



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, April 14, 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. [21-292](#) Minutes of the March 10, 2021 and March 24, 2021 Capital Regional District Board Meetings

Recommendation: That the minutes of the Capital Regional District Board meetings of March 10, 2021 and March 24, 2021 be adopted as circulated.

Attachments: [Minutes - March 10, 2021](#)
[Minutes - March 24, 2021](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.2. Delegations

- 5.2.1. [21-297](#) Delegation - Salome Waters: Representing Saanich Eco Advocates: Re: Agenda Item 10.2.: Motion with Notice: Zero Waste British Columbia Input on Solid Waste Management Plan
- 5.2.2. [21-298](#) Delegation - Shannon Graham: Representing Surfrider Foundation Vancouver Island: Re: Agenda Item 10.2.: Motion with Notice: Zero Waste British Columbia Input on Solid Waste Management Plan
- 5.2.3. [21-299](#) Delegation - Jane Devonshire: Representing South Island Climate Action Network: Re: Agenda Item 10.2.: Motion with Notice: Zero Waste British Columbia Input on Solid Waste Management Plan

- 5.2.4. [21-300](#) Delegation - Jonathan O'Riordan: Representing Mount Work Coalition:
Re: Agenda Item 10.2.: Motion with Notice: Zero Waste British Columbia
Input on Solid Waste Management Plan

6. CONSENT AGENDA

- 6.1. [21-129](#) Review of Separation of Building Inspection Services for Each Electoral Area
- Recommendation:** [At the February 10, 2021 Electoral Areas Committee meeting, this item was deferred to the April meeting:]
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](#)
[Updated: Additional Information Requested from Feb 10/21 EAC mtg](#)
- 6.2. [21-270](#) Community Emergency Preparedness Fund: Emergency Operations Centres and Training Grant - Motion of Support
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District (CRD) Board:
That the CRD Board support an application to Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant and direct staff to provide overall grant management.
(NWA)
- Attachments:** [Staff Report: CEP Fund: EOCs & Training Grant-Motion of Support](#)
- 6.3. [21-279](#) AGMs and Nomination Procedures for Local Service Committees & Commissions
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the bylaw requirement that CRD local service committees and commissions hold Annual General Meetings be waived for 2021.
2. That new appointments to local service committees and commissions be made by the CRD Board based on the Electoral Area Director recommendation for 2021.
(NWA)
- Attachments:** [Staff Report: AGM and Nominating Procedures for Local Services](#)
[Appendix A: Local Service Committees and Commissions with AGMs](#)
[Appendix B: Staff Report to EAC on September 9, 2020](#)

6.4. [21-265](#) CRD Appointment of Public Members to External Boards Policy

Recommendation: The Governance Committee recommends to the Capital Regional District Board:

1. That Board Policy "CRD Appointment of Public Members to External Boards" be adopted.
2. That the Terms of Reference for the Governance Committee be updated to allow for the establishment of an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards.
3. That the Appointment Advisory Committee be permitted to meet in closed when evaluating public member applications.

(NWA)

Attachments: [Staff Report: CRD Appointment of Public Members To External Boards Policy](#)
[Appendix A: CRD Appointments to External Boards Policy](#)

6.5. [21-251](#) Creation of a Committee to Oversee Development of a Regional Performing Arts Facilities Service

Recommendation: The Governance Committee recommends to the Capital Regional District Board:

1. That the creation of a Performing Arts Facilities Select Committee whose purpose will be to define the scope and functions of a regional service that will lead to the drafting of an establishing bylaw for the Performing Arts Facilities Service be approved.
2. That the Performing Arts Facilities Select Committee Terms of Reference be approved.

(NWA)

Attachments: [Staff Report: Creation-Regional Performing Arts Facilities Service](#)
[Appendix A: CRD Performing Arts Facilities Select Committee TOR](#)

6.6. [21-244](#) Reaching Home and Canadian Medical Association Foundation COVID-19 Funding

Recommendation: The Hospitals and Housing Committee recommends to the Capital Regional District Board:

That the Reaching Home and Canadian Medical Association Foundation COVID-19 Funding report be received for information.

(NWA)

Attachments: [Staff Report: Reaching Home & CMAF COVID-19 Funding](#)
[Appendix A: 2020-21 Reaching Home & CMAF COVID-19 Contracts Summary](#)

6.7. [21-235](#) 2021 Committee and External Membership Appointments - Update #3

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

(NWA)

Attachments: [2021 Board and Committee Membership Appointments](#)

7. ADMINISTRATION REPORTS

7.1. [21-241](#) CAO Quarterly Progress Report No. 1 - 2021

Recommendation: That the CAO Quarterly Progress Report No. 1 - 2021 be received for information.
(NWA)

Attachments: [Staff Report: CAO Quarterly Progress Report No. 1, 2021](#)
 [Appendix A: Photographs of Corporate Activities and Initiatives](#)
 [Appendix B: Board Priorities Dashboard Progress Q1, 2021](#)
 [Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)
 [Appendix D: Corporate Climate Change Initiatives](#)
 [Appendix E: Advocacy Dashboard Progress Q1, 2021](#)
 [Appendix F: Operating Variance Report Q4, 2020](#)
 [Appendix G: Capital Variance Report Q4, 2020](#)
 [Appendix H: Human Resources Trends and Corporate Safety Q4, 2020](#)

7.2. [21-266](#) City of Victoria MRDT Renewal

Recommendation: That the Capital Regional District Board supports the City of Victoria's five-year renewal for the Municipal and Regional District Tax (MRDT) and Destination Greater Victoria as an eligible entity from 2022-2026, as well as the new incremental MRDT from Airbnb for affordable housing initiatives.
(NWA)

Attachments: [Staff Report: City of Victoria MRDT Renewal](#)
 [Appendix A: City of Victoria Letter](#)

7.3. [21-237](#) Additional COVID-19 Safe Restart Grants for Local Governments

Recommendation: 1. That staff allocate the \$575,000 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 E;
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 Electoral Area Directors to determine allocation to specific services.
(NWA)

Attachments: [Staff Report: Additional COVID-19 Safe Restart Grants](#)
 [Appendix A: Ministry of Municipal Affairs Safe Restart Letter](#)
 [Appendix B: Safe Restart Grant Eligible Expenses](#)
 [Appendix C: Provincial Grant Calculation for November 2020](#)
 [Appendix D: Provincial Grant Calculation 10M Holdback](#)
 [Appendix E: CRD Safe Restart Summary of Grant Funding Allocation](#)
 [Appendix F: Demographics, Population Estimates, July 1 CRD](#)

8. REPORTS OF COMMITTEES

Electoral Areas Committee

- 8.1. [21-128](#) Amendments to CRD Ticket Information Authorization Bylaw, 1990, Bylaw No. 1857
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
- 1) That Bylaw No. 4401, "Capital Regional District Ticket information Authorization Bylaw 1990, Amendment Bylaw No. 70, 2021" be introduced and read a first, second, and third time; and
- 2) That Bylaw No. 4401 be adopted.
(NWA)
- Attachments:** [Staff Report: Amend'ts to CRD Ticket Info Auth'n Bylaw, 1990, Bylaw #1857](#)
- [Appendix A: Proposed Bylaw No. 4401](#)
- [Appendix B: Consolidated Bylaw No. 1857](#)

Juan de Fuca Land Use Committee

- 8.2. [21-230](#) Public Hearing Report on Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020"
- Recommendation:** a) That the minutes that form the Report of the Public Hearing for Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on March 9, 2021, for Bylaw No. 4380, be received;
- b) That Bylaw No. 4380 be read a third time; and
- c) That Bylaw No. 4380 be adopted.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)
- Attachments:** [Public Hearing Report](#)
- [Appendix A: Proposed Bylaw No. 4380](#)
- [Appendix B: Report of the Public Hearing](#)

Peninsula Recreation Commission

- 8.3. [21-231](#) Canadian Tire Jumpstart Charities Inclusive Play Project
- Recommendation:** That the Peninsula Recreation Commission recommends to the Capital Regional District Board:
- That the approved Panorama Recreation Service 2021-2025 capital plan and budget be amended in accordance with the revised plan and budget for Project No. 21-07 as presented, and to proceed with the Canadian Tire Jumpstart multi-sport court and relocation of the playground.
(WP - Sidney, North Saanich, Central Saanich)
- Attachments:** [Staff Report: Canadian Tire Jumpstart Charities Inclusive Play Project](#)
- [Appendix A: Advicas Consultants Report](#)
- [Appendix B: Project Budget](#)
- [Appendix C: Capital Plan](#)
- [Appendix D: Capital Reserve Fund Models](#)

Planning & Protective Services Committee**8.4. [21-212](#) Esquimalt Regional Context Statement Consideration**

Recommendation: The Planning and Protective Services Committee recommends to the Capital Regional District Board:
That the Township of Esquimalt regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.
(NWP - All except SGI & SSI)

Attachments: [Staff Report: Esquimalt Regional Context Statement Consideration](#)
 [Appendix A: Proposed Esquimalt Regional Context Statement](#)

8.5. [21-213](#) Adoption of Regional Growth Strategy Amendment Bylaw No. 4328

Recommendation: The Planning and Protective Services Committee recommends to the Capital Regional District Board:
1) That Bylaw No. 4328 be amended to correct the bylaw title and citation;
2) That Bylaw No. 4328, "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2019", be read a third time as amended; and
(NWP - All except SGI & SSI)
3) That Bylaw No. 4328 be adopted.
(NWP, 2/3rds on adoption - All except SGI & SSI)

Attachments: [Staff Report: Adoption of RGS Amendment Bylaw No. 4328](#)
 [Appendix A: Bylaw No. 4328](#)
 [Appendix B: Record of Resolutions to Accept the RGS](#)

Regional Housing Trust Fund Commission**8.6. [21-239](#) Additional Grant Request for Michigan Square**

Recommendation: The Regional Housing Trust Fund Commission recommends to the Capital Regional District Board:
That a grant in the amount of \$525,000 to the Capital Region Housing Corporation be approved to support the development of 35 additional units of affordable rental housing at 330 Michigan Street, Victoria, subject to meeting the terms of the Regional Housing Trust Fund Grant Funding Agreement.
(WP - All except Langford, Colwood and the JDF Electoral Area)

Attachments: [Staff Report: Additional Grant Request for Michigan Square](#)
 [Appendix A: Letter of Request-Michigan Square Funding Increase](#)

9. BYLAWS**10. NOTICE(S) OF MOTION**

10.1. [20-034](#) Motion with Notice: Kings Road - Director Holman

Recommendation: [At the September 9, 2020 meeting the Capital Regional District Board tabled the below Notice of Motion to April 14, 2021:]

That CRD staff provide a report to the Hospitals and Housing Committee examining options for the purchase of a small portion of the Kings Road property in Saanich, at a cost of up to \$2 million, for the purposes of affordable housing while still protecting all of the undeveloped portion of the parcel, including the forested riparian corridor.
(NWA)

10.2. [21-278](#) Motion with Notice: Zero Waste British Columbia Input on Solid Waste Management Plan (Directors Isitt, Loveday, and Taylor)

Recommendation: That the Board:

1. Refer the attached report from Zero Waste British Columbia dated February 10, 2021 to staff, to inform revisions to the Solid Waste Management Plan.
2. Endorse the goal of the CRD becoming a national leader in Zero Waste and the Circular Economy in solid waste management; and
3. Direct staff to strengthen the emphasis on the principles of Zero Waste and Circular Economy in the Solid Waste Management Plan, including in the waste-reduction targets within the plan.

(NWA)

Attachments: [Attachment: Zero Waste Review of the CRD Draft SWMP \(Feb 10 2021\)](#)

11. NEW BUSINESS**12. MOTION TO CLOSE THE MEETING****12.1. [21-291](#) Motion to Close the Meeting**

Recommendation:

1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [1 item]
2. That the meeting be closed for Labour Relations under Section (90)(1)(c) 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]
5. That the meeting be closed for a Legal Update in accordance with Section 90(1)(g) of the Community Charter. [1 item]
6. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [1 item]

13. RISE AND REPORT**14. ADJOURNMENT**

Voting 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)

Meeting Minutes

Capital Regional District Board

Wednesday, March 10, 2021

1:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

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

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; S. Carey, Manager of Legal Services; S. Henderson, Manager, Real Estate; J. Lam, Manager, Arts Development; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors F. Haynes, R. Martin, M. Tait

The meeting was called to order at 1:06 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Williams, **SECONDED** by Director Mersereau,
That agenda item 6.2. be moved to be considered as agenda item 8.1.a. and that
three (3) additional delegations be permitted to speak, and that the agenda be
approved as amended.
CARRIED

3. ADOPTION OF MINUTES

3.1. [21-218](#) Minutes of the February 10, 2021 Capital Regional District Board Meeting

MOVED by Director Taylor, **SECONDED** by Director Seaton,
That the minutes of the Capital Regional District Board meeting of February 10,
2021 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

Spring feels like it is here, even if the official beginning of spring is still to come later this month. The plants and air have the harbingers of flowers and warmth to come.

Things are coming back to life. So too are our residents letter-writing proclivities. And we welcome that. Because coming and listening to us in person is not possible during COVID we all know that letter-writing is a safe and effective way to communicate with us. This past month we have seen nearly 500 pieces of correspondence come in on topics like parking, arts facilities and 5G and we thank the public for their input.

This past month we have seen some significant debates occur at our committees regarding parking, transportation and arts facilities. I want to thank everyone for their thoughtful contributions and look forward to addressing them today.

Later this month we will reconvene to finalize our budget and I look forward to that discussion.

In April our Transportation committee will meet again and begin the challenging work of making recommendations to the board on transportation priorities and potential governance options. The proposed timeline is to see the recommendations come back to our May Board meeting.

Since we last met I had the opportunity to connect with Premier Horgan and shared with him many of the initiatives the CRD is working on. He is appreciative of the work we are doing on Transportation, acknowledged our work of including FN at the committee level and encouraged us to work with his provincial government, noting that at no time in recent history has there been so many Capital Regional District-based MLAs sitting in cabinet.

CAO Lapham and I (and many of you) also had the opportunity to hear Minister Fleming speak to the Victoria Chamber of Commerce about transportation. It was a positive sign in my opinion that Minister Fleming indicated he was looking forward to work with the CRD as we helped identify priorities that can be addressed in the near, medium and long term.

I wish to end my comments with a thank you to our CRD staff. It should never be forgotten that during this pandemic staff have continued to deliver on our Strategic Priorities, continued to deliver on capital projects and continued to engage and consult with the public. This Board and region is appreciative of your work.

Now let's get on with our work.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

- 5.2.1.** [21-221](#) Delegation - Sarah Gose; Resident of Highlands: Re: Agenda Item 6.13.: Initial Engagement Reports for the Mount Work, East Sooke, Matheson Lake and Roche Cove Regional Parks Management Plans
Sarah Gose spoke in favour of Item 6.12.
- 5.2.2.** [21-222](#) Delegation - Christopher Devlin; Representing Royal & McPherson Theatres Society: Re: Agenda Item 8.6.: Implementations and Implications of the Consultant's Recommendations from Stage One: A Public Conversation about Performing Arts Facilities in the CRD
Christopher Devlin did not speak.
- 5.2.3.** [21-223](#) Delegation - Jacques Lemay; Representing Pacific Opera Victoria: Re: Agenda Item 8.6.: Implementations and Implications of the Consultant's Recommendations from Stage One: A Public Conversation about Performing Arts Facilities in the CRD
Jacques Lemay spoke in favour of Item 8.6.
- 5.2.4.** Delegation - Yvonne Mendel ; Representing South Island Mountain Bike Society: Re: Agenda Item 6.11.: Regional Parks - Strategic Plan
Yvonne Mendel spoke in favour of Item 6.11.
- 5.2.5.** Delegation - Doug Jarvis; Representing ProArt Alliance of Greater Victoria: Re: Agenda Item 8.6.: Implementations and Implications of the Consultant's Recommendations from Stage One: A Public Conversation about Performing Arts Facilities in the CRD
Doug Jarvis spoke in favour of Item 8.6.

6. CONSENT AGENDA

Consent agenda item 6.3. and 6.9. were removed from the consent agenda and moved to be considered under Reports of Committees as items 8.1.b and 8.5.a.

MOVED by Director Mersereau, **SECONDED** by Director Desjardins,
That consent agenda be approved with the exceptions of items 6.3. and 6.9.
CARRIED

6.1. [21-183](#) Community Funding and Support Program Grant: Emergency Support Services

That the CRD 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 the Emergency Support Services Grant and direct staff to provide overall grant management.

CARRIED

6.4. [21-141](#) City of Victoria - Zero Waste Victoria Update

That this report be received for information.

CARRIED

6.5. [21-138](#) Capital Regional District External Grants Update

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

CARRIED

6.6. [21-139](#) Capital Regional District Investment Portfolio Holdings and Annual Performance Update

That the Capital Regional District Investment Portfolio Holdings and Annual Performance Update be received for information.

CARRIED

6.7. [21-164](#) Capital Regional District and Capital Region Housing Corporation Investment Policy Updates

That the Capital Regional District Investment Policy, Amendment #2, be approved.

