and rock impacts between Selkirk Trestle and Tolmie Lane • Facility to reduce to 5.0m multi-use pathway under Burnside Road, reduced width separate facility under Boleskine Road, and 4.0m multi-use pathway over Switch Bridge • Potential tree and property encroachment impacts at Red Lion Hotel • Moderate concern of tie-ins to existing facilities (Cecelia Ravine Park trail, etc.), roadway intersections and trail sections beyond study area
Section B	• Minimal slope impacts along Highway 1 between Harriet Road and Tillicum Road • Minimal slope impacts on approach to Interurban Bridge • Full width facility can be carried for entire section with exception of Interurban Bridge • Minimal concern of tie-ins to existing facilities, roadway intersections and trail sections beyond study area	• Moderate to significant slope impacts along Highway 1 between Harriet Road and Tillicum Road. Potential retaining structure required for portion. • Moderate slope impacts on approach to Interurban Bridge • Full width facility can be carried for entire section with exception of Interurban Bridge • Minimal concern of tie-ins to existing facilities, roadway intersections	• Significant slope impacts along BC Hwy 1 from Harriet Road to Tillicum Road. Retaining wall required for significant portion. • Moderate to significant slope impacts on approach to Interurban Bridge • Full width facility can be carried for entire section with exception of Interurban Bridge and McKenzie overpass • Minimal concern of tie-ins to existing facilities,

		and trail sections beyond study area	roadway intersections and trail sections beyond study area
Section C	• Minimal or no rock impact under Carey Road, Highway 17, and Vernon Avenue • Minimal slope impacts along Swan Lake frontage • Full width facility can be carried for entire section with exception of Brett and Swan Lake Trestles • Minimal concern of tie-ins to existing facilities, roadway intersections and trail sections beyond study area	• Minimal to moderate rock impacts under Carey Road, Highway 17, and Vernon Avenue • Moderate slope impacts along Swan Lake frontage • Minimal slope or rock impacts between Swan Lake Trestle and McKenzie Avenue • Full width facility can be carried for entire section with exception of Vernon Avenue underpass, Brett and Swan Lake Trestles • Minimal concern of tie-ins to existing facilities, roadway intersections and trail sections beyond study area	• Moderate to significant rock impacts to rock cuts under Carey Road, Highway 17, and Vernon Avenue • Moderate to significant slope impacts along Swan Lake frontage • Moderate slope or rock impacts between Swan Lake Trestle and McKenzie Avenue • Full width facility can be carried for entire with exception of Carey Road, Highway 17, and Vernon Avenue underpasses and Brett and Swan Lake Trestles • Minimal concern of tie-ins to existing facilities, roadway intersections and trail sections beyond study area

Maintenance / Operations

The level of maintenance and operational effort required for by the trail widening or reconfiguration

	Option 1	Option 2	Option 3
Asphalt Surface	• Least paved surface of the three options, resulting in less maintenance to repair asphalt surface (cracking, disrepair)	• Increased paved surface over Option 1, requiring greater maintenance	• Increased paved surface to be maintained over Option 1, plus physical separation creating more challenging repairs over Option 2
Pavement Markings	• Approximately half the number of pavement markings that require upkeep as compared to Options 2 and 3, where only the shared use stencil is needed	• Approximately 2 times the number of pavement markings that require upkeep over time as compared to Option 1, including bicycle / pedestrian stencils on both trail facilities	
Grass / Landscape	• Basic grass mowing and landscape maintenance at the trail edge		• Added requirement for mowing and landscape maintenance due to centre boulevard • Lights in centre median add complexity to mowing requirement by creating further obstacle to mow around
Sweeping	• Least effort required to clear leaves and debris due to narrowest trail surface and lack of separation	• Clearing leaves and debris requires moderately more effort than Option 1 due to widened facility	• Level of effort involved in sweeping leaves and debris would be approximately double that of the other options due to physical trail separation
Snow Clearing	• Least effort involved in snow clearing due to narrow, unseparated trail surface	• Snow clearing requires moderately more effort than Option 1 due to widened facility	• Greatest effort required for snow clearing due to physical trail separation
Lighting	• Lampposts require corrective and preventative maintenance (cleaning, graffiti removal)	• Slightly increased number of lampposts on wider pathway than Option 1 that may require future maintenance (cleaning posts, graffiti)	• Number of lampposts is less than Option 2 with use of centre median lights, but with increased luminaires due to double-headed lights