CARRIED

- 6.8. [21-107](#) Building Conversion to Strata for Lot A, Section 11, Otter District, Plan 33095 - 4090 Otter Point Road
1. That Building Conversion Strata BC000024, for Lot A, Section 11, Otter District, Plan 33095, to obtain individual title for two single-family dwellings as part of phase 1 of the Proposed Phased Building Strata shown on the Plan prepared by Summit Land Surveying, dated December 2, 2020, be approved subject to the following conditions::
- i. Submission of a Qualified Professional's report to confirm that the existing dwelling substantially complies with the BC Building Code and describe the life expectancy and projected major increases in maintenance costs due to the condition of the building;
 - ii. Completion of a building permit for the existing dwelling;
 - iii. Completion of any building permits and development permits required for the existing accessory buildings;
 - iv. Submission of a Qualified Professional's report confirming completion of the improvements to the existing domestic groundwater as outlined in the report prepared by Wellmaster Pumps and Water Systems Ltd., dated July 19, 2020, and certifying that well complies with the Groundwater Protection Regulation;
 - v. Submission of proof of a potable water supply for the proposed dwelling;
 - vi. Confirmation that the subject property can accommodate a sewerage system or systems that meet the requirements of the Sewerage System Regulation, for proposed phased strata;
 - vii. Substantial completion of a second dwelling on the subject property, as confirmed by CRD Chief Building Inspector, to form part of phase 1 of the proposed phased building strata as identified on the survey prepared by Summit Land Surveying dated December 2, 2020;
 - viii. The submission of a final survey plan for endorsement by the General Manager, Planning & Protective Services Department.
- CARRIED**
- 6.10. [21-210](#) Notice of Motion: Letter of Support for Aboriginal Coalition to End Homelessness Society
- That the Board Chair write a letter of support to the Aboriginal Coalition to End Homelessness Society for the federal and provincial funding they are seeking.
- CARRIED**
- 6.11. [21-144](#) Regional Parks - Strategic Plan
- That staff report back on a plan to review and update the Regional Parks Strategic Plan.
- CARRIED**
- 6.12. [21-147](#) Initial Engagement Reports for the Mount Work, East Sooke, Matheson Lake and Roche Cove Regional Parks Management Plans
- That this report be received for information.
- CARRIED**

6.13. [21-095](#) 2021 Transportation Committee Terms of Reference

That the Transportation Committee Terms of Reference be amended by adding, as new item 1.0 (b)(iii), the following:

“Work with other Vancouver Island Regional Districts to support major multi-modal transportation which support transportation and the flow of goods on Vancouver Island.”

CARRIED

6.14. [21-148](#) Regional Transportation Plan Report Card

That the Regional Transportation Plan Report Card report be received for information.

CARRIED

6.15. [21-146](#) Traffic Safety Commission Motion

That the Capital Regional District advise municipalities in the region that the Traffic Safety Commission is supportive of participation in a default reduced speed pilot.

CARRIED

6.16. [20-787](#) Transportation Gap Summary

That the Capital Regional District Board receive this report for information.

CARRIED

6.17. [21-180](#) 2021 Committee and External Membership Appointments - Update #2

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

CARRIED

7. ADMINISTRATION REPORTS**7.1. [21-207](#) 1114 Rockland Housing Agreement Modification**

K. Lorette spoke to Item 7.1.

MOVED by Director Helps, **SECONDED** by Director Mersereau,

a) That Bylaw No. 4410, “Resale Control and Housing Agreement Bylaw (1114 Rockland Avenue), 2021” be introduced and read a first, second and third time;

CARRIED

MOVED by Director Helps, **SECONDED** by Director Mersereau,

b) That Bylaw No. 4410 be adopted.

CARRIED

8. REPORTS OF COMMITTEES**Electoral Areas Committee**

- 8.1. [21-130](#) Proposed Revisions to Capital Regional District Bylaw No. 3741 - Building Regulation Bylaw No. 5, 2010

MOVED by Director Hicks, **SECONDED** by Director Holman,
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;
CARRIED

MOVED by Director Hicks, **SECONDED** by Director Holman,
b) That Bylaw No. 4403 be adopted.
CARRIED

- 8.1.a. [21-201](#) TELUS Request for Letter of Support to the Universal Broadband Fund

Discussion ensued on the following:

- the considerable correspondence from the public
- health and environmental impacts that need to be explored
- competition with the Connected Coast grant application
- whether this is considered assistance to business

MOVED by Director Hicks, **SECONDED** by Director Howe,
That the Board approve a letter of support for the TELUS application to the Universal Broadband Fund to improve cellular service in the Southern Gulf Island and Salt Spring Island Electoral Areas, on condition that there is no competition with the Connected Coast grant application.

CARRIED

OPPOSED: Desjardins, Holman, Isitt, Loveday, Murdoch, Ranns, Screech, Williams

- 8.1.b. [21-205](#) Cash-in-Lieu of Park Land Dedication for Subdivision of James Island

Discussion ensued on the following:

- the expression of interest from Tsawout First Nation
- the need for public use land on this island
- allocation of funds
- the implications of a negative vote

Director Desjardins declared a personal conflict and recused herself from the meeting room at 2:10 pm.

MOVED by Director Hicks, **SECONDED** by Director Howe,
That staff notify Islands Trust

1. That a 5% cash-in-lieu of park land dedication of \$2,077,250 is acceptable to the CRD for the proposed 79 lot bareland strata subdivision of James Island presented as Strata Plan EPS6912.

2. That if the subdivision is not completed by the end of 2021, that staff be permitted to request a new appraisal be undertaken and the cash-in-lieu adjusted accordingly.

CARRIED

OPPOSED: Isitt

Director Desjardins returned to the meeting room at 2:14 pm.

Environmental Services Committee**8.2. [21-140](#) Kitchen Scraps Tipping Fee Rate**

Discussion ensued on the funding source of this subsidy

MOVED by Director Desjardins, **SECONDED** by Director Blackwell,
That Bylaw No. 3881, Hartland Landfill and Tipping Fee Regulation Bylaw No. 6,
be amended to set the tipping fee rate for kitchen scraps at \$140 per tonne
beginning January 1, 2022 to offset kitchen scraps hauling and processing costs.
CARRIED

Finance Committee**8.3. [21-137](#) Bylaw Nos. 4404 and 4405: Transfer of Individual Trunk Reserve Funds**

MOVED by Director Brice, **SECONDED** by Director Williams,
1. That Bylaw No. 4404, "Core Area and Western Communities Liquid Waste
Management Service Equipment Replacement Reserve Fund Transfer Bylaw No.
1, 2021", be introduced and read a first, second, and third time;
CARRIED

MOVED by Director Brice, **SECONDED** by Director Williams,
2. That Bylaw No. 4404 be adopted;
CARRIED

MOVED by Director Brice, **SECONDED** by Director Williams,
3. That Bylaw No. 4405, "Core Area and Western Communities Liquid Waste
Management Service Operating Reserve Fund Transfer Bylaw No. 1, 2021", be
introduced and read a first, second and third time;
CARRIED

MOVED by Director Brice, **SECONDED** by Director Williams,
4. That Bylaw No. 4405 be adopted.
CARRIED

**8.4. [21-196](#) Reconsideration of Coastal Communities Social Procurement Initiative
Membership**

Discussion ensued on the following:

- producing uncertainty in the bidding process, resulting in fewer bids
- legal liability and risk of exposure due to procurement policy

MOVED by Director Brice, **SECONDED** by Director Helps,
1. That the Capital Regional District join the Coastal Communities Social
Procurement Initiative for the 2021 year, with a membership fee equal to AVICC
dues;
2. That staff report back to the Board prior to incorporating CCSPi's preferred
social procurement principles into CRD's procurement processes.
CARRIED
OPPOSED: Young

Hospitals and Housing Committee**8.5. [21-169](#) 3656 Raymond Street South Housing Agreement and Bylaw**

Discussion ensued on the following:

- municipalities' awareness of this service by the CRD
- the public hearing by the District of Saanich

**MOVED by Director Helps, SECONDED by Director Screech,
a) That Bylaw No.4402, "Resale Control and Housing Agreement Bylaw (3656 Raymond Street South), 2021" be introduced and read a first, second and third time;
CARRIED**

**MOVED by Director Helps, SECONDED by Director Screech,
b) That Bylaw No. 4402 be adopted.
CARRIED**

8.5.a. [21-170](#) Housing Needs Report Regional Project

Discussion ensued on whether a housing needs assessment was completed for the electoral areas.

**MOVED by Director Helps, SECONDED by Director Orr,
That the Housing Needs Report Regional Project be received for information.
CARRIED**

Regional Arts Facilities Select Committee

8.6. [21-193](#) Implementation and Implications of the Consultant's Recommendations from Stage One: A Public Conversation about Performing Arts Facilities in the CRD

Discussion ensued on the following:

- the Royal McPherson Theatre Society presentation
- funding source
- a provision for voter approval process
- appropriate models of governance
- consideration of the performing artists
- sub-regional facilities

MOVED by Director Screech, **SECONDED** by Director Williams,

1. That staff be directed to include \$150,000 in the 2021 final budget; and
2. That staff be directed to begin the process of establishing a regional service for the purposes of planning, developing and funding of performing arts facilities that have regional impact, per Recommendation 1 of the CRD Regional Arts Facilities Select Committee report Stage One: A Public Conversation about Performing Arts Facilities in the CRD.

CARRIED

OPPOSED: Blackwell, Hicks, Holman, Seaton, Windsor

MOVED by Director Helps, **SECONDED** by Director Screech,

That the Board recommends to the Chair that a committee be struck to oversee this process of the service establishment.

CARRIED

Regional Parks Committee

8.7. [21-174](#)**Capital Regional District Regional Parks - Revenue Generation Strategy - 2021-2024**

Discussion ensued on the following:

- BC Transit service to the parks
- the need for public consultation
- increased street parking due to parks constitutes significant cost for municipalities
- criteria used to select those parks where parking fees would be implemented
- reporting on the comprehensive funding gap

**MOVED by Director Isitt, SECONDED by Director Screech,
That the Capital Regional District Board:**

**1. Endorses the appropriateness of the property tax requisition as the primary revenue source for Regional Parks operating costs; and
CARRIED**

**MOVED by Director Screech, SECONDED by Director Isitt,
2. Directs staff to report back during the Regional Parks Strategic Planning process on additional options for parking revenues in Regional Parks, with a view toward (a) maintaining accessibility for diverse parks users, and (b) ensuring fairness for users across the regional parks system.
CARRIED**

**MOVED by Director Holman, SECONDED by Director Mersereau,
That staff report back to the Regional Parks Committee on a more modest parking revenue strategy that would include application of fees at existing parks to the nine other parks identified by staff as an interim measure prior to strategic plan review.**

**MOVED by Director Screech, SECONDED by Director Blackwell,
That the motion be amended to replace the words "...Regional Parks Committee" with the word "Board...".
DEFEATED**

OPPOSED: Bateman, Blackwell, Desjardins, Harper, Helps, Hicks, Holman, Isitt, Kobayashi, Loveday, Mersereau, Murdoch, Taylor, Seaton, Young

Director Windsor left the meeting at 3:43 pm

Director Howe left the meeting at 3:50 pm

**MOVED by Director Mersereau, SECONDED by Director Helps,
That the meeting be extended past the 3 hour scheduled time.
CARRIED**

**MOVED by Director McNeil-Smith, SECONDED by Director Mersereau,
That the motion be amended to remove the word "nine".
CARRIED
OPPOSED: Harper, Hicks**

**MOVED by Director Holman, SECONDED by Director Mersereau,
That staff report back to the Regional Parks Committee on a more modest parking revenue strategy that would include application of fees at existing**

parks to the other parks identified by staff as an interim measure prior to strategic plan review.

DEFEATED

OPPOSED: Bateman, Blackwell, Brice, Desjardins, Harper, Hicks, Isitt, Kobayashi, Loveday, Murdoch, Orr, Plant, Ranns, Screech, Taylor, Williams

9. BYLAWS

- 9.1. [21-173](#) Bylaw No. 4360 - Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 2, 2020

MOVED by Director Howe, **SECONDED** by Director Williams,
That Bylaw No. 4360 "Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 2, 2020" be adopted.

CARRIED

- 9.2. [21-220](#) Bylaw No. 4391 - Saanich Peninsula Waterways Environmental Action Service Establishment Bylaw No. 1, 2020

MOVED by Director McNeil-Smith, **SECONDED** by Director Orr,
That Bylaw No. 4391 "Saanich Peninsula Waterways Environmental Action Service Establishment Bylaw No. 1, 2020" be adopted.

CARRIED

10. NOTICE(S) OF MOTION

- 10.1. Notice of Motion - Zero Waste British Columbia Input on the Solid Waste Management Plan (Directors Isitt, Loveday, and Taylor)

That the Board:

1. Refer the attached report from Zero Waste British Columbia dated February 10, 2021 to staff, to inform revisions to the Solid Waste Management Plan,
2. Endorse the goal of the CRD becoming a national leader in zero waste and the circular economy in solid waste management, and;
3. Direct staff to strengthen the emphasis on the principals of zero waste and circular economy in the Solid Waste Management Plan, including in the waste reductions targets within the plan

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. [21-153](#)**Motion to Close the Meeting**

MOVED by Director Blackwell, **SECONDED** by Director Mersereau,

1. That the meeting be closed for Appointments in accordance with Section 90(1) (a) of the Community Charter.

CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Mersereau,

2. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter.

CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Mersereau,

3. That such disclosures could reasonably be expected to harm the interests of the Regional District.

CARRIED

The Capital Regional District Board moved into closed session at 4:36 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from closed session at 4:51 pm and reported on the following item:

3.1. Appointments to CRD Committees and Commissions

In accordance with Bylaw No. 3427, that the following person be appointed to the Saanich Peninsula Wastewater Commission:

For a term to start January 1, 2021 and expire December 31, 2021: Michael Williams

In accordance with Letters Patent, that the following person be appointed to the Saanich Peninsula Water Commission:

For a term to start January 1, 2021 and expire December 31, 2021: Michael Williams

In accordance with Bylaw No. 3450, that the following person be appointed to the Salt Spring Island Transportation Commission:

For a term to start January 1, 2021 and expire December 31, 2022: Aubrey Smith

In accordance with Bylaw No. 3133, that the following person be appointed to the Skana Water Service Committee:

For a term to start March 10, 2021 and expire June 30, 2021: Angelo Dicerni

In accordance with Bylaw No. 3693, that the following person be appointed to the SSI – Ganges Sewer Local Services Commission:

For a term to start January 1, 2021 and expire December 31, 2022: Jodie Miller

In accordance with Bylaw No. 3763, that the following person be appointed to the SSI – Parks and Recreation Advisory Commission:

For a term to start January 1, 2021 and expire December 31, 2021: Randy Cunningham

In accordance with Bylaw No. 3693, that the following person be appointed to the SSI – Salt Spring Island Liquid Waste Disposal Service Commission:

For a term to start January 1, 2021 and expire December 31, 2021: Jodie Miller

14. ADJOURNMENT

MOVED by Director Mersereau, SECONDED by Director Helps,
That the March 10, 2021 Capital Regional District Board meeting be adjourned at
4:51 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Meeting Minutes

Capital Regional District Board

Wednesday, March 24, 2021

1:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

Special Meeting - Budget

PRESENT

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

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; R. Lachance, Senior Manager, Financial Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: Directors B. Desjardins, D. Howe, B. Isitt, K. Murdoch, J. Ranns, R. Windsor

The meeting was called to order at 1:22 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 Helps,
That the agenda for the March 24, 2021 Session of the Capital Regional District Board be approved.
CARRIED

3. PRESENTATIONS/DELEGATIONS

3.1. Presentations

There were no presentations.

3.2. Delegations

There were no delegations.

4. SPECIAL MEETING MATTERS

4.1. [21-203](#) 2021 Electoral Area Budget Review

N. Chan spoke to item 4.1.

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

That the 2021 Electoral Area budgets be approved as presented.

CARRIED

4.2. [21-177](#) Bylaw No. 4409: 2021 to 2025 Financial Plan Bylaw, 2021

N. Chan spoke to Item 4.2.

Discussion ensued on the following:

- the land acquisition fund annual increase
- public feedback received

**MOVED by Director Mersereau, SECONDED by Director Haynes,
1. That Bylaw No. 4409, "2021 to 2025 Financial Plan Bylaw, 2021", be introduced,
read a first, second and third time; and**

CARRIED

**MOVED by Director Mersereau, SECONDED by Director Haynes,
2. That Bylaw No. 4409 be adopted.**

CARRIED

**MOVED by Director Mersereau, SECONDED by Director Haynes,
3. That the amended Staff Establishment Chart as attached in Appendix G be
approved.**

CARRIED

4.3. [21-232](#) Bylaw No. 4415: Transfer of Capital Reserve Funds - Sewer Debt Servicing

N. Chan spoke to item 4.3.

**MOVED by Director Blackwell, SECONDED by Director Mersereau,
1. That Bylaw No. 4415, "Trunk Sewers and Sewage Disposal Facilities Capital
Fund Transfer Bylaw No. 1, 2021", be introduced and read a first, second, and
third time.**

CARRIED

**MOVED by Director Blackwell, SECONDED by Director Mersereau,
2. That Bylaw No. 4415 be adopted.**

CARRIED

4.4. [21-208](#)

Bylaw No. 4408 - Southern Gulf Islands Harbours Service Loan
Authorization Bylaw No. 1, 2021

N. Chan spoke to item 4.4.

MOVED by Alternate Director Brent, **SECONDED** by Director Haynes,
1. That Bylaw No. 4408, "Southern Gulf Islands Harbours Service Loan
Authorization Bylaw No. 1, 2021", be introduced and read a first, second, and
third time;
CARRIED

MOVED by Alternate Director Brent, **SECONDED** by Director Haynes,
2. That Bylaw No. 4408 be referred to the Inspector of Municipalities for approval,
and elector approval be obtained via alternative approval process.
CARRIED

5. ADJOURNMENT

MOVED by Director Mersereau, **SECONDED** by Director Williams,
That the March 24, 2021 Capital Regional District Board meeting be adjourned at
1:59 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



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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

Additional Information Requested from February 10, 2021 Electoral Areas Committee Meeting

Current Model*

2021-Requisition Apportioned by 2021 Assessment		
EA	Requisition	% of Total
SSI	195,150	45%
SGL	141,752	32%
JDF	100,508	23%
Total	437,410	100%

* Table 1 - Staff Report, Feb 10, 2021

Option A**

2021-Apportion HQ Cost by 2021 Converted Assessment							
EA	EA Specific Revenue	EA Specific Cost	HQ Cost (Allocated)	% of HQ Cost	Proposed Requisition	Current Requisition	Increase/ (Decrease)
SSI	(398,554)	385,421	198,674	45%	185,542	195,150	(9,608)
SGL	(362,794)	344,229	144,312	32%	125,747	141,752	(16,005)
JDF	(294,574)	318,372	102,323	23%	126,121	100,508	25,613
Total	(1,055,922)	1,048,022	445,309	100%	437,410	437,410	-

** Tables 2 & 3- Staff Report, Feb 10, 2021

Option B

2021-Apportion HQ Cost Equally							
EA	EA Specific Revenue	EA Specific Cost	HQ Cost (Allocated)	% of HQ Cost	Proposed Requisition	Current Requisition	Increase/ (Decrease)
SSI	(398,554)	385,421	148,436	33%	135,305	195,150	(59,845)
SGL	(362,794)	344,229	148,436	33%	129,871	141,752	(11,881)
JDF	(294,574)	318,372	148,436	33%	172,234	100,508	71,726
Total	(1,055,922)	1,048,022	445,309	100%	437,410	437,410	-

Option C

2021-Apportion HQ Cost by EA Specific Cost							
EA	EA Specific Revenue	EA Specific Cost	HQ Cost (Allocated)	% of HQ Cost	Proposed Requisition	Current Requisition	Increase/ (Decrease)
SSI	(398,554)	385,421	163,767	37%	150,635	195,150	(44,515)
SGL	(362,794)	344,229	146,264	33%	127,699	141,752	(14,053)
JDF	(294,574)	318,372	135,278	30%	159,076	100,508	58,568
Total	(1,055,922)	1,048,022	445,309	100%	437,410	437,410	-

Option D

2021-Apportion HQ Cost by 2020 EA Specific Population							
EA	EA Specific Revenue	EA Specific Cost	HQ Cost (Allocated)	% of HQ Cost	Proposed Requisition	Current Requisition	Increase/ (Decrease)
SSI	(398,554)	385,421	232,152	52%	219,020	195,150	23,870
SGL	(362,794)	344,229	101,599	23%	83,034	141,752	(58,718)
JDF	(294,574)	318,372	111,558	25%	135,356	100,508	34,848
Total	(1,055,922)	1,048,022	445,309	100%	437,410	437,410	-

Population by EA

EA	Population	
	Amount***	% Total
SSI	11,329	52%
SGL	4,958	23%
JDF	5,444	25%
Total	21,731	100%

*** Population estimate provided by CRD Regional Planning

Option E

2021-Apportion HQ Cost by 5-Yr Average of Permit No. and Revenue

EA	EA Specific Revenue	EA Specific Cost	HQ Cost (Allocated)	% of HQ Cost	Proposed Requisition	Current Requisition	Increase/ (Decrease)
SSI	(398,554)	385,421	174,030	39%	160,898	195,150	(34,252)
SGI	(362,794)	344,229	163,920	37%	145,355	141,752	3,603
JDF	(294,574)	318,372	107,359	24%	131,157	100,508	30,649
Total	(1,055,922)	1,048,022	445,309	100%	437,410	437,410	-

Summary of Permits Issued by EA, 2016-2020

EA	# of Permits Issued					5-Yr Average
	2016	2017	2018	2019	2020	
SSI	350	351	392	333	322	350
SGI	272	279	354	321	334	312
JDF	219	272	257	212	202	232
Total	841	902	1,003	866	858	894

Summary of Permit Revenue by EA, 2016-2020

EA	Permit Revenue					5-Yr Average
	2016	2017	2018	2019	2020	
SSI	322,606	361,585	454,538	426,393	305,790	374,182
SGI	350,434	325,070	496,327	373,655	309,376	370,972
JDF	162,939	272,418	213,811	216,275	199,054	212,899
Total	835,979	959,073	1,164,676	1,016,323	814,220	958,054

Calculation of HQ Cost Allocation

EA	# of Permits Issued		Permit Revenue		% HQ Cost Allocation*
	5-Yr Average	% Total	5-Yr Average	% Total	
SSI	350	39%	374,182	39%	39%
SGI	312	35%	370,972	39%	37%
JDF	232	26%	212,899	22%	24%
Total	894	100%	958,054	100%	100%

* Average of the % Total of # of Permits Issued and Permit Revenue



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 14, 2021

SUBJECT **Community Emergency Preparedness Fund: Emergency Operations
Centres and Training Grant - Motion of Support**

ISSUE SUMMARY

The Capital Regional District (CRD) is responsible for emergency preparedness in the Electoral Areas (EAs). The CRD is applying to the Union of British Columbia Municipalities (UBCM) for funding to exercise and improve emergency response plans and train Electoral Area volunteers. 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 projects that support community resiliency and emergency preparedness. A 2021 grant opportunity is available to provide training opportunities for emergency program volunteers in all three EAs. Emergency planning and training exercises will be held with the goal of improving and validating emergency response plans.

In December 2018, the Auditor General for Local Government (AGLG) reviewed the CRD's Emergency Program and offered the following recommendation: "The Capital Regional District should consider conducting full-scale and/or larger-scale joint exercises that test the collaboration of all relevant parties involved in responding to a major emergency in the region. Staff should continue completing progressive, smaller, in-house exercises to further increase familiarity with their roles and responsibilities and to validate emergency plans in preparation for the larger scale joint exercise". This grant opportunity facilitates meeting this recommendation.

Emergency Operation Centre and Training grant funding would benefit all CRD EA Emergency Programs: Juan de Fuca, Southern Gulf Islands, and Salt Spring Island. The maximum grant amount is \$25,000, which permits the CRD to facilitate two full-scale functional emergency exercises in the Electoral Areas, including participation from relevant first responder agencies, such as fire departments, police, ambulance, coast guard, search-and-rescue, and BC Ferries. Locations will be finalized upon grant approval.

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 (CRD) Board: That the CRD Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant and direct staff to provide overall grant management.

Alternative 2

That staff be directed to rescind the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant.

IMPLICATIONS

Financial Implications

The grant will have no impact on annual Emergency Program budgets, but provides an opportunity for one-time projects that increase community resilience to emergencies.

Operational Implications

Under the *Emergency Program Act*, the CRD is obligated to provide Emergency Management Services to residents. Grants provide opportunity for one-time projects that increase emergency program capacity to support residents impacted by a disaster. These full-scale exercises validate emergency plans and allows the identification of opportunities for improvement when coordinating with external agencies. Due to the expense and complexity of facilitating successful functional emergency exercises, this grant offers the CRD an important opportunity to provide staff and volunteers with experience while meeting regulatory and accreditation requirements and fulfilling recommendations from the 2018 AGLG Audit Report.

CONCLUSION

The CRD is responsible for supporting emergency management programs in the EAs. The UBCM Emergency Operation Centres and Training grant is a key opportunity to improve emergency plans and offer training and development in the Electoral Areas. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District (CRD) Board:
That the CRD Board support an application to Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant 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



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 14, 2021

SUBJECT **AGMs and Nomination Procedures for Local Service Committees & Commissions**

ISSUE SUMMARY

The holding of annual general meetings (AGMs), including the nomination and polling of attendees for commission appointments, is impractical due to the current COVID-19 health orders excluding members of the public from attending in-person meetings.

BACKGROUND

In 2020, the Capital Regional District (CRD) Board responded to the challenges presented by COVID-19 and the health orders of the day by passing two separate resolutions dealing with AGMs and the nomination procedure for local service area committees and commissions.

On July 8, 2020, the CRD Board gave the following direction:

Permit local area services and protective services to hold 2020 Annual General Meetings electronically when available meeting space cannot physically accommodate all area ratepayers, and conduct their election process for new committee members by way of mail-in ballot.

Following that direction, a mail-in ballot process was completed for the following 6 local service areas:

- Lyall Harbour – Boot Cove Water Local Service Committee
- Magic Lake Estates Water and Sewer Committee
- Skana Water Service Committee
- Surfside Park Estates Water Local Service Committee
- Sticks Allison Water Local Service Committee
- Wilderness Mountain Water Service Commission

On September 9, 2020, the CRD Board revised its direction following growing concerns with the cost and staff capacity to administer mail-in ballots for the remaining 15 committees and commissions required to hold AGMs in 2020, as follows:

That for the balance of 2020, new appointments for local service area committee and commissions shall be done by the Board based on Electoral Area Director recommendation and not through the Annual General Meeting process, except for those committees and commissions that currently have a mail-in ballot process underway.

The Province of British Columbia is currently experiencing a third wave of COVID-19 which will continue to make the AGM process challenging. While local government meetings are an exception to the order for no indoor gatherings, members of the public are not permitted to attend those meetings in-person. AGMs are typically large gatherings as they are open to all ratepayers

in a local service area. Elections of new members are usually done by secret ballot which is not feasible in an electronic meeting format. Therefore, staff recommend waiving the bylaw requirement to hold AGMs for local service area committees and commissions in 2021 and that nominations for new members to those committees and commissions be received by the Electoral Area (EA) Director and forwarded to the CRD Board for appointment.

A table of the local service committee and commissions that hold an AGM where nominations are received is attached as Appendix A.

ALTERNATIVES

Alternative 1

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

1. That the bylaw requirement that CRD local service committees and commissions hold Annual General Meetings be waived for 2021.
2. That new appointments to local service committees and commissions be made by the CRD Board based on the Electoral Area Director recommendation for 2021.

Alternative 2

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

IMPLICATIONS

Annual General Meeting

The bylaws for local service committees and commissions require that an annual general meeting be held, however the Board may waive the bylaw requirement by resolution until such time as the bylaws can be formally amended. At the AGM, nominations for new members of the Committee or Commission are accepted, and if required, attendees are polled prior to the names being forwarded to the CRD Board for appointment. The bylaws require that notice be given in writing stating when the AGM will be held and that nomination of new members will be conducted.

In practice, the agendas for AGM include the following items:

- Adoption of previous AGM Minutes
- Annual report for previous fiscal year
- Nominations for new appointments

For AGMs that are waived in 2021, notice of AGM cancellation will still be distributed to ratepayers in accordance with the current bylaw requirement for providing notice of the AGM.

Mail-in Balloting

In accordance with the July 8, 2020 Board direction, mail ballot processes were completed for the six local services identified in this report. Concerns over cost, response rate and amount of work for staff resulted in a Board resolution in September 2020 allowing EA Directors to make nominations to the Board on appointments as an alternative to mail-in ballots.

Nomination Procedure

Current appointment processes for those CRD commissions that do not have a requirement to hold an AGM involve advertising upcoming vacancies locally, then the commission reviews and

shortlists applications and makes a recommendation for appointment to the EA Director. The EA Director then forwards the selected nominee(s) to the Board for appointment.

It is proposed that committees and commissions that are required to hold AGMs follow a similar appointment process as outlined above. For those local service committees and commissions that do not meet on a regular schedule, review of applications and selections may be done by the EA Director without a committee or commission recommendation.

In the future, staff will be reviewing the value of holding AGMs and whether to update the nomination procedure to be more aligned with other CRD committees and commissions.

CONCLUSION

Due to COVID-19, the bylaw requirement to hold local service committee and commission AGMs will be waived for 2021 and that recommendations for new appointments will be by recommendation of the EA Director to the CRD Board.

RECOMMENDATION

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

1. That the bylaw requirement that CRD local service committees and commissions hold Annual General Meetings be waived for 2021.
2. That new appointments to local service committees and commissions be made by the CRD Board based on the Electoral Area Director recommendation for 2021.

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

ATTACHMENT(S)

Appendix A: Local Service Committees and Commissions with AGMs

Appendix B: Staff Report September 9, 2020

Local Service Committees and Commissions with AGMs

Bylaw #	Local Service Committees & Commissions
1875	<ul style="list-style-type: none"> • Lyall Harbour – Boot Cove Water Local Service Committee*
2339	<ul style="list-style-type: none"> • Magic Lake Estates Water and Sewer Committee*
2558	<ul style="list-style-type: none"> • Sticks Allison Water Local Service Committee*
3131	<ul style="list-style-type: none"> • Surfside Park Estates Water Local Service Committee*
3133	<ul style="list-style-type: none"> • Skana Water Service Committee*
3281	<ul style="list-style-type: none"> • Port Renfrew Utility Services Committee
3511	<ul style="list-style-type: none"> • Wilderness Mountain Water Service Commission*
3654	<ul style="list-style-type: none"> • Otter Point Fire Protection and Emergency Response Service Commission • East Sooke Fire Protection and Emergency Response Service Commission • North Galiano Fire Protection and Emergency Response Service Commission • Port Renfrew Fire Protection and Emergency Response Service Commission • Shirley Fire Protection and Emergency Response Service Commission • Willis Point Fire Protection and Recreation Facilities Commission
3693	<ul style="list-style-type: none"> • SSI – Beddis Water Service Commission • SSI – Cedar Lane Water Service Commission • SSI – Cedars of Tuam Water Service Commission • SSI – Fernwood and Highland Water Service Commission • SSI – Fulford Water Service Commission • SSI – Ganges Sewer Local Services Commission • SSI – Maliview Sewer Local Service Commission • SSI – Salt Spring Island Liquid Waste Disposal Local Service Commission

**Mail-in Balloting conducted in 2020*

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 09, 2020**

SUBJECT Annual General Meetings & Nomination Procedures for Commissions

ISSUE SUMMARY

COVID-19 and the potential for a second wave make in-person annual general meetings (AGMs), including the nomination and polling of attendees for commission appointment difficult. Finding locations with sufficient space to permit attendance with physical distancing and the reluctance of the public to attend large gatherings (limited to 50 people by the public health officer) have resulted in the need to find alternate ways to conduct the business generally covered at the AGMs.

BACKGROUND

On July 8, 2020, the CRD Board gave the following direction as part of governance implications as a result of COVID-19, which included the following resolution:

Permit local area services and protective services to hold 2020 Annual General Meetings electronically when available meeting space cannot physically accommodate all area ratepayers, and conduct their election process for new committee members by way of mail-in ballot.

Following that direction, a mail ballot process – beginning with a call for nominations – has been initiated in the following local service areas:

- Lyall Harbour – Boot Cove Water Local Service Committee
- Magic Lake Estates Water and Sewer Committee
- Skana Water Service Committee
- Surfside Park Estates Water Local Service Committee
- Sticks Allison Water Local Service Committee
- Wilderness Mountain Water Service Commission

The remaining committees and commissions listed below have a requirement to hold AGMs in their governing bylaws but have not yet initiated any processes for nominations and polling of owners:

Bylaw #	Commission/Committee Name
Bylaw 3281	• Port Renfrew Utility Services Committee
Bylaw 3654	<ul style="list-style-type: none"> • Otter Point Fire Protection and Emergency Response Service Commission • East Sooke Fire Protection and Emergency Response Service Commission • North Galiano Fire Protection and Emergency Response Service Commission • Port Renfrew Fire Protection and Emergency Response Service Commission • Shirley Fire Protection and Emergency Response Service Commission • Willis Point Fire Protection and Recreation Facilities Commission
Bylaw 3693	<ul style="list-style-type: none"> • SSI – Beddis Water Service Commission • SSI – Cedar Lane Water Service Commission • SSI – Cedars of Tuam Water Service Commission

	<ul style="list-style-type: none">• SSI – Fernwood Water Local Service Commission• SSI – Fulford Water Service Commission• SSI – Ganges Sewer Local Services Commission• SSI – Highland Water and Sewer Services Commission• SSI – Salt Spring Island Liquid Waste Disposal Local Service Commission
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ALTERNATIVES

Alternative 1

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

That for the balance of 2020, new appointments for local service area committee and commissions shall be done by the Board based on Electoral Area Director recommendation and not through the Annual General Meeting process, except for those committees and commissions that currently have a mail-in ballot process underway.

Alternative 2

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

IMPLICATIONS

Bylaws for some local service commissions and committees require an annual general meeting, at which nominations are taken and attendees polled to forward names onto the CRD Board for appointment. Nominations made through the AGM process are not binding and formal appointment is done by the CRD Board. In accordance with previous Board direction, mail ballot processes are already underway for some water and wastewater services in the CRD. Mail ballots for these services can be included as part of utility billing which assists in easy administration of the mail ballot process. However, for other committees and commission, particularly those that do not have utility billing, mail ballot processes have not yet been initiated. Concerns over cost, response rate and amount of work for staff have resulted in EA Directors requesting committees and commissions with no current process underway consider an alternative.

Current appointment processes for those CRD commissions that do not have a requirement to hold an AGM involve advertising upcoming vacancies locally, then the commission reviews and shortlists applications and makes a recommendation for appointment to the EA Director. The EA Director then forwards the selected nominee(s) to the Board for appointment.

It is proposed that committees and commissions with AGMs and no mail ballot process underway follow a similar appointment process as outlined above.

CONCLUSION

Due to COVID-19, and where mail ballot processes are not currently underway, local service committees and commissions may forgo nominations and polling at AGMs and instead appointments for upcoming vacancies will be advertised locally, applicants will be shortlisted by the committees and commissions, and recommendations will come directly to the CRD Board at the recommendation of the EA Director.