	• Use of LED luminaires require minimal maintenance (may require replacement in 10-20 years) • Lighting maintenance would be a new operation task for CRD	• Use of LED luminaires require minimal maintenance (may require replacement in 10-20 years) • Lighting maintenance would be a new operation task for CRD	• Use of LED luminaires require minimal maintenance (may require replacement in 10-20 years) • Lighting maintenance would be a new operation task for CRD

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4316

****

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

****

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

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended:

A. SCHEDULE A, PART 1 DEFINITIONS

(a) By adding a new definition of "INDUSTRIAL SAWMILL" after the definition of "INDUSTRIAL USE, LIGHT", to be read as follows:

"INDUSTRIAL SAWMILL means a building, structure, or area where timber is cut, sawn, or planed, either to finished lumber or as an intermediary step, and may include facilities for the kiln drying of lumber, and may include the distribution of such products on a wholesale or retail basis, subject to the *Environmental Management Act*;"

(b) By deleting the definition of INDUSTRIAL ZONE and replacing it with a new definition, to be read as follows:

"INDUSTRIAL ZONE means the M-SBP, M-2 and M-3 zoning districts;"

B. SCHEDULE A, PART 1, GENERAL REGULATIONS

(a) By amending section 3.07 ZONES by adding the words "M-3 Industrial Sawmill" and deleting the words "M-1 Light Industrial" "M-2-MM General Industrial – Medical Marihuana", "M-3 Heavy Industrial" and "M-4 Marine Industrial"

C. SCHEDULE A, PART 2, ZONING DISTRICTS

(a) By deleting section 26.0 Light Industrial Zone – M-1, section 28.0 Heavy Industrial Zone – M-3, and section 29.0 Marine Industrial Zone – M-4 in their entirety;

(b) By renumbering section 27B.0 Sooke Business Park Industrial Zone – M-SBP as section 26.0.

(c) By creating a new zone, "Industrial Sawmill Zone – M-3", to be inserted after section 27.0, and to be read as follows:

"**28.0 Industrial Sawmill Zone – M-3**

28.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and buildings are permitted in the Industrial Sawmill M-3 zone:

(a) Sawmills on a permanent foundation and enclosed in a building;

(b) Lumber milling, processing and storage;

(c) Processing and manufacturing of wood products, including the making of cabinets, furniture, plywood, lath and particle board, and the manufacturing of modular or pre-fabricated homes and structures, excluding pulp and paper mills;

(d) Log storage and sorting;

Accessory Uses:

(a) Accessory retail and wholesale sale of lumber processed on site;

(b) Accessory retail and wholesale sale of wood products manufactured on site;

(c) Offices accessory to a principal use;

(d) Accessory buildings and structures pursuant to Part 1, Section 4.01.

28.02 Minimum Lot Size for Subdivision Purposes

The minimum lot size for subdivision purposes shall be 8 ha.

28.03 Maximum Floor Area

The maximum total floor area of all buildings shall be 5000 m^2.

28.04 Height

The maximum height shall be 11 m for all principal buildings and structures.

28.05 Required Yards

(a) Buildings shall be set back at least 30 m from parcel boundaries.

(b) Storage of any material shall not be permitted within 30 m from the parcel boundaries.

28.06 Storage

Storage shall not be permitted in required yards.

28.07 Lot Coverage

(a) The maximum lot coverage (buildings and structures) shall be 10%.

(b) The maximum area to be used for an industrial sawmill operation including storage of materials) is 15% of the parcel.

28.08 Screening

(a) A vegetative screen shall be located and maintained along the entire length of parcel boundaries.

(b) This vegetative screen shall consist of coniferous vegetation native to the region that is not less than 2 m high, not less than 15 m deep, and spaced not more than 2 m apart."