RECOMMENDATION

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

That for the balance of 2020, new appointments for local service area committee and commissions shall be done by the Board based on Electoral Area Director recommendation and not through the Annual General Meeting process, except for those committees and commissions that currently have a mail-in ballot process underway.

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

ATTACHMENT(S)

Appendix A: Staff Report July 8, 2020

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 08, 2020**

SUBJECT COVID Meeting Procedures

ISSUE SUMMARY

The global COVID-19 has resulted in a change of business for local government public meetings, most recently with the introduction of Ministerial Order No. 192. While the CRD Board, committees and commissions continue to meet using a combination of in-person and electronic methods, best efforts must be made to physically include the public in meetings for transparency and accountability, and some accommodation of meeting procedures is required in order to meet physical distancing and public health officer orders.

BACKGROUND

Since late March 2020, the CRD Board has been meeting at least partially electronically in response to COVID-19 and the public health emergency. As the Province enters phases 2 and 3 of the response, the approach to public meetings is also undergoing further evolutions. Should the public health emergency conclude, the ability to meet electronically will no longer be possible under the CRD Board Procedures Bylaw.

On June 17, 2020, the Province of British Columbia issued the Order of the Minister of Public Safety and Solicitor General, Ministerial Order No. 192 under the *Emergency Program Act*. The order replaces the previous Ministerial Order No. 139. The new order provides new direction to local governments for open meetings, electronic meetings and timing requirements for bylaw passage.

Ministerial Order No. 192 applies to the meetings that are scheduled following June 17, 2020. Specifically, the order requires a regional district to ensure best efforts are met for the public to be physically present at open meetings. Under the new order, if a situation arises in which we are not able to safely accommodate all members of the public that wish to physically attend an open meeting, the Board must adopt a resolution which provides the rationale for the continued need to meet without the public present and that demonstrates how the Board will ensure continued transparency and accountability.

At this time, the Order of the Provincial Health Officer on Mass Gathering Events is in effect which does not allow for gatherings of more than 50 people, and physical distancing of 2 metres is still recommended. Based on the current assessment, the CRD boardroom can safely accommodate 35 people and still respect physical distancing requirements. For meetings of the 3 CRD Boards, given the number of Directors (24) and staff (6 Executive, 3 support staff and up to 2 staff speaking to staff reports) required to run the meetings, there is limited space to permit delegations or members of the public to attend in person. Standing Committees meetings in the CRD boardroom will have somewhat more capacity for members of the public to attend, based on fewer Committee members.

The following summarizes how the CRD Boards and Standing Committees will make 'best efforts' to be transparent, accountable and accessible when it is necessary to proceed with open

meetings without the public present:

- Meetings are all webcast through the CRD website;
- Meeting schedules are published monthly on the CRD website and weekly in the Times Colonist;
- Meeting notices and agendas are posted on the CRD website in the timeframe required under the CRD Board Procedures Bylaw (generally on Friday for the following Wednesday's meetings);
- Minutes for all meetings are posted on the CRD website once adopted;
- Presentations/delegations are able to address the CRD Board and standing committees via written submission or electronic participation (since June 10th) and the following messaging has been posted on the CRD website:
 - *Please note that during the COVID-19 situation, as we work to meeting physical distancing requirements, delegations may speak to the CRD Board via a modified process. Please sign up according to the requirements below, and staff will provide details on how to participate. We also strongly encourage submissions via written form (see instructions above).*

Ministerial Order No. 192 also applies to the 60 or more CRD committees and commissions. The new requirements have been communicated with support staff and committee/commission Chairs, with a template resolution provided as per Appendix B. All commissions have been encouraged to meet in person if possible and to make all efforts to welcome the public in whatever way can be done while still complying with the orders of the public health officer.

On May 27, 2020, the CRD Board passed the following resolution related to Annual General Meetings:

1. That the Skana Water Service Committee and Surfside Park Estates Water Service Committee AGMs are hereby deferred for the period of the Provincial State of Emergency;
2. That the financial reports usually presented at the AGM be posted online and rate payers notified; and
3. That the terms of local service committee members set to expire on June 30, 2020 are hereby extended a maximum of six months.

That motion addressed those meetings that were set to occur prior to the end of May. Many CRD local water/wastewater and fire/protective services have annual general meetings (AGM) for ratepayers. These AGMs are scheduled throughout the year, generally in the Spring and Fall. While the content shared with ratepayers at those meetings can be done electronically or be shared via the CRD website, the AGM also is the opportunity to make nominations and elections for new commission members. Given physical meeting space limitations, travel and local community restrictions on visitors, the potential for another round of COVID, as well as the level of interaction required to conduct an in-person AGM election, staff are recommending that for 2020 the CRD Board permit these committees to hold their AGMs with the option of electronic participation and have their usual election process conducted by mail ballot.

ALTERNATIVES

Alternative 1

That the CRD Board:

1. Make all efforts to meet in-person and encourage all other committees and commissions to do so also, provided the meetings can be done in keeping with public health officer

orders,

2. Authorize open meetings of the Regional Board, Hospital District Board and Housing Corporation Board as well as Standing, Select and Advisory Committees to be held without the public physically present provided that: agendas are posted with proper notice; agendas and minutes are available on the website; meetings are live webcasted and can be viewed electronically; and, that the public is able to provide comment as a delegation via written or electronic submission; and
3. Permit local area services and protective services to hold 2020 Annual General Meetings electronically when available meeting space cannot physically accommodate all area ratepayers, and conduct their election process for new committee members by way of mail-in ballot.

Alternative 2

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

CONCLUSION

The global COVID-19 has resulted in a change of business for local government public meetings, most recently with the introduction of Ministerial Order No. 192. While the CRD Board, committees and commissions continue to meet using a combination of in-person and electronic methods, best efforts must be made to include the public in meetings for transparency and accountability. In addition, local service AGMs may need to be held electronically for 2020 and have elections via a mail-in ballot process.

RECOMMENDATION

That the CRD Board:

1. Make all efforts to meet in-person and encourage all other committees and commissions to do so also, provided the meetings can be done in keeping with public health officer orders,
2. Authorize open meetings of the Regional Board, Hospital District Board and Housing Corporation Board as well as Standing, Select and Advisory Committees to be held without the public physically present provided that: agendas are posted with proper notice; agendas and minutes are available on the website; meetings are live webcasted and can be viewed electronically; and, that the public is able to provide comment as a delegation via written or electronic submission; and
3. Permit local area services and protective services to hold 2020 Annual General Meetings electronically when available meeting space cannot physically accommodate all area ratepayers, and conduct their election process for new committee members by way of mail-in ballot.

Submitted by:	Emilie Gorman, MPA, 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

ATTACHMENTS

Appendix A: Ministerial Order No. M192

Appendix B: Draft Committee & Commission Resolution

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M192

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

Division 1 – General

Definitions

1 In this order:

“**board**” has the same meaning as in the Schedule of the *Local Government Act*;

“**council**” has the same meaning as in the Schedule of the *Community Charter*;

“**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;

“**municipality**” has the same meaning as in the Schedule of the *Community Charter*;

“**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;

“**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;

“**trust body**” means

- (a) the trust council,
 - (b) the executive committee,
 - (c) a local trust committee, or
 - (d) the Islands Trust Conservancy,
- as defined in the *Islands Trust Act*;

“**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;

“**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2
- (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
 - (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.

Division 2 – Open Meetings

Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 *[application of rule to other bodies]* of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
- (a) the council or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 *[Open Meetings]* of Part 4 *[Public Participation and Council Accountability]* of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
- (a) Division 3 *[Open Meetings]* of Part 4 *[Public Participation and Council Accountability]* of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 *[appointment of select and standing committees]* of the *Local Government Act*, or a body referred to in section 93 *[application of rule to other bodies]* of the *Community Charter* as that section applies under section 226 *[board proceedings: application of Community Charter]* of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the board, board committee or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
 - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the Vancouver council or the body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 165.1 of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Open meetings – trust bodies

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the trust body or board of variance must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
 - (b) any applicable requirements in a procedure bylaw of a trust body.

Division 3 – Electronic Meetings

Electronic meetings – municipalities

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 128 of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Electronic meetings – regional districts

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:

- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
 - (b) the Regional District Electronic Meetings Regulation, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Electronic meetings – Vancouver

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, and
 - (c) any applicable provision in the Vancouver procedure bylaw.

Electronic meetings – improvement districts

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
 - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
 - (b) any applicable requirements in a procedure bylaw of an improvement district board.

Electronic meetings – trust bodies

- 11
- (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
 - (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
 - (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
 - (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
 - (6) This section applies despite
 - (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
 - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

- 12
- Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
 - (i) section 165 [*financial plan*];
 - (ii) section 177 [*revenue anticipation borrowing*];
 - (iii) section 194 [*municipal fees*];
 - (iv) section 197 [*annual property tax bylaw*];
 - (v) section 200 [*parcel tax bylaw*];
 - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
 - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 [*revitalization tax exemptions*];
- (ix) section 235 [*alternative municipal tax collection scheme*], and
- (b) tax sales, as referred to in Divisions 4 [*Annual Tax Sales*] and 5 [*Tax Sale Redemption Periods*] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*.

Division 5 – Public Hearings

Public hearings – Local Government Act

- 13** (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
 - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
- (a) section 124 [*procedure bylaws*] of the *Community Charter*;
 - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
 - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90;
 - (d) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
 - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

Public hearings – Vancouver Charter

- 14** (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

- 15**
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
 - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
 - (5) This section applies despite
 - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
 - (b) any applicable provisions in a letters patent for an improvement district.

Appendix B: Draft Committee & Commission Resolution

1. That this resolution applies to the (insert commission name) for the meetings being held (insert date of next three months of regular meetings), and
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the (committee/commission), because:
 - a. The available meeting facilities cannot accommodate more than (x) people in person, including members of the (committee/commission) and staff, **and**
 - b. There are no other facilities presently available that will allow physical attendance of the (committee/commission) and the public in sufficient numbers; and
3. That the (committee/commission) is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means (CHOOSE THOSE THAT APPLY):
 - a. By allowing the public to hear (and/or) participate via electronic meeting software,
 - b. By allowing the public to see and hear the live webcasting of the meeting on the CRD website,
 - c. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - d. By providing newspaper notice of the meeting and means of seeing, hearing and participating in the meeting in accordance with the requirements on the *Local Government Act*,
 - e. By providing additional notice of the meeting by (insert detail here),
 - f. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - g. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - h. By making the minutes of the meeting available on the CRD website following the meeting

**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, APRIL 07, 2021**

SUBJECT CRD Appointment of Public Members to External Boards Policy

ISSUE SUMMARY

The CRD's Governance and Finance Committee directed staff to develop a policy for appointing public members to external boards to ensure the process is inclusive, transparent, and consistent.

BACKGROUND

At its November 4, 2020 meeting, the Capital Regional District's Governance and Finance Committee approved the following Motion with Notice:

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

The purpose of establishing a policy is to ensure that the most suitable candidates are selected and appointed as CRD representatives, and to ensure that the process of appointing public members to an external board is inclusive, transparent and consistently applied.

Staff have identified six external boards where member eligibility may or must include public members who are not a CRD Director or Municipal Councillor, they include: BC Ferry Authority, CREST Corporation, Greater Victoria Harbour Authority, Island Corridor Foundation, Royal and McPherson Theatres Society, and Victoria Airport Authority.

Staff have drafted a policy that addresses an appointment process defined by the following four stages: 1) confirm vacancies; 2) call for expressions of interest; 3) consideration and appointment of candidates; and 4) communicating and tracking appointments. The Board Policy titled "CRD Appointment of Public Members to External Boards" is attached as Appendix A for consideration of adoption.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

1. That Board Policy "CRD Appointment of Public Members to External Boards" be adopted.
2. That the Terms of Reference for the Governance Committee be updated to allow for the establishment of an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards.
3. That the Appointment Advisory Committee be permitted to meet in closed when evaluating public member applications.

Alternative 2

That staff report back to the Governance Committee with changes to the policy, as directed.

IMPLICATIONS

Alignment with External Board Processes

As the eligibility requirements and application process for each external board is unique and complex, the policy is intended to supplement and not replace the processes already prescribed. The policy provides a minimum standard for advertising opportunities to external boards and clarifies the CRD's internal process for selecting a CRD representative. The policy does not change the eligibility requirements or criteria for the CRD representative which are set by the external board's governing documents.

Selection and Appointment

Currently when external vacancies are brought to the Board, assessment of applications are done by a sub-committee of the Governance Committee. Staff are not recommending any changes to that approach. To ensure appointment recommendations are appropriately within the mandate of the Governance Committee, the recommendation includes a resolution to amend the Governance Terms of Reference to allow for the establishment of an Appointment Advisory Committee.

The Appointment Advisory Committee would be responsible for evaluating candidates and making recommendations directly to the Board on public member appointments, based on the eligibility requirements and member criteria established by the external board. Staff recommend the Appointment Advisory Committee be struck on an as-needed basis, with appointments to the sub-committee made by the Governance Committee Chair when external board vacancies arise.

Implementation Schedule

The policy will take effect immediately following its adoption by the CRD Board. The process of making appointments to external boards normally occurs at the end of the calendar year. Legislative Services will oversee the call for expressions of interest beginning in September and the scheduling of Appointment Advisory Committee meetings as needed. The goal is to have the CRD Board make its appointments by December 2021 for those public members whose terms will be expiring.

One exception is the filling of two outstanding vacancies on the Royal and McPherson Theatres Society (RMTS) Board. The appointments to the RMTS Board were tabled in November 2020 subject to the CRD reviewing its process for external appointments. Once the policy is adopted, staff will work with representatives from the Royal and McPherson Theatres Society to ensure the new policy requirements are followed with a new call for expressions of interest.

CONCLUSION

In November 2020, the CRD's Governance and Finance Committee directed staff to develop a policy to ensure that the most suitable candidates are selected and appointed as CRD representatives, and to ensure that the process of appointing public members to an external board is inclusive, transparent and consistently applied. In addition to the policy, staff recommend that the CRD Board formalize the ability of the Governance Committee to create a selection sub-

committee to evaluate candidates and make recommendation for appointments through the Governance Committee to the CRD Board.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:

1. That Board Policy “CRD Appointment of Public Members to External Boards” be adopted.
2. That the Terms of Reference for the Governance Committee be updated to allow for the establishment of an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards.
3. That the Appointment Advisory Committee be permitted to meet in closed when evaluating public member applications.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Steven Carey, B. Sc, J.D., Manager, Legal Services (Contract & Bylaws)
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Appointment of Public Members to External Boards Policy



Making a difference...together

CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Board		
Section			
Title	CRD Appointment of Public Members to External Boards		
Adopted Date	DRAFT	Policy Number	BRD08
Last Amended			
Policy Owner	Legislative Services		

1. POLICY:

The intent of the policy is to establish a standard process for the CRD Board's appointment of Public Members to External Boards.

2. PURPOSE:

The purpose of this policy is to ensure that the most suitable candidates are selected and appointed as CRD Representatives, and to ensure that the process of appointing Public Members to an External Board is inclusive, transparent and consistently applied.

3. SCOPE:

This policy applies to the filling of vacancies when Public Members are eligible for appointment as a CRD representative or nominee to an External Board.

This policy is intended to supplement, not replace, the appointment processes already prescribed in the establishing governance documents for the External Board. Where sections of this policy conflict with requirements set out in legislation or bylaws, the requirements of those governing documents will prevail.

This policy does not apply to the appointment of CRD Board Members or Municipal Councillors.

4. DEFINITIONS:

"Appointment" means a resolution by the CRD Board to nominate or appoint a Public Member to an External Board.

"Appointment Advisory Committee" means an advisory committee responsible for reviewing applications and making recommendations for public member appointments.

"CRD Board" means the governing and executive bodies of the Capital Regional Board, Capital Regional Hospital District Board, and Capital Region Housing Corporation.

“External Board” means a non-CRD Board or committee, including but not limited to a society, corporation, foundation, public utility or authority, which has a CRD-appointed or nominated representative as a member.

“Public Member” means an individual who is not a CRD Board Member or Municipal Councillor.

5. PROCEDURE:

5.1. Confirmation of Vacancies

- Legislative Services staff will monitor membership terms and vacancies in accordance with the relevant legislation, bylaw, and terms of reference, as applicable.
- External Boards seeking appointments may specify preferred qualifications or areas of experience for prospective CRD Representatives.

5.2. Call for Expressions of Interest

- Calls for expressions of interest will be posted to the CRD website and on social media.
- Expressions of interest for available vacancies may be published in a local newspaper or posted in a local meeting place.
- Expressions of interest must be open for a period of no less than 30 days from the first date of publication of the call for expression of interest.

5.3. Consideration of Candidates & Appointments

- CRD staff will prepare a Closed staff report for consideration by the Appointment Advisory Committee during a Closed meeting in accordance with Section 90(1)(a) of the *Community Charter*.
- The Closed staff report must include the following information:
 - **Candidates:** naming of all individuals who have expressed interest by the deadline and may include materials they have submitted;
 - **Re-appointments:** Identify any individuals currently serving on the committee/commission and seeking re-appointment;
 - **Eligibility-Criteria Matrix:** When applicable, a matrix showing which individuals have met the eligibility requirements and member criteria.
 - **Recommendation:** Recommendation to nominate or appoint will be made in accordance with the External Board governing documents and confirmed by a resolution of the CRD Board.
- The appointment of individuals will be determined by a non-weighted all majority vote by the CRD Board.

5.4. Communicating and Tracking Appointments

- Legislative Services staff will send written notice and a certified copy of the CRD Board's resolution to the External Board informing them of the appointment.
- Legislative Services staff will maintain the pertinent contact information of Public Members, along with the appointment information of the External Board to which they have been appointed.

6. SCHEDULE:

Schedule A: External Boards with Public Member Appointments

7. AMENDMENT(S):

Adoption Date	Description:
TBA	

8. REVIEW(S):

Review Date	Description:
April 2026	

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

CRD Board Procedures Bylaw (No. 3828)

Guidelines for CRD Commissions Policy

Non-Disclosure / Confidentiality Agreement for CRD Commissions Policy

SCHEDULE A

External Boards with Public Member Appointments

Member Agency Boards	Representation Type	Appointment vs. Nomination	Term Length	Current Membership	Governing Documents
BC Ferry Authority	Southern Vancouver Island <i>CVRD or CRD Representative</i>	Nomination	3 years	CVRD Public Member	Coastal Ferry Act/ BC Ferry Bylaw
CREST Corporation	Director	Nomination	2 years	3 Public Members	ECC Act
Greater Victoria Harbour Authority	Member Director	Nomination	2 years	CRD Director	Board Recruitment Policy BOD-06
Island Corrdior Foundation	Director	Nomination	2 years	CRD Director	ICF Bylaw
Royal and McPherson Theatres Society	Appointed Director	Appointment	2 years <i>RMTS Board may re-appoint (up to 6 years)</i>	3 Public Members	RMTS Bylaw
Victoria Airport Authority	CRD Representative	Nomination	3 years	Public Member	VAA Bylaw No. 3

**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, APRIL 07, 2021**

SUBJECT **Creation of a Committee to Oversee Development of a Regional Performing Arts Facilities Service**

ISSUE SUMMARY

Staff have been directed to create a committee to oversee the process of planning, developing and funding a regional service for performing arts facilities.

BACKGROUND

Staff require direction on the desired scope and functions of a regional Performing Arts Facilities Service that will lead to the drafting of an appropriately defined establishing bylaw.

At its meeting of March 10, 2021, the Board supported a motion “to begin the process of establishing a regional service for the purposes of planning, developing and funding of performing arts facilities that have regional impact.” This motion was based on Recommendation 1 of the CRD Regional Arts Facilities Select Committee report *Stage One: A Public Conversation about Performing Arts Facilities in the CRD*. The Report documented a region-wide community engagement taking place over a six-month period in 2020.

At the same meeting there was a motion arising that the Board direct the Chair to create a committee to oversee the work of the creation of the aforementioned regional service. The CRD Board Procedures Bylaw provides three possible committee structures: Standing Committee, Select Committee and Advisory Committee.

Standing Committee

A Board Standing Committee is a regular permanent committee with a mandate related to a CRD service or potential service. Standing Committees report on a matter of specific interest(s) to the Board and are comprised of only board members. A Standing Committee has the ability to create an Advisory Committee should external input be required on an ongoing basis.

Select Committee

A Select Committee considers a specific matter referred to it by the board and reports its findings and recommendations to the Board following its inquiry. A Select Committee is dissolved once its purpose is complete. It is comprised of Board members and must have Board approved terms of reference. A Select Committee does not have the ability to create an Advisory Committee; however, it may seek any necessary external or community input through delegations and invited presentations.

Advisory Committee

An Advisory Committee is established by the Board or by a Standing Committee to provide advice and recommendations to the Board or to the Standing Committee on matters identified in an approved terms of reference or that are related to a specific Board resolution. Advisory Committee members may be non-directors but at least one member of the Advisory Committee must be a Board member.

The committee will define the scope of a service that will plan, develop and fund regional performing arts facilities and provide staff with sufficient information to draft an establishing bylaw. The committee can reference community needs which have been documented in the Stage One report. Without a need for ongoing external participation and, in having a defined purpose, the most appropriate committee structure is a Select Committee. Draft terms of reference are attached to this report at Appendix A.

If the Board wishes to expand the mandate of an existing committee then staff recommend that the Governance Committee be considered as an existing Standing Committee that could serve this purpose.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

1. That the creation of a Performing Arts Facilities Select Committee whose purpose will be to define the scope and functions of a regional service that will lead to the drafting of an establishing bylaw for the Performing Arts Facilities Service be approved.
2. That the Performing Arts Facilities Select Committee Terms of Reference be approved.

Alternative 2

The Governance Committee recommends to the Capital Regional District Board:

That the Governance Committee be directed to define the scope and functions of a regional service that will lead to the drafting of an establishing bylaw for the Performing Arts Facilities Service.

Alternative 3

That the creation of a Regional Performing Arts Facilities Service report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

\$40,000 was spent on community input resulting in the Stage One report. \$150,000 has been set aside in the 2021 budget for costs related to developing an establishing bylaw for a regional Performing Arts Facilities Service.

Alignment with Board & Corporate Priorities

The establishment of a regional performing arts facilities service is a direct outcome of board initiative 12a-1 to “Facilitate a discussion on the region’s arts facility’s needs.”

CONCLUSION

The Performing Arts Facilities Select Committee will define the scope and functions of a regional performing arts facilities service enabling staff to draft an appropriate establishing bylaw.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:

1. That the creation of a Performing Arts Facilities Select Committee whose purpose will be to define the scope and functions of a regional service that will lead to the drafting of an establishing bylaw for the Performing Arts Facilities Service be approved.
2. That the Performing Arts Facilities Select Committee Terms of Reference be approved.

Submitted by:	James Lam, Manager, Arts & Culture Support Service
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Performing Arts Facilities Select Committee Terms of Reference

Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header. It consists of the letters "CRD" in a stylized, bold, sans-serif font, positioned above a series of three curved, overlapping lines that suggest a landscape or water.

PERFORMING ARTS FACILITIES SELECT COMMITTEE

PREAMBLE

Acting on the Board motion to establish a regional performing arts facilities service for the planning, development and funding of regional performing arts facilities, the Performing Arts Facilities Select Committee is established by the CRD Board to advise and make recommendations to the Board on the scope and function of a CRD Performing Arts Facilities Service.

The Performing Arts Facilities Service is intended to provide regional oversight on the planning, development and funding of regionally significant arts facilities. Participants would be all municipalities and electoral areas.

The Select Committee's official name is to be:

Performing Arts Facilities Select Committee

1.0 PURPOSE

The mandate of the Committee is to:

- Provide recommendations to the CRD Board on the scope of a service that will plan, develop and fund regional performing arts facilities in order to provide staff direction in the creation of an establishing bylaw.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Board Chair will appoint the Committee Chair and Committee members.
- b) The Committee will make recommendations to the Board for consideration.
- c) A report is expected by the end of 2021.

3.0 COMPOSITION

- a) The Chair, Vice-Chair and Committee members are appointed annually by the Board Chair.
- b) Committee members will be comprised of a number of CRD Directors providing regional representation as deemed appropriate by the Board. Directors appointed to the Select Committee may have their Alternates attend in their place.

4.0 PROCEDURES

- a) The Committee shall meet at the call of the Committee Chair.
- b) The Committee Chair shall determine the agenda or meetings in consultation with staff and any Committee member may request that a matter be placed on the agenda.

5.0 RESOURCES AND SUPPORT

- a) The CFO/General Manager, Finance and Technology, will provide strategic support and act as a liaison.
- b) Minutes and agendas are prepared and distributed by the Corporate Services Division.
- c) The Arts & and Culture Support Service will provide additional administrative support as required.

Approved by CRD Board on _____, 2021



Making a difference...together

REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, APRIL 07, 2021

SUBJECT **Reaching Home and Canadian Medical Association Foundation COVID-19 Funding**

ISSUE SUMMARY

An information report is being provided to further update the Hospitals and Housing Committee and the Capital Regional District (CRD) Board on the allocations of COVID-19 emergency response funding from both the Government of Canada through Reaching Home – Canada's Homelessness Strategy and the Canadian Medical Association Foundation (CMAF), to support the region's pandemic response capacity for those experiencing or at-risk of homelessness.

BACKGROUND

The CRD is designated by the Government of Canada as the Community Entity (CE) to administer this funding, and provides financial contributions through sub-project agreements to non-profit organizations based on a community plan, which is approved by a Community Advisory Board (CAB). Through an agreement with the Government of Canada, the CRD is currently administering \$870,753 in the Designated Communities funding stream and \$337,256 in the Indigenous Homelessness funding stream in 2020-2021.

In March 2020, the Government of Canada allocated \$1,312,852 through Canada's Economic Response Plan funding to the CRD and subsequently entered into an agreement to have the CRD, as CE, administer the funding through the Reaching Home COVID-19 Emergency Response Program.

In October 2020, the Government of Canada allocated an additional \$1,918,197 to the CRD to sustain and add to efforts to respond to the pandemic's impact on vulnerable populations in the region. The agreement with the CRD was subsequently amended to bring the total amount administered under the COVID-19 funding to \$3,231,049. In consideration of the Reaching Home Program COVID-19 Funding Strategy approved by the CAB and to minimize the amount of funding needed to cost-recover the administration of the program, the following funds have been made available to community initiatives:

- \$2,125,491 allocated under the Reaching Home Designated Communities funding stream.
- \$912,520 allocated under the Reaching Home Indigenous Homelessness funding stream.

In addition to this funding, the CRD was also awarded \$61,500 of funding through the CMAF to be administered according to the Reaching Home policies and directives.

This funding can be used for a range of needs that have emerged during the COVID-19 pandemic, such as purchasing beds and physical barriers for social distancing, providing services to people forced to shelter outdoors and securing accommodation to reduce overcrowding in shelters. Communities have flexibility to use the new funding to meet local needs and priorities. This funding is focused on three priorities:

1. Extend COVID-19 measures for those experiencing homelessness;
2. Find permanent housing for those temporarily housed; and
3. Help communities to reduce the inflow into homelessness, including homelessness prevention and shelter diversion activities.

On April 28, 2020, the CAB approved the Reaching Home Program COVID-19 Funding Strategy which addressed three key priority areas for action:

1. Short-term sheltering and support programs for people currently without shelter and at risk of infection from the COVID-19 virus;
2. Keeping individuals stably housed and/or sheltered during the emergency response period; and,
3. Ensuring individuals and households in Reaching Home funded programs have short-term access to goods and/or services to meet basic needs to which access may have been disrupted due to the emergency response to protect against COVID-19 contagion.

In order to allocate the funding in a timely manner, the Strategy supports a contracting approach to distributing the funding and CRD staff have been working with local coordinating bodies including the CRD's Emergency Operations Center (EOC), the CAB as well as community and other government partners to identify programs and/or projects requiring funding to address these priorities. This approach does not require time consuming call for proposals processes while, at the same time, providing an appropriate level of external review of proposed funding initiatives. The CRD has informed the CAB that this approach be sustained to support use of the new funding.

CRD staff have been engaged with Reaching Home funded programs as well as organizations and groups throughout the region as well as local First Nations to identify needs and has subsequently received and has allocated almost all of the funding to a number of community based initiatives (see Appendix A - COVID-19 Contracts Summary). Staff continue to work with local communities to determine needs and is confident that all of the funding will be allocated and utilized by the end date of the current agreement, June 30, 2021.

ALTERNATIVES

Alternative 1

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the Reaching Home and Canadian Medical Association Foundation COVID-19 Funding report be received for information.

Alternative 2

That the Reaching Home and Canadian Medical Association Foundation COVID-19 Funding report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

IMPLICATIONS

Intergovernmental Implications

Staff work closely with BC Housing, Social Development and Poverty Reduction, and Island Health to coordinate the use of the Reaching Home COVID-19 funds in accordance with the COVID-19: Joint Provincial Program Framework for Emergency Response Centres.¹

The CRD has reached out to the nine First Nations within the CRD boundaries and CRD staff entered into contracts with three communities to support initiatives that are not covered by other Government of Canada funding available to First Nations during the emergency.

¹ <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-joint-povincial-program-framework-for-ercs.pdf>

Social Implications

Engagement within various coordinating bodies has helped identify opportunities to address the social needs of people in four key areas within the region.

Financial Implications

The CRD, in its role as CE for the Reaching Home Program, is utilizing \$193,000 of the funding to cover administrative costs related to the delivery of the COVID funding. The Government of Canada has announced that additional funding has been allocated to continue to provide a COVID response to vulnerable populations and will be made available to CEs through Canada's Economic Response Plan in the coming fiscal year, once the federal budget has been approved.

Alignment with Board & Corporate Priorities

This work aligns with Board priorities related to community wellbeing and corporate priorities related to housing and homelessness.

Alignment with Existing Plans & Strategies

This work aligns with the goals and objectives of the Regional Housing Affordability Strategy.

CONCLUSION

The CRD has received \$3,231,049 in funding from Reaching Home – the Government of Canada's Homelessness Strategy and was awarded \$61,500 of funding through the CMAF to support the region's COVID-19 response capacity for those experiencing or at risk of experiencing homelessness. CRD staff have worked with the CRD EOC, CAB and community and government partners to implement a strategy for distribution of this funding where people have been identified as experiencing or at risk of homelessness. This funding will help extend these efforts into next year and will facilitate the funding of new responses needed as the COVID-19 pandemic evolves.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That the Reaching Home and Canadian Medical Association Foundation COVID-19 Funding report be received for information.

Submitted by:	Don Elliott, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: 2020-21 Reaching Home and Canadian Medical Association Foundation COVID-19 Contracts Summary

2020-21 Reaching Home and Canadian Medical Association Foundation COVID-19 Contracts						
Organization	Description	Start Date	End Date	Designated Funding (\$)	Indigenous Funding (\$)	Total Contract Funding (\$)
ESDC RH COVID Funding Available:				\$2,125,491	\$912,520	\$3,038,010
Canadian Medical Association Foundation				\$43,050	\$18,450	\$61,500
TOTAL Funding Available:				\$2,168,541	\$930,970	\$3,099,510
Threshold	Provide at-risk youth experiencing homelessness, aging out of care, or fleeing violence in the home with emergency funds for groceries, hygiene & cleaning products, PPE, time-limited rent arrears/utilities payment, and transportation. Weekend/remote counselling for youth, and supported accommodation for self-isolation.	April 1, 2020	April 30, 2021	\$50,012	\$21,434	\$71,446
Peers	Designated: Serving current/former sex workers, provide unsheltered individuals or residents of motels with outreach support, eviction prevention and basic supplies in order to reduce time/contact in community. Indigenous: Provide unsheltered Indigenous women and two spirit individuals involved in sex work with support in transitioning into motels and temporary housing. Support cultural initiatives led by the Aboriginal Coalition to End Homelessness. Both streams: Cultural mentorship/supervision, basic needs, apartment set up for moves to supportive housing, and Stationary Community Care/Resource Pop-up Tent.	June 1, 2020	April 30, 2021	\$62,704	\$26,873	\$89,577
Dandelion Society	Reimbursement of costs of services to people sheltering in Topaz Park in the early days of COVID response.	April 1, 2020	April 30, 2020	\$23,223	\$0	\$23,223
SRCHN	Contribute to daytime staffing at SeaParc Leisure Complex to temporarily shelter up to 45 individuals.	April 1, 2020	June 30, 2020	\$51,900	\$0	\$51,900
Jones BBQ	Funding for 3,410 meals for the Boxes of Hope food distribution program to homeless persons sheltering at Topaz Park during the Covid-19 pandemic, along with 3 days of meals for unsheltered persons.	May 10, 2020	May 24, 2020	\$34,086	\$0	\$34,086
AVI Victoria	Working with staff and volunteers through Poverty Kills 2020 and the Indigenous Harm Reduction Team, address immediate survival needs of people sheltering outside in Victoria, including provision of food, drinking water and sheltering supplies; contracted laundry services; health, hygiene, and sanitation supplies; mobile alcohol assistance delivery (community based Managed Alcohol Program); harm reduction, camper needs consultation, and culturally informed support for Indigenous individuals.	July 1, 2020	March 31, 2021	\$325,466	\$139,486	\$464,952
AVI Sooke	Westshore AVI Health Centre will provide nursing care, liaise for optimum medical care, social work services, expertise and consultations to shelter staff, harm reduction resources, and facilitate opportunities for personal growth/wellness activities for people sheltering outside and those in shelters.	April 1, 2020	April 30, 2021	\$93,847	\$40,220	\$134,067
Sooke Shelter Society	Provide supplement rental supports up to \$275/month for people exiting the SeaParc shelter for a period of 3-6 months for 5-10 individuals. Drug and Alcohol Counsellor for homeless and temporary sheltered individuals in Sooke region, as well as storage, grocery cards, bus tickets, and basic need supplies.	June 1, 2020	April 30, 2021	\$14,426	\$6,182	\$20,608
Connections Place	Purchase laptops and cellphones to increase communication potential and connectivity with clients/members and the community. Provide PPE for in-building service delivery, and enhance outreach-related activity to help clients maintain health and wellness.	April 1, 2020	November 20, 2020	\$3,147	\$0	\$3,147
Burley Cleaning	Cleaning washrooms at Topaz Park for April-May 2020, supporting people sheltering in Topaz Park.	April 1, 2020	May 21, 2020	\$37,263	\$0	\$37,263
Woosah Cleaning	Cleaning showers at Topaz Park for May 1-10, 2020, supporting people sheltering in Topaz Park.	May 1, 2020	May 20, 2020	\$22,526	\$0	\$22,526
Red Cedar	Making and delivering 250 hot meals (\$7/ea) per day (breakfast & dinners) plus snacks to people sheltering outdoors in parks and designated tenting areas. Delivery includes wellness checks of tenters and provision of some basic needs supplies if required.	October 1, 2020	April 30, 2021	\$282,097	\$120,899	\$402,996