D. SCHEDULE A, PART 3, PARKING AND LOADING REQUIREMENTS

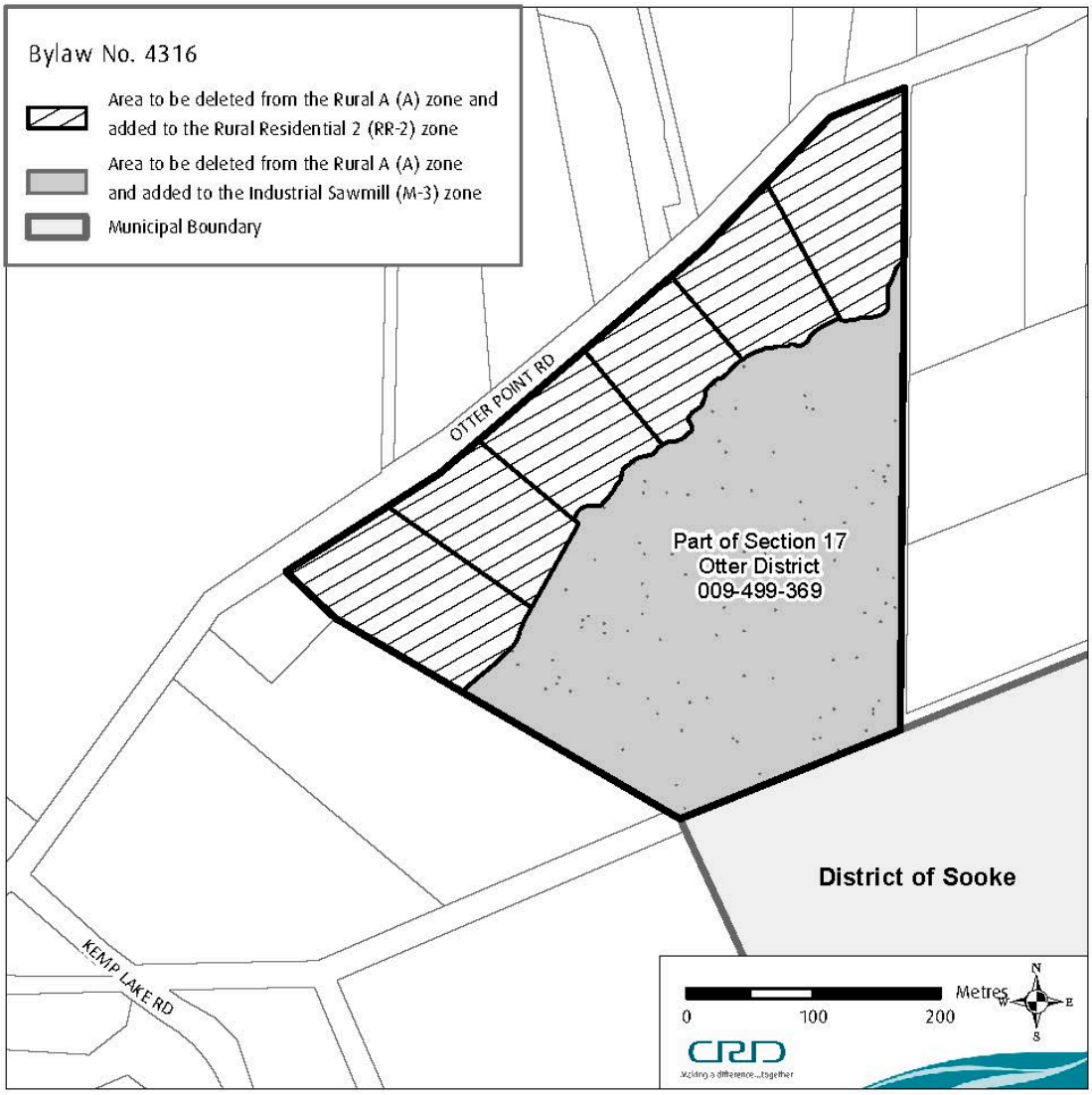
(a) By amending section 5.0 by adding the words "Industrial Sawmill 1 per 2 employees but not less than 5 per tenant or establishment;"

E. SCHEDULE B, MAP NO. 2 – OTTER POINT ZONING MAP

(a) By deleting That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD43782I) And Except Parts in Plans 3054 And 17721 from the Rural A (A) Zone, and adding to the Rural Residential 2 (RR-2) Zone, as shown on Plan No.1.

(b) By deleting That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD43782I) And Except Parts in Plans 3054 And 17721 from the Rural A (A) Zone, and adding to the Industrial Sawmill (M-3) Zone, as shown on Plan No.1.

Plan No. 1 of Bylaw 4316, an amendment to Bylaw No. 2040



2. This bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 147, 2019".

READ A FIRST TIME THIS	12th	day of	August	, 2020.
READ A SECOND TIME THIS	12th	day of	August	, 2020.
READ A THIRD TIME THIS	14th	day of	October	, 2020.
ADOPTED THIS		day of		, 2021.