Appendix A

VNFC	Provide food baskets to 47 households in Siem Lelum and Fernwood House (supportive housing), taxi transport from grocery stores, cultural supplies for activies for families , rent supplement, prepaid cell cards, shaw wifi hotspot, security system and camera installations, security landscaping and temporary security guard service while security upgrades are being implemented.	April 1, 2020	April 30, 2021	\$0	\$112,695	\$112,695
ACEH	Provide Indigenous Outreach services, a Managed Alcohol Program for 10 people at a shelter, and support indigenous peoples living rough or precariously housed to transition into housing, while also providing basic care kits with water, sanitizer, fruit, and cultural supplies. 2 outreach worker positions offering COVID support. Isolation space for people infected with COVID. PPE, basic supplies, rent arrears and technology support for community. Purchase of community outreach van to support Indigenous Street Community and those transitioning into supportive or long term housing.	April 1, 2020	April 30, 2021	\$0	\$208,349	\$208,349
CSPC - Rent Bank	Needs-research and development of screening and administrative systems for Rent Bank. COVID pilot to provide grants and supports to people in arrears and financially impacted by pandemic in order to prevent homelessness.	December 1, 2020	April 30, 2021	\$373,414	\$160,034	\$533,448
Cornerstone	Expand services of Sanctuary Youth Centre from 3 to 5 days per week to support homeless youth. Hot meals, PPE, basic needs, and support from social isolation. Rent supplements in homelessness prevention, isolation in hotels if required, moving costs into housing, assisting youth to access health services.	January 1, 2021	April 30,2021	\$41,518	\$17,793	\$59,311
Pauquachin FN	Food Security - grocery store gift cards; Housing Security - 5 people/\$600m rental supplement + security deposit; motel stays for unhoused as temporary shelter, payment of hydro arrears for vulnerably housed; Transportation - taxi vouchers for essential trips for immune compromised/elder community members	January 1, 2021	April 30,2021	\$56,940	\$0	\$56,940
Songhees FN	Renovation of a duplex to address short term COVID isolation and sheltering, as well as ongoing homelessness. Ongoing social and health supports being provided by Songhees Nation.	January 15, 2021	May 31, 2021	\$214,715	\$0	\$214,715
Beecher Bay FN	Renovation of a signle-wide trailer for the purpose of homelessness prevention, COVID isolation, and transition sheltering until longerterm housing solutions are found.	January 15, 2021	May 31, 2021	\$65,868	\$0	\$65,868
City of Victoria	COVID response Homelessness Advocate (\$55,893) plus extreme weather coordination contractor (\$9,975)	August 1, 2020	June 30, 2021	\$46,138	\$19,774	\$65,912
CoolAid	Basic needs support with grocery gift cards, hygiene products and other gift cards to vulnerably housed for homelessness prevention.	February 2, 2021	April 30,2021	\$24,500	\$10,500	\$35,000
TAPS	Income and tenancy support for vulnerably housed. PWD advocate to assist people to navigating accessing supports through COVID.	January 15, 2021	April 30,2021	\$14,776	\$6,333	\$21,109
Pacifica Housing	Prevention/Shelter services - food cards; Temporary and long term housing placement and set up; transportation for clients transitioning out of shelters into housing.	January 15, 2021	April 30,2021	\$38,500	\$16,500	\$55,000
Salt Spring Isl CCS	<i>Pending: Occupancy Permit required before contract can be signed. Funding for purchase of furniture: beds, mattresses, common areas furniture and household goods for new shelter. BC Housing to fund 24/7 operations.</i>	<i>Pending</i>	<i>April 30,2021</i>	\$33,600	\$14,400	\$48,000
North Park Neighbourhood Assoc.	Laundry services for individuals sheltering outside, as well as some basic needs supports.	February 1, 2021	April 30, 2021	\$17,898	\$7,670	\$25,568
ESDC RH COVID Funding Allocated:				\$1,885,514	\$910,692	\$2,796,206
Canadian Medical Association Foundation Funding Allocated				\$43,050	\$18,450	\$61,500
Remaining Funding (from all sources) Available:				\$239,977	\$1,827	\$241,804
Updated March 10, 2021				Designated	Indigenous	

2021 Appointments

Board and Committee Membership

Capital Regional District | April 2021

Capital Regional District Board

Chair: Director Plant

Vice-Chair: Director Mersereau

Capital Regional Hospital District Board

Chair: Director Blackwell

Acting Chair: Director Plant

Capital Region Housing Corporation Board

Chair: Director Helps

Vice-Chair: Director Screech

Standing Committees

The following appointments are made by the Board Chair in consultation with the Vice-Chair.

Core Area Liquid Waste Management

Membership consists of all 15 Board members from the seven municipal participants in the Core Area Liquid Waste Management Plan.

Chair: Director Blackwell

Vice Chair: Director Seaton

Director Brice

Director Mersereau

Director Desjardins

Director Murdoch

Director Haynes

Director Plant

Director Helps

Director Screech

Director Isitt

Director Taylor

Director Loveday

Director Young

Director Martin

Two First Nations Appointments - TBD

Electoral Areas

Membership consists of all 3 Electoral Area Directors.

Chair: Director Hicks

Vice-Chair: Director Holman

Director Howe

Board Chair (ex-officio)

2021 Appointments

Board and Committee Membership

Capital Regional District | April 2021

Environmental Services

Chair: Director Desjardins

3. Director Blackwell
4. Director Helps
5. Director Hicks
6. Director Holman
7. Director Orr

Vice-Chair: Director Taylor

8. Director Ranns
 9. Director Williams
 10. Director Windsor
- Board Chair (ex-officio)

Finance

Chair: Director Brice

3. Director Blackwell
4. Director Howe
5. Director Loveday
6. Director Orr
7. Director Screech

Vice-Chair: Director Williams

8. Director Taylor
 9. Director Windsor
 10. Director Young
- Board Chair (ex-officio)

First Nations Relations

Chair: Director Tait

3. Director Desjardins
4. Director Haynes
5. Director Howe
6. Director Orr

Vice-Chair: Director Isitt

7. Director Ranns
 8. Director Seaton
 9. Director Williams
- Board Chair (ex-officio)

Governance

Chair: Director Murdoch

3. Director Brice
4. Director Desjardins
5. Director Isitt
6. Director Martin
7. Director McNeil-Smith

Vice-Chair: Director Windsor

8. Director Ranns
 9. Director Tait
 10. Director Young
- Board Chair (ex-officio)

Hospitals and Housing

Chair: Director Helps

3. Director Blackwell
4. Director Brice
5. Director Haynes
6. Director Holman

Vice-Chair: Director Orr

7. Director Loveday
 8. Director Murdoch
 9. Director Screech
- Board Chair (ex-officio)

2021 Appointments

Board and Committee Membership

Capital Regional District | April 2021

Planning & Protective Services

Chair: Director McNeil-Smith

3. Director Haynes
4. Director Hicks
5. Director Loveday
6. Director Mersereau
7. Director Murdoch

Vice-Chair: Director Martin

8. Director Tait
 9. Director Williams
 10. Director Windsor
- Board Chair (ex-officio)

Regional Parks

Chair: Director Mersereau

3. Director Holman
4. Director Isitt
5. Director Martin
6. Director Ranns
7. Director Screech

Vice-Chair: Director Young

8. Director Seaton
 9. Director Tait
 10. Director Taylor
- Board Chair (ex-officio)

Transportation

Chair: Director Screech

3. Director Brice
4. Director Desjardins
5. Director Haynes
5. Director Howe
6. Director Isitt
7. Director McNeil-Smith

Vice-Chair: Director Loveday

8. Director Martin
 9. Director Mersereau
 10. Director Seaton
 11. Director Tait
 12. Director Taylor
- Board Chair (ex-officio)

Sub-Committees

Solid Waste Advisory Committee (reporting to the Environment Services Committee). Term is for four years.

Chair: Director Desjardins	Vice-Chair: Elected from amongst the membership
Public Members Appointed by the Board in 2018 until 2021	Board Chair (ex-officio)

Royal and McPherson Theatres Services Advisory Committee (reporting to the Finance Committee). Term is for two years.

Participant	Board Member
Saanich	Colin Plant
	Susan Brice
Victoria	Marianne Alto
	Sharmarke Dubow
Oak Bay	Kevin Murdoch

2021 Appointments

Board and Committee Membership

Capital Regional District | April 2021

Regional Arts Facilities Select Committee (reporting to the CRD Board). Annual appointments.

Director Plant (Chair)	Director Screech (Vice-Chair)
Director Helps	Director Mersereau
Director Holman	Director Murdoch
Director Loveday	Director Taylor
Director Martin	Director Williams
Director McNeil-Smith	

Other Appointments - *Either Board Chair or Board confirmed appointments*

Greater Victoria Harbour Authority Board

Board Chair nominates one Director of CRD Board to be nominated as GVHA Director. Board to also appoint Member representative.

Member Representative	Board Nominee
Rob Martin	Susan Brice

Greater Victoria Labour Relations Association

Representative & AGM Delegate	Alternate
Rob Martin	None

ICET - Central South Island Regional Advisory Committee

Member Representative	Board Nominee
Mike Hicks	None

Island Corridor Foundation

Board appoints one Director as Local Government Designated Representative annually. Board nominates one Director for election to the Foundation Board (could be the same person as the Member Representative) at its AGM, held in April, for a two-year term.

Member Representative	Nominee
Barbara Desjardins	Lanny Seaton

Municipal Finance Authority

Board appoints two Directors as representatives and two Directors as alternates. Term is for one year.

Director	Alternate
Geoff Young	None
Ken Williams	None

Regional Representative to the Te'mexw Treaty Advisory Committee

Representative	Alternate
Ryan Windsor	None

2021 Appointments

Board and Committee Membership

Capital Regional District | April 2021

Royal and McPherson Theatres Society

Appointed by member Councils. Term is for one year.

Participants	Board Member	Alternate
Oak Bay	Hazel Braithwaite	Cairine Green
Saanich	Ned Taylor	None
Victoria	Stephen Andrew	None

Saanich Peninsula Water Commission

Members from each of the participants. Appointed by each of the member councils. Term is for one year.

Participant	Commissioner	Alternate
Central Saanich	Zeb King	Chris Graham
Central Saanich	Ryan Windsor	Niall Paltiel
North Saanich	Geoff Orr	Heather Gartshore
North Saanich	Murray Weisenberger	Celia Stock
Sidney	Sara Duncan	Peter Wainwright
Sidney	Cliff McNeil-Smith	Barbara Fallot

Sooke and Electoral Area Parks and Recreation Commission

Appointed by member Councils. Term is for one year.

Participants	Commissioner	Alternate
Juan de Fuca	Mike Hicks	Dan Quigley
Sooke	Al Beddows	Dana Lajeunesse
	Maja Tait	Jeff Bateman

Traffic Safety Commission

Board appoints one Director as a Representative, and one Director as an Alternate. Term is for two years.

Representative	Alternate
Fred Haynes	Colin Plant

Vancouver Island Regional Library Board

Board appoints. Only Juan de Fuca Area participated in this service function. Term is for one year.

Representative	Alternate
Mike Hicks	Dan Quigley

2021 Appointments

Board and Committee Membership

Capital Regional District | April 2021

Continuing Appointments *The following appointments continue or were revised in 2021*

Arts Commission

Members from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participant	Representative	Alternate
Esquimalt	Lynda Hundleby	Meagan Brame
Highlands	Karel Roessingh	None
Metchosin	Sharie Epp	None
Oak Bay	Cairine Green	None
Saanich	Colin Plant	Ned Taylor
Sooke	Dana Lajeunesse	None
Southern Gulf Islands	Wendy Gardner	TBD
Victoria	Jeremy Loveday (Chair)	Sharmarke Dubow
View Royal	Gery Lemon	None

Climate Action Inter-Municipal Task Force

Task Force consists of one elected representative of each municipality and the three electoral areas. Term is for four years unless otherwise noted.

Local Government	Representative	Alternate
Central Saanich	Niall Paltiel	None
Colwood	Michael Baxter	None
Esquimalt	Jacob Helliwell	None
Highlands	Ann Baird	Gord Baird
Metchosin	Andy MacKinnon	Marie-Terese Little
North Saanich	Patricia Pearson	Murray Weisenberger
Oak Bay	Tara Ney	None
Saanich	Judy Brownoff	None
Sidney	Sara Duncan	Barbara Fallot
Sooke	Tony St-Pierre	None
Victoria	Jeremy Loveday	None
View Royal	Gery Lemon	John Rogers
Salt Spring Island	Gary Holman	None
Southern Gulf Islands	David Howe	None
Juan de Fuca	Mike Hicks	None

2021 Appointments

Board and Committee Membership

Capital Regional District | April 2021

CREST (Capital Region Emergency Service Telecommunications)

The CRD appoints the 3 Directors representing the Electoral Areas for shareholder votes (proxies are appointed on an annual basis).

Appointed CRD Shareholder	Proxy
Mike Hicks	Jeri Grant
Gary Holman	Charles Nash
Dave Howe	Rob Reeleder

Emergency Management Committee

Board appointment of the 3 EA Directors, ELT & Senior Manager, Protective Services. Term is for four years.

Electoral Areas	Representative	ELT + Management		
Juan de Fuca	Mike Hicks	Bob Lapham	Larisa Hutcheson	Shawn Carby
Southern Gulf Islands	David Howe	Kevin Lorette	Ted Robbins	
Salt Spring Island	Gary Holman	Nelson Chan	Kristen Morley	

Greater Victoria Coalition to End Homelessness

For the Society Board, 3 Directors from the CRD to include the Mayor of Victoria who will be the CRD Co-Chair on the Board.

Corporate representation will include the 3 names, and up to 4 others including staff.

Appointed Directors:	Corporate Member Representative:
Lisa Helps (Mayor of Victoria)	Kevin Lorette, GM, Planning & Protective Services
Geoff Orr	Don Elliott, Senior Manager, Regional Housing
Ned Taylor	John Reilly, Manager, Housing Planning & Programs

Gulf Islands National Park Reserve Advisory Board

One of the 7 Park Advisory Board members is to be an elected regional Director from the CRD. CRD membership is updated following each local/regional government election. Board typically appoints SGI representative and an alternate.

Representative	Alternate
Dave Howe	Larisa Hutcheson, GM, Parks & Environmental Services

Peninsula Recreation Commission

Appointed by member Councils. Term is for two years.

Participants	Commissioner	Alternate
Central Saanich	Niall Paltiel	Gord Newton
Central Saanich	Ryan Windsor	None
Central Saanich	Ted Daly	
North Saanich	Geoff Orr	Celia Stock
North Saanich	Heather Gartshore	Jack McClintock
North Saanich	Ross Imrie	
Sidney	Chad Rintoul	Scott Garnett

2021 Appointments

Board and Committee Membership

Capital Regional District | April 2021

Sidney	Cliff McNeil-Smith	None
Sidney	Karen Frost	

Regional Housing Trust Fund Commission

One Council member is appointed by each participating municipality. Appointments come forward to the Board Chair from the Senior Manager, Regional Housing and are included with appointments made by Board Chair. The Salt Spring Island and Southern Gulf Islands Electoral Area Directors are also members. Term is for two years.

Participant	Commissioner	Alternate
Central Saanich	Bob Thompson	None
Esquimalt	Meagan Brame	None
Highlands	Ann Baird	Karel Roessingh
Metchosin	Marie-Térèse Little	None
North Saanich	Celia Stock	Heather Gartshore
Oak Bay	Eric Wood Zhelka	Hazel Braithwaite
Saanich	Zac de Vries	None
Salt Spring Island	Gary Holman	None
Sidney	Terri O'Keefe	Sara Duncan
Sooke	Ebony Logins	None
Southern Gulf Islands	Dave Howe	Ben Mabblerley
Victoria	Sarah Potts	None
View Royal	David Screech	None

Regional Water Supply Commission

Members from each of the participants. Term is for four years.

Participant	Commissioner	Alternate
Central Saanich	Chris Graham	Zeb King
Colwood	Gordie Logan	Cynthia Day
Esquimalt	Tim Morrison	Lynda Hundleby
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Mike Hicks	Dan Quigley
Langford	Roger Wade	Matt Sahlstrom
	Lillian Szpak	Norma Stewart
Metchosin	Kyara Kahakuawila	Marie-Térèse Little
North Saanich	Celia Stock	Heather Gartshore
Oak Bay	Eric Zhelka	Esther Paterson
Saanich	Karen Harper*	Judy Brownoff, Susan Brice, Colin Plant
	Rebecca Mersereau*	Susan Brice, Colin Plant, Judy Brownoff
	Natalie Chambers*	Colin Plant, Judy Brownoff, Susan Brice

2021 Appointments

Board and Committee Membership

Capital Regional District | April 2021

	Zac de Vries	Judy Brownoff, Susan Brice, Colin Plant
	Ned Taylor	Susan Brice, Colin Plant, Judy Brownoff
Sidney	Sara Duncan	Terri O'Keeffe
Sooke	Tony St. Pierre	Megan McMath
Victoria	Sharmarke Dubow	None
	Jeremy Loveday*	None
	Ben Isitt	None
	Geoff Young	None
View Royal	John Rogers	David Screech

**Assignment of one additional vote*

Juan de Fuca Water Distribution Commission

Members from each of the participants. Appointed by each of the member councils. Term is for four years.

Participant	Commissioner	Alternate
Colwood	Gordie Logan	Cynthia Day
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Mike Hicks	Dan Quigley
Langford	Lillian Szpak	Norma Stewart
	Roger Wade	Matt Sahlstrom
Metchosin	Kyara Kahakauwila	Marie-Térèse Little
Sooke	Ebony Logins	Megan McMath
View Royal	John Rogers	Ron Mattson

Saanich Peninsula Wastewater Commission

Members from each of the participants. Appointed by each of the member councils. Term is for two years.

Participant	Commissioner	Alternate
Central Saanich	Zeb King	Chris Graham
Central Saanich	Ryan Windsor	Niall Paltiel
North Saanich	Geoff Orr	Heather Gartshore
North Saanich	Murray Weisenberger	Celia Stock
Sidney	Sara Duncan	Peter Wainwright
Sidney	Cliff McNeil-Smith	Barbara Fallot

**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 14, 2021**

SUBJECT **CAO Quarterly Progress Report No. 1, 2021**

ISSUE SUMMARY

To provide the Board with a quarterly update on Corporate Activities and Initiatives, progress made on the 2019-2022 Board and Corporate Priorities, Corporate Climate Action Initiatives, Capital and Operating Variances, and Human Resources and Corporate Safety up to April 1, 2021.

BACKGROUND

The Board and Corporate Priorities Dashboard provides quarterly updates on progress related to Board and Corporate priority initiatives, actions, and advocacy as well as variances in financial performance and human resources trends. Following the approval of the Board Strategic Plan in March, 2019 staff prepared a Corporate Plan 2019-2022 to identify potential initiatives to advance Board and Corporate priorities. The Board completed an annual check-in on priorities in May 2020 and the priorities were confirmed and staff was directed to continue to progress the initiatives and actions as developed in the Corporate Plan. The 2021 Board annual check-in on priorities is scheduled at a special meeting of the Committee of the Whole to be held on the morning of May 12, 2021 prior to the regular Board meeting.

Service plans are prepared annually in alignment with Board and Corporate Priorities, service mandates and other approved plans, with corresponding KPIs and other service information that is approved by the Board. The 2021 service and financial planning process is currently underway, and staff are providing recommendations on service levels, timing and the funding of core services and new initiatives for 2021 by way of Commission, Committee and Board review. The service planning work is now presented as a summary of Community Needs and includes information on the strategic context, core service levels, proposed initiatives, funding and reporting as well as key performance indicators and annual progress that was made on initiatives approved in the prior year. The CRD, CRHD and CRHC Financial Plans are reviewed and approved annually by the respective Boards' of these corporations.

This report presents quarterly progress on priorities, initiatives, actions and advocacy for the first quarter of 2021, however the capital and operating variances and human resources trends are for the fourth quarter in 2020. The Quarterly Capital Variance Report highlights differences between budget and actual expenditures on capital projects over \$500,000. The Quarterly Operating Variance Report highlights provides results and forecasts for services with an annual operating budget over \$1.5 million, which comprise approximately 77% of the CRD budgets for the year. The quarterly update on non-confidential human resources matters is provided to highlight workforce trends.

ALTERNATIVES

Alternative 1:

That the CAO Quarterly Progress Report No. 1 - 2021 be received for information.

Alternative 2:

That the CAO Quarterly Progress Report No. 1 - 2021 be referred back to staff for additional information.

DISCUSSION

Corporate Activities and Initiatives

Appendix A highlights corporate activities and initiatives in the last quarter and a number of photographs have been included to present announcements and events that occurred in this quarter.

A CRD cybersecurity program was developed to build a security-aware culture that provides staff with the information they need to spot and react to potential security problems at the office and at home. The new security awareness training was launched last fall. This training is now a part of the mandatory education new employees receive upon joining the CRD.

In January the CRD Corporate Sign Strategy was finalized together with guidelines to provide a more coordinated and consistent approach to signage. The design, materials and consistency of our signage maintains the integrity of the CRD identity. By providing inventory for design, defining applications, colour and materials the strategy aims to meet the needs of visitors and residents, whether walking, cycling or driving.

The Salt Spring Island Parks and Recreation Commission (SSIPARC) has received two grants for licensed care. The first grant, in the amount of \$214,000 from the Province, was to support the construction of a purpose-built classroom to house a half-day recreation based pre-school program at the Rainbow Road Aquatic Centre. This licensed preschool opened on January 11, 2021. The second grant, in the amount of \$832,725 from the Province, will support the creation of child and infant care spaces on Salt Spring Island. Tender documents have been prepared and a not for profit licensed care provider has been selected. Construction is slated to begin this summer with the new day care opening in January 2022.

On February 16, the CRD was once again recognized as one of BC's Top Employers. This is the fourth year in a row the CRD received this award and recognition as a result of our human resources policies and programs, our continued commitment to professional development and our involvement in programs that truly make a difference across the region; although this was still the predominant rationale for the acknowledgment, they were also very interested to hear about our approach to safety during a pandemic.

On February 24 the CRD participated in Pink Shirt Day, when Canadians come together to wear pink to show their continued commitment to treating each other with dignity and respect and in support of anti-bullying initiatives. The theme this year was to "lift each other up" with a call to encourage healthy self-esteem and practice empathy and compassion with others.

SEAPARC Leisure Complex in Sooke was identified as an Island Health COVID-19 immunization clinic. The Vaccination Centre became operational on March 15. An appointment with Island Health is required. Select programs have been either cancelled or re-located as a result. Measures are in place to re-direct traffic to the appropriate entry/exit points to minimize traffic flow inside the facility.

The final blanketing ceremony for the Core Area Wastewater Treatment Project took place on March 22nd to honour the two Lekwungen Nations, Songhees and Esquimalt on whose territory the Wastewater Treatment Plant was constructed. The occasion was to mark the end of this specific partnership and to acknowledge the good work and lessons that were learned from all parties who were involved. While this project is near completion, the relationship that has been built between both governments will continue to be valuable for future endeavours. The CRD thanks the Nations for working with us on a project that is serving the region and helping to clean up the ocean environment.

On March 24 the Honourable Ahmed Hussen, Minister of Families, Children and Social Development and Minister Responsible for Canada Mortgage and Housing Corporation (CMHC), David Eby, Attorney General and Minister Responsible for Housing, and Colin Plant, Chair of the Capital Regional District (CRD), announced details of the \$13.1 million Rapid Housing Initiative allocation for the CRD, which will create up to 91 new affordable homes in Saanich and Central Saanich.

Hockley House, a six-storey rental building owned and operated by the CRHC in downtown Langford comprised of studios, one-bedroom and two-bedroom suites opened on March 26. Low income families and individuals will benefit from 120 new affordable homes as part of the Regional Housing First Program. The property includes 12 accessible units and 24 units renting at the provincial income assistance shelter rate of \$375/month. Residents will begin moving into their new homes in early April.

For the third year in a row, the CRD has won the GFOA US & Canada Distinguished Budget Presentation Award, The Certificate of Achievement for Excellent in Financial Reporting and the Popular Annual Financial Reporting Award. The Distinguished Budget Presentation Award recognizes local government budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting. The Certificate of Achievement for Excellence in Financial Reporting encourages local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure. The Popular Annual Financial Reporting Award encourages local governments to extract information from their comprehensive annual financial report to produce high quality popular annual financial reports designed to be readily accessible and easily understandable to the general public.

Board Priorities and Corporate Plan Initiatives

Progress on the Board Priorities and Corporate Plan initiatives from January 2019 to date is reflected in Progress Report Q1, 2021, as Appendix B. The "Comments" section provides a summary of completed actions as well as any issues or problems that have arisen that may impact progress on the priority. The "Next Steps" section identifies future planned actions and associated timing. Attached as Appendix C is the Board Priorities Dashboard Summary of Completed Actions.

Corporate Climate Change Initiatives

A quarterly update on corporate climate change initiatives tracking progress on programs, projects, education, incentives, grants, measures, studies and monitoring work is included as Appendix D. This work is also compiled and reported as an annual report in conjunction with Climate Action Revenue Incentive Program (CARIP) reporting requirements related to our commitment to the Community Climate Action Charter.

Board Advocacy

An Advocacy Dashboard has been prepared which tracks the ongoing advocacy work being done by the CRD Board, municipalities, partners and staff. Progress on advocacy is reflected in the Advocacy Dashboard Progress Report Q1, 2021 as Appendix E.

Operating Variance Report –Q4, 2020

The Operating Variance Report outlines the operating variance at the end of Q4. As we have a full year of actual results at Q4, the report compares these results against annual budget for services

with an annual operating budget over \$1.5 million. These services make up approximately 77% of the CRD budget for the year, and also includes the Capital Regional Hospital District (CRHD) budget.

The report has been compiled by staff to outline how services have performed fiscally for the year, and highlights the year end surplus or deficit occurring by service. The actual results compared to budget are impacted by actual changes in activity, and considering service level delivery and associated funding impacts.

The Quarterly Operating Variance Report, attached in Appendix F, highlights how much of the annual budget has been used, and outlines the treatment of the resulting surplus or deficit.

Spending to the end of the year, as a percentage of actual budget, is largely in line with the same period and timeframe as 2019 for both revenue and expenses. Effects of the current COVID-19 pandemic event on operations has been limited to specific services, primarily recreation and some demand driven services such as landfill.

Capital Regional District

The annual forecast highlights that the majority of services will still track in line with the annual budget. Many of these services are providing essential services to our communities, such as delivery of water, wastewater management, and solid waste. The notable exception to this is recreation services where forecasts incorporate a current and estimated impact on business activities as a result of current health guidelines in response to the pandemic. In the third quarter, budget amendments were made to the SEAPARC and Panorama Recreation Centre services, to revise expense and revenue budget impacts related to the COVID-19 event-related closures over March through May. A gradual return to some recreational programming started in June, 2020 and carried through the rest of the year.

Capital Regional Hospital District (CRHD)

The annual forecast highlights expenses and revenues are forecasted lower than budget due to the deferral of the Nigel House redevelopment, deferring grant to 2021.

Capital Region Housing Corporation (CRHC)

CRHC variance reporting is included in the annual financial planning process and in the annual audited financial statements. The variances are also monitored internally by building, by agreement and by division. Specific details on CRD and CRHD expense and revenue forecasts are outlined in Appendix F.

Capital Variance Report –Q4, 2020

The Capital Variance Report, attached in Appendix G, highlights variances on actual expenditures from the quarterly and annual capital budgets for all three entities CRD, Capital Regional Hospital District and the Capital Region Housing Corporation. It also outlines the impact on the total project plan. The Capital Variance Report is current to the end of the fourth quarter of 2020 and covers all capital projects with budgeted spending in 2020 greater than \$0.5 million.

For 2020, the capital plan was budgeted quarterly and based on the expected delivery of the projects in the plan. In addition, the process includes quarterly forecasting to provide periodic updates and oversight on the projects. As quarters progress through the year and tenders complete, the expectation is that accuracy on estimates will be refined.

Capital Regional District

Capital expenditures on projects >\$0.5 million totaled \$109.2 million in the fourth quarter of 2020, 47% lower than a forecast of \$204.9 million. Of the \$95.8 million variance, \$92.0 million is related to timing of construction costs and savings on the Core Area Wastewater Treatment Project (CAWTP). Notable projects in the balance of the variance include savings on the work on the parking lot at Sooke Hills Wilderness Regional Park, and delays in construction of the Gas & Leachate Collection Pipe extension at Hartland Landfill.

Capital Regional Hospital District (CRHD)

With the Summit Project substantially complete in the second quarter, the fourth quarter recognized a credit of \$(0.1) million against a forecast of \$(0.02) million for remaining energy rebates on the project. Some refundable deposits are remaining to be received in early 2021. The project is complete and within budget.

Capital Region Housing Corporation (CRHC)

Capital expenditures, on projects >\$0.5 million totaled \$1.1 million in the fourth quarter of 2020, 61% higher than forecast of \$0.7 million, but still within budget authority. The variance is mainly due to timing of routine capital replacement, and design and engineering work progressing ahead of forecast for the Caledonia redevelopment. The construction project billings on the Westview property were completed in April, with remaining close-out costs incurred in the fourth quarter 2020. This multi-year project is complete under budget in 2020 by \$2.0 million, due in part to the construction management model employed cost efficiencies and efficacy.

Human Resource Trends and Corporate Safety

Appendix H provides an analysis of current and emerging trends in workforce composition, turnover, promotions, absenteeism and occupational health and safety. The CRD continuously monitors Human Resource organizational health, and proactively modifies and adapts Human Resource programs and systems where trends may show challenges arising.

The 2020 year end metrics information is reflective of the impact from the COVID-19 Pandemic, most particularly with regard to illness duration and Occupational Health and Safety resourcing, policies, and programs. The CRD is a defined essential service, and as such is closely monitoring the impact of COVID on service delivery and our people, and is taking appropriate measures as needed to ensure the essential operations are maintained and staff receive supports as may be needed.

The CRD continues to experience increased pressures associated with a highly competitive labour market and a steady number of retirements. Local governments, and especially those delivering highly essential services, are becoming increasingly more complex as our role and responsibilities continue to evolve, and this continues to place more demand to secure more specialized labour. To this end, the CRD continues its significant efforts in workforce planning, organizational development initiatives, and impactful recruitment and outreach strategies.

The CRD's proactive and positive focuses on workplace health and safety remain top of priority, and the CRD's comprehensive occupational health and safety (OHS) strategy, which is aligned with OHS best practice standards, meets or exceeds requirements of the WorkSafeBC approved municipal Certificate of Recognition (CoR) program. The CRD continues to experience a positive (merit) situation with WorkSafeBC resulting in a 19.8% better-than-industry-average Employer Rating Assessment and an equally reflected reduction in premiums.

Awards and Recognition

For the fourth (4th) consecutive year, the CRD has been formally recognized as one of *BC's Top Employers 2021* (see <https://reviews.canadastop100.com/top-employer-capital-regional-district#> for detailed information). This award and recognition is provided to employers which lead their industries in offering exceptional workplaces. The CRD has received this recognition as a result of our human resources policies and programs, our continued commitment to professional development and our involvement in programs that truly make a difference across the region.

CONCLUSION

As part of staff's commitment to enhanced quarterly reporting to the Board, the CAO Quarterly Progress Report No. 1 - 2021 provides a status update of Progress on Board and Corporate Priorities, Activities and Initiatives, Capital Project Variances, and Human Resource Trends across the organization.

RECOMMENDATION

That the CAO Quarterly Progress Report No. 1 - 2021 be received for information.

Submitted by:	Robert Lapham, MCIP, RPP, Chief Administrative Officer
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ATTACHMENT(S)

Appendix A: Photographs of Corporate Activities and Initiatives
Appendix B: Board Priorities Dashboard Progress Q1, 2021
Appendix C: Board Priorities Dashboard – Summary of Completed Actions
Appendix D: Corporate Climate Change Initiatives
Appendix E: Advocacy Dashboard Progress Q1, 2021
Appendix F: Operating Variance Report Q4, 2020
Appendix G: Capital Variance Report Q4, 2020
Appendix H: Human Resources Trends and Corporate Safety Q4, 2020

Security Awareness Training

CRD



CRD Corporate Sign Strategy

CRD



Salt Spring Island Preschool

CRD



BC's Top Employers

CRD



BC's Top Employers

Pink Shirt Day

CRD



SEAPARC Immunization Clinic

CRD



Blanketing Ceremony

CRD



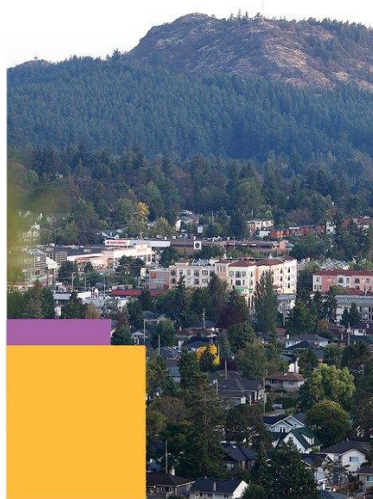
Rapid Housing Initiative

CRD



**Rapid
Housing
Initiative**

**Capital Regional
District (B.C.)**



David Eby



Colin Plant



Ken Hardie



Mayor Fred Haynes



Ahmed Hussen

Hockley House

CRD



Government Finance Officer Awards

CRD



The CRD Board will advocate, collaborate and form partnerships to address the affordable housing and transportation needs of the region's diverse and growing population.