CHAIR CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4317

****

A BYLAW TO AMEND BYLAW NO. 3819, THE "OTTER POINT OFFICIAL COMMUNITY PLAN, 2014"

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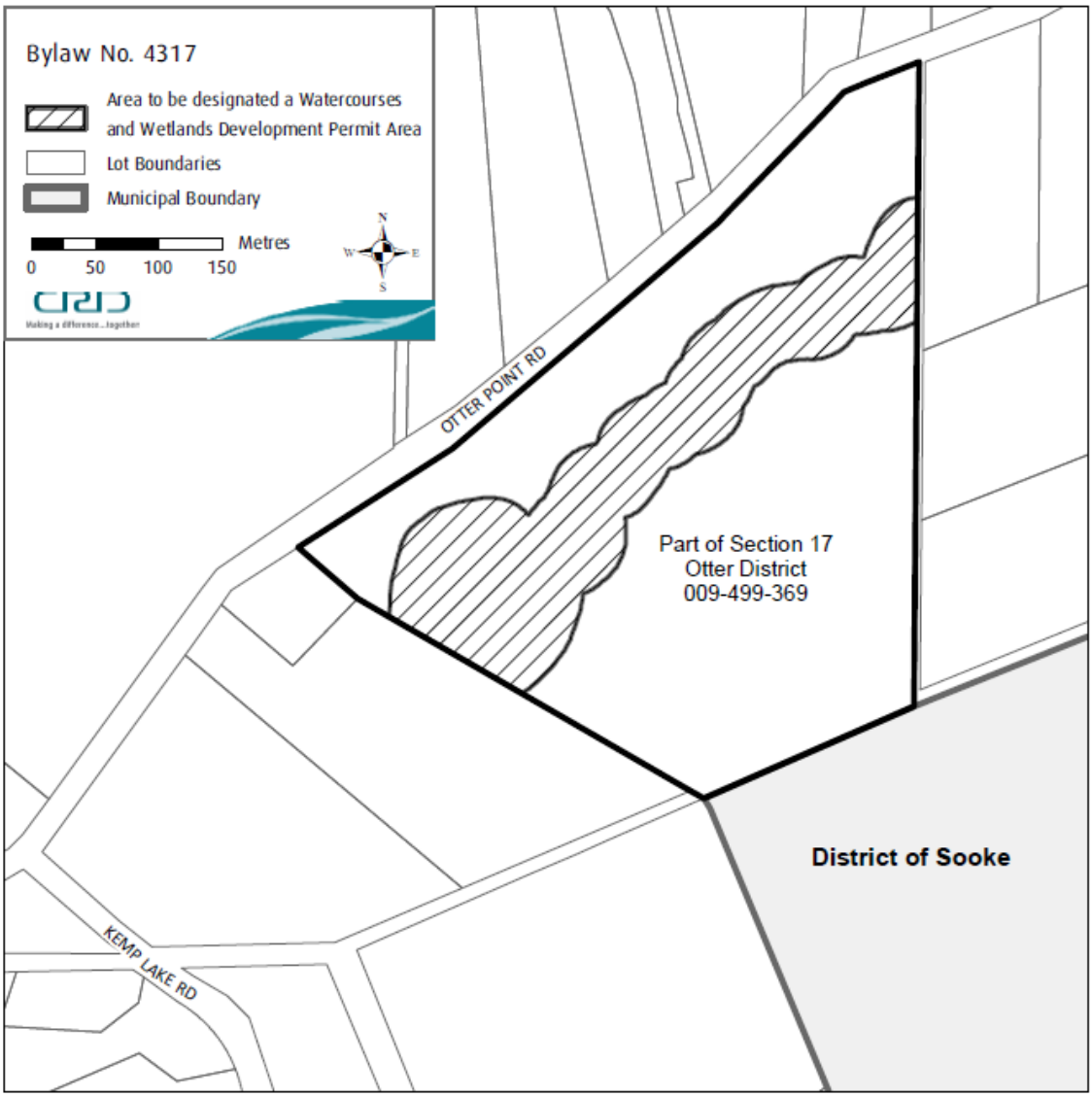
The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 3819 being the "Otter Point Official Community Plan, 2014" is hereby amended:

A. SCHEDULE A, MAP NO. 5c – WATERCOURSES & WETLANDS DEVELOPMENT PERMIT AREA

(a) By adding that part of That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD43782I) And Except Parts in Plan 3054 And 17721 to the Watercourses and Wetlands Development Permit Area, as shown on Plan No. 1.

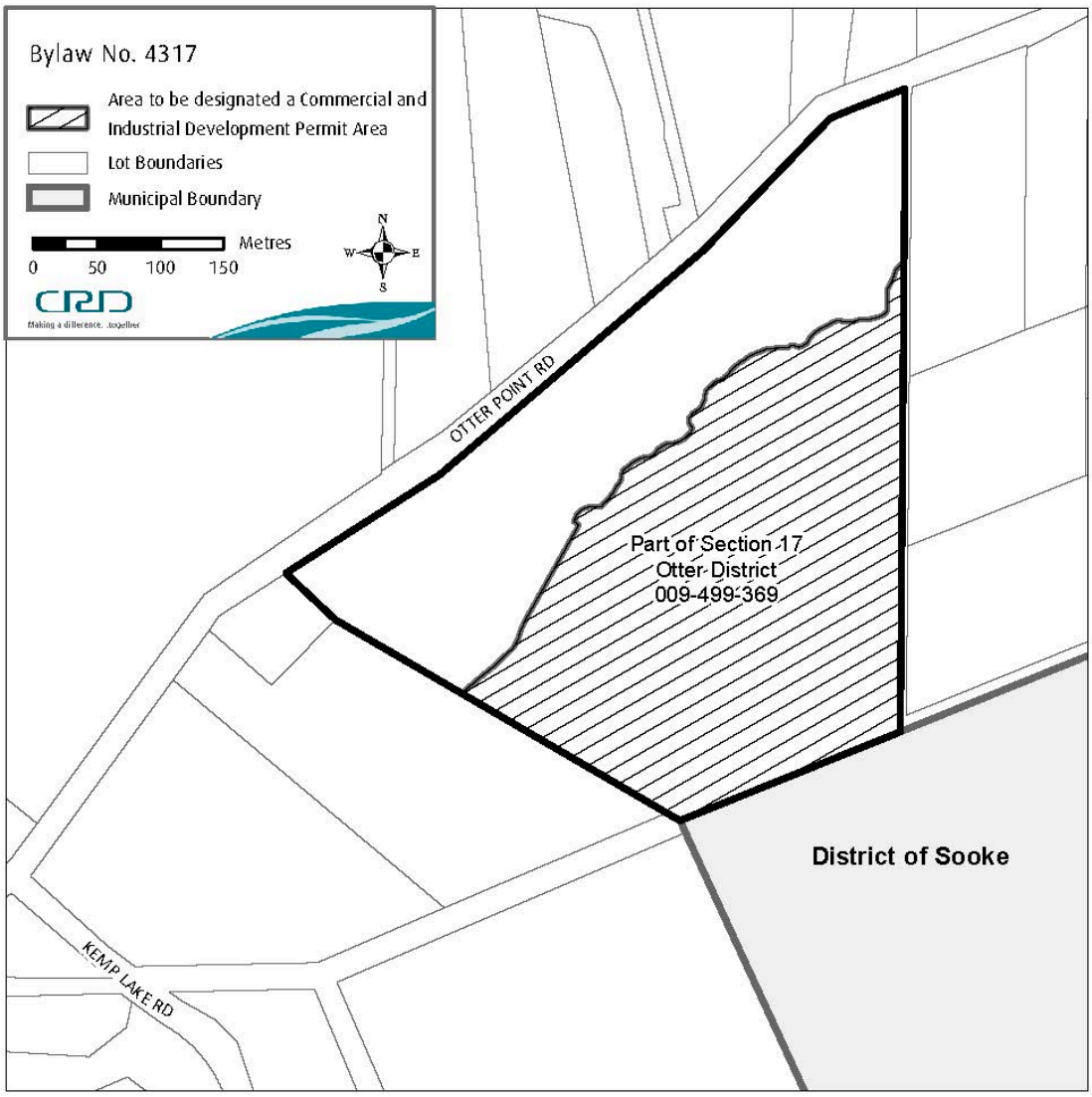
Plan No. 1 of Bylaw 4317, an amendment to Bylaw No. 3819



B. SCHEDULE A, MAP NO. 5e – COMMERCIAL & INDUSTRIAL DEVELOPMENT PERMIT AREA

(a) By adding that part of That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD43782I) And Except Parts in Plan 3054 And 17721 to the Commercial & Industrial Development Permit Area, as shown on Plan No.2.

Plan No. 2 of Bylaw 4317, an amendment to Bylaw No. 3819



2. This bylaw may be cited as "Otter Point Official Community Plan, 2014, Amendment Bylaw No. 2, 2019".

READ A FIRST TIME THIS	12th	day of	August	, 2020.
READ A SECOND TIME THIS	12th	day of	August	, 2020.
READ A THIRD TIME THIS	14th	day of	October	, 2020.
ADOPTED THIS		day of		, 2021.

CHAIR CORPORATE OFFICER