Board Priorities Dashboard > Progress Report No. 9 – Q1 2021



Community Wellbeing
Transportation & Housing

CONDITION LEGEND		No issues / Proceeding as planned		Potential or emerging issue/problem		Problem/issue has arisen		Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
1a Work with government/community partners to plan for and deliver an effective, long-term regional multi-modal transportation system and to increase use of public transit, walking and cycling.				► <i>Board Jan. 13, 2021</i>	The CRD Board approved the terms of reference establishing a Transportation Committee on January 12, 2021. Since then, staff have been working with municipal, electoral area and agency partners on identifying priority transportation initiatives to inform advocacy with the province and prioritize resources. Ready Step Roll 2021/22 cohort has been confirmed. This year, the program will support schools in Langford, Colwood and Esquimalt.	► Staff to bring forward a report identifying priorities and investigating possible governance mechanisms for committee consideration	► Q2 2021
1b Protect the E&N Corridor as a transportation corridor and participate in a Provincial working group to come to agreement on the future use of the E&N corridor.					Operationalized. The South Island Transportation Strategy considered the E&N corridor in its findings and will continue to protect it as a transportation corridor.		
1c Create and deliver more affordable housing across the region in a manner aligned with the Regional Growth Strategy in order to address the needs of a diverse and growing population, including vulnerable residents.					Several major announcements brought forward to support this initiative. Advocacy: Letter to support Aboriginal Coalition to End Homelessness Society (Mar. 24, 2021) Media Release: Hockley House opens in Langford with 120 new affordable homes (Mar. 26, 2021) Media Release: More than 190 new supportive homes underway in Victoria (Mar. 24, 2021) Media Release: Government of Canada announces support for Rapid Housing Initiative in Capital Regional District (Mar. 24, 2021) Media Release: New homes coming for people in Sooke (Feb. 17, 2021) Media Release: New Housing Relief Fund and Rent Bank Launched in Greater Victoria to help renter households struggling to maintain their housing (Feb. 16, 2021)	► Continue to implement Regional Housing First Program ► Staff develop a housing strategy for the Southern Gulf Islands Electoral Area ► Staff to add implementation of actions from the SGI housing strategy to the 2021 service planning process	► Ongoing ► Q2 2021 ► Q3 2021

Standing Committee Legend

- EAC = Electoral Area Committee
- EC = Environment Committee
- FNRC = First Nations Relations Committee
- GFC = Governance & Finance Committee
- HHC = Hospitals & Housing Committee
- PEC = Parks & Environment Committee
- PPSC = Planning & Protective Services Committee
- RAFSC = Regional Arts Facilities Select Committee
- RPC = Regional Parks Committee
- TC = Transportation Committee

The CRD Board will encourage and implement bold action on climate change by enhancing its natural and built assets to achieve environmental resilience, food security and continued wellbeing of our current and future residents.

Climate Action & Environmental Stewardship



Board Priorities Dashboard > Progress Report No. 9 – Q1 2021



CONDITION
LEGEND



No issues / Proceeding as planned



Potential or emerging issue/problem



Problem/issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
2a Declare a Climate Emergency and take a leadership role to pursue regional carbon neutrality by 2030.					The Climate Action Program continues to support promotion of the Provincial home heating fuel switching rebate program with municipal partners to encourage residents to switch to heat pumps.	<ul style="list-style-type: none">Staff working with municipal, Provincial and Federal staff on policy initiativesStaff to complete renewed CRD Climate Action Strategy and present to Board for approval.	<ul style="list-style-type: none">OngoingQ3 2021
2b Work with local governments to further reduce emissions from buildings, transportation and solid waste.					<p>Hosted both a Climate Action Inter-Municipal Working Group and Task Force quarterly meeting.</p> <p>Extended Transition 2050 ‘Bring It Home 4 Climate’ Program to encourage residential retrofits.</p> <p>Collaborated with Saanich and Victoria to execute a social media campaign to increase electric vehicle (EV) awareness and uptake across the capital region.</p>	<ul style="list-style-type: none">Host CRD Climate Action Inter-Municipal Working Group and Task Force meetingsStaff to complete regional residential energy retrofit program business case.	<ul style="list-style-type: none">QuarterlyQ2 2021
2c Explore additional opportunities for resource recovery and identify best practices to further reduce waste, increase recycling and find beneficial uses for waste.				<ul style="list-style-type: none">ESC, Jan. 2021Board Feb. 10, 2021ESC, Feb. 17, 2021Board, Mar. 10, 2021	<p>Staff completed community and local government consultation on the draft Solid Waste Management Plan in February 2021, including targeted engagement with First Nations groups and residents in the area of Hartland Landfill. This input has informed the final draft plan that will be considered by the Board in Q2 2021.</p> <p>Media Release: CRD Board to Consider Final Draft Solid Waste Management Plan in May (Mar. 31, 2021)</p> <p>Staff issued a Request for Qualifications seeking submissions for the design and construction of a new facility that will upgrade the biogas generated at Hartland Landfill to renewable natural gas. CRD staff and FortisBC have executed a supply contract that will be submitted to the British Columbia Utilities Commission for approval this spring.</p> <p>Media Release CRD seeks proposals for landfill gas upgrade project (Mar. 22, 2021)</p>	<ul style="list-style-type: none">Present final draft of Solid Waste Management Plan, including phase II public consultation resultsSubmit Terms of agreement to BC Utilities Commission for approval of the Renewable Natural Gas Initiative at Hartland Landfill	<ul style="list-style-type: none">Q2 2021Q3 2021
2d Ensure appropriate funding for parks and trails infrastructure, improvements and maintenance by updating the Regional Parks Strategy with consideration to ecological, recreation and reconciliation principles, land acquisition capacity, and expanded partnerships with First Nations and parks user groups.				<ul style="list-style-type: none">RPC Jan 27, 2021Board Feb. 10, 2021RPC Feb. 24, 2021Board Mar. 10, 2021	<p>CRD Regional Parks and Trails 2020 year in review submitted to Board. The Regional Trails Widening Study was received by Board for information and staff directed to conduct public engagement. The Board endorsed the appropriateness of the property tax requisition as the primary revenue source for operating costs and staff directed to report back on additional options for parking revenues as part of the Parks strategic planning process</p> <p>Mountain Biking Advisory Committee completed final report.</p> <p>Media Release: CRD Regional Parks rolls revenue generation into Strategic Plan (Mar. 11, 2021)</p>	<ul style="list-style-type: none">Staff to conduct public engagement on regional trail wideningCommence review and update process for Regional Parks Strategic Plan 2021-2024Present mountain biking guidelines and Mountain Biking Advisory Committee report to Regional Parks Committee	<ul style="list-style-type: none">Q2 2021Q3 2021Q2 2021
2e Develop model bylaws and best practices for use by municipalities and electoral areas.					Completed Regional Electric Vehicle Charging Roadmap.	<ul style="list-style-type: none">Share results and offer additional learning opportunities related to EV Charging Roadmap	<ul style="list-style-type: none">Q3 2021

The CRD Board will take measurable steps toward developing respectful government-to-government relationships and partnerships with First Nations to foster shared prosperity for all.



Board Priorities Dashboard

Progress Report No. 9 – Q1 2021



First Nations Reconciliation

CONDITION
LEGEND



No issues / Proceeding as planned



Potential or emerging issue/problem



Problem/issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
3a Look to First Nations for leadership in understanding how to create new regional planning and decision-making systems together on their Traditional Territories.				► <i>Board Jan. 13, 2021</i>	<p>Terms of Reference approved for all CRD Standing Committees be amended to allow for First Nation Member participation at their pleasure in accordance with CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee. All closed matters will be directed to the Regional Board, where First Nation Member participation can be determined on an item-by-item basis. Amendments to the CRD Board Remuneration And Travel Expense Reimbursement Policy include First Nation Members, including all standing committees and set remuneration rates for First Nation Members.</p> <p>CRD First Nations Relations staff are supporting CRD Parks staff in park planning efforts.</p> <p>Media Release: CRD Board approves inclusion of First Nations in regional governance and decision-making (Jan. 13, 2021)</p>	<ul style="list-style-type: none">► Schedule CRD committee orientation sessions for First Nations elected leadership► Implement First Nations Remuneration Policy (honoraria for cultural work)► Staff to reach out to established Cultural Training providers to develop and offer Cultural Confident Training Program for staff	<ul style="list-style-type: none">► Q2 2021► Q2 2021► Q3 2021
3b Seek partnerships, share information and deliver fair and equitable services in working with First Nations on achieving their economic goals.				► <i>Board, Jan. 13, 2021</i>	<p>Ongoing work in progress, as recommended by the Economic Partnership Model from The Indigenomics Institute, to establish a First Nations Economic Opportunity Portal, advance procurement opportunities for First Nations, and support First Nations employment through an Indigenous Internship Program.</p> <p>Board motion approving participation in the Coastal Communities Social Procurement Initiative</p> <p>December 2020 letters were sent to local First Nations informing them of additional Reaching Home COVID-19 Funding that was available, detailed information on how to apply was provided. To date there are 3 First Nations with projects underway to support providing temporary and long term housing, and basic needs such as groceries, transportation, and personal hygiene supplies.</p>	<ul style="list-style-type: none">► Work with CRD Human Resources to identify auxiliary job postings to post as Indigenous internship opportunities, in partnership with Vancouver Island University Indigenous Internship program	<ul style="list-style-type: none">► Q2 2021
3c Work with First Nations on taking care of the land and water while providing space for cultural and ceremonial use, food and medicine harvesting, traditional management practices and reclaiming Indigenous place names.					<p>The WSÁNEC Leadership Council (WLC) and the CRD through the approved draft WSÁNEC Land Altering Works MOU have begun meeting quarterly in late 2020 to review upcoming works taking place in WSÁNEC Territory, and receive feedback from the Nations on the proposed works.</p> <p>First Nations Relations Division is supporting the culling of Fallow Deer on Mayne island, to support the ecology of the island and provide food for First Nations communities.</p>	<ul style="list-style-type: none">► Coordinate bi-annual corporate wide training to support the new Protection and Conservation of Heritage Sites Policy and the BC Archaeology Branch's Remote Access to Archaeological Data (RAAD) training	<ul style="list-style-type: none">► Ongoing
3d Prepare an ecological asset management plan that includes natural infrastructure, First Nations guiding principles, First Nations language and place names, historical uses and invasive species management.					<p>Ecological Asset Management Plan project scoping ongoing with multiple CRD divisions.</p>	<ul style="list-style-type: none">► Bring report findings to the First Nations Relations Standing Committee	<ul style="list-style-type: none">► Q3 2021



The CRD Board will advocate for infrastructure, regulatory, legislative, financial and operational support, focus its governance and Committees/Commissions on transparently and efficiently advancing regional, sub-regional and local priorities, and work to resolve issues that the CRD may not have the direct mandate to address.

Advocacy, Governance & Accountability



Board Priorities Dashboard > Progress Report No. 9 – Q1 2021



CONDITION LEGEND	No issues / Proceeding as planned	Potential or emerging issue/problem	Problem/issue has arisen	Timing has changed
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Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
4a Develop an advocacy strategy to ensure all occupied properties have the opportunity to access high-speed internet services.					The CRD Board has supported two requests by Internet Service Providers for federal funding aimed at improving service in the Southern Gulf Island electoral area. <i>Advocacy:</i> Letter to Innovation, Science and Economic Development Canada (Mar. 15, 2021)	<ul style="list-style-type: none">Complete Connectivity Design Plan to support partnerships and investment by Internet Service providersConsider Connectivity Design Plan implementation recommendation and advance next steps	<ul style="list-style-type: none">Q2 2021Q4 2021
4b Develop a comprehensive strategy and operational review to reflect the unique needs and governance of each electoral area.					Contract for the Rural Dividend grant project to establish a shared business services model has been awarded to Rural Island Economic Partnership. Contract for the SGI Transportation Integration Plan has been awarded. <i>Media Release:</i> CRD and North Salt Spring Waterworks District Release Water Optimization Study (Mar. 31, 2021)	<ul style="list-style-type: none">Development of terms of references for Salt Spring Island operational review initiative	<ul style="list-style-type: none">Q4 2021
4c Explore more comprehensive regional coordination of emergency services, including an assessment of regional hazards, risks and vulnerabilities.				<ul style="list-style-type: none">EAC Feb. 10, 2021Board, Feb. 10 2021	SEOC continues to facilitate coordination of actions and resources in the Electoral Areas and regionally. Electoral Area Volunteer Fire Service Regulatory Review reported on and staff directed to report back with operational, administrative, and governance strategies to meet and sustain regulatory compliance and funds be reallocated from operational reserves for 2021 to be available for a temporary increase in staff resources to support fire services to attain compliance. Public Alert Notification System RFQ process complete and contract awarded.	<ul style="list-style-type: none">Initiate Firesmart ProjectRFP initiated for Emergency Management Software and Public Alert Notification System	<ul style="list-style-type: none">Q2 2021Q2 2021
4d Achieve sustainable budgets through innovation and streamlining while recognizing the need for infrastructure revitalization and accountability to taxpayers.				<ul style="list-style-type: none">Board Mar. 24, 2021	Staff brought reserve balances, analysis, modelling and two draft reserve guideline iterations through ELT. Government Finance Officers Association US & Canada awarded CRD with this year's Distinguished Budget Presentation Award and the Canadian Award for Financial Reporting. <i>Media Release:</i> Capital and operating financial plans approved for 2021 (Mar. 24, 2021)	<ul style="list-style-type: none">Update reserve guidelines based on feedback and report through Finance Committee	<ul style="list-style-type: none">Q4 2021
4e Facilitate a discussion of the region's art facility needs and explore partnerships to support 100% participation in the CRD arts function.				<ul style="list-style-type: none">Board Jan. 13, 2021Board Mar. 10, 2021	Implementation and implications of the consultant's recommendations from Stage One: A Public Conversation about Performing Arts Facilities in the CRD report received and direction to staff to add additional funds to the 2021 final budget.	<ul style="list-style-type: none">Staff to begin process of establishing a regional service for the purposes of planning, developing and funding of performing arts facilities that have regional impactCreate a committee to oversee the work of creation of an arts service	<ul style="list-style-type: none">Q2 2021Q2 2021
4f Explore how the CRD can best contribute to regional economic development.					Board endorsed three applications to the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream to support all three electoral areas. The 2021 work program for the Southern Gulf Islands Economic Sustainability Commission (CESC) is underway and includes COVID-19 economic resiliency, an SGI affordable housing strategy, connectivity (broadband planning), food security and transportation planning. <i>Media Release:</i> Island Coastal Economic Trust expands to more communities (Feb. 19, 2021) <i>Advocacy:</i> COVID Safe Restart Grants - AVICC (Feb. 22, 2021) - UBSM (Jan. 29 2021)	<ul style="list-style-type: none">Continue to advance advocacy initiatives identified by the SGI and SSI community economic development commissionsREIP to report back to commission on Shared Business ModelSGI economic resiliency and recovery program developmentSGI Integrated Food Security and Sustainability Planning	<ul style="list-style-type: none">OngoingQ2 2021Q2 2021Q4 2021



Accountability

**CONDITION
LEGEND**


No issues / Proceeding as planned



Potential or emerging issue/problem



Problem/issue has arisen



Timing has changed

Corporate Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
Business capacity & continuity: Advance our workforce planning & Organizational Health & Safety programs to support organizational capacity & resilience.					Occupational Health and Safety continues to update and create documents outlining health and safety protocols consistent with requirements of Public Health, WorkSafeBC, and other regulating bodies. Recreation centre staff planning for expanded spring and summer programming with safety protocols in place.	<ul style="list-style-type: none"> ▶ Continue to monitor, assess and adapt in response to COVID-19 pandemic ▶ Progress on implementation to be reviewed quarterly by the Executive Leadership Team 	<ul style="list-style-type: none"> ▶ Ongoing ▶ Quarterly
Fiscal responsibility: Integrate asset management & risk analysis into our capital planning processes to strengthen our fiscal management practices & support resource sustainability.					<p>Initiative approved through service planning to develop life-cycle costing policy & procedures to improve business case options development and decision-making.</p> <p>Staff brought revisions to the Board approved investment policies of CRD and CRHC (March 2020) to consolidate, align investment goals and diversification, as well as formalize social responsible investment parameters.</p>	<ul style="list-style-type: none"> ▶ Integrate life-cycle evaluation in the reserve guidelines and optimal funding model 	<ul style="list-style-type: none"> ▶ Q4 2021
Transparency: Streamline our service planning tools & establish KPIs to effectively track & report progress on Board Priorities, Corporate Projects & operational service activities, thereby enhancing accountability.					Operationalized. Executing service planning and annual check-in program.	<ul style="list-style-type: none"> ▶ Annual Board strategic check-in 	<ul style="list-style-type: none"> ▶ Q2 2021
Efficiency & collaboration: Develop a partnership directory & guidelines document to guide staff & existing potential partner groups & enable greater collaboration.					<p>Operationalized. Partnerships directory and guidelines in place.</p> <p>Continue to advance existing initiatives under inter-governmental MOUs for Regional Housing First, Regional Emergency Management, Wildfire response and First Nations and identify new partnerships to advance priorities and initiatives.</p>		
Customer service: Enhance our systems and policies to respond to evolving best practices, adhere to legislative requirements, and provide efficient, accessible, customer service.					<p>New corporate sign strategy approved and aligned with best practices. CRD Bike Map is now available online in a digital format to help riders find the best route conveniently on desktop or mobile device.</p> <p>Website, social media and media channels fully engaged to report out information as the COVID-19 pandemic evolves. Signage and other measures taken to convey new health and safety requirements.</p>	<ul style="list-style-type: none"> ▶ Progress on implementation to be reviewed quarterly by the Executive Leadership Team 	<ul style="list-style-type: none"> ▶ Quarterly

For a summary of completed actions on progress visit: www.crd.bc.ca/reporting

For more information on advocacy, including the CRD advocacy strategy and detailed correspondence list visit: www.crd.bc.ca/about/board-committees/board-advocacy

The CRD Board will advocate, collaborate and form partnerships to address the affordable housing and transportation needs of the region's diverse and growing population.

Community Wellbeing
Transportation & Housing



Board Priorities Dashboard

Summary of Completed Actions

Board Initiatives	Resolutions	Comments
1a Work with government/community partners to plan for and deliver an effective, long-term regional multi-modal transportation system and to increase use of public transit, walking and cycling.	<ul style="list-style-type: none">▶ TC Feb. 27, 2019▶ Board March 13, 2019▶ EAC June 12, 2019▶ Board June 12, 2019▶ TC July 24, 2019▶ COW Jan. 29, 2020▶ PTPSC Oct. 21, 2002▶ Board Nov. 18, 2020▶ PTPSC Dec. 9, 2020▶ Board Dec. 9, 2020	<p>Advocacy: Letter sent by the Board Chair to the Minister of Transportation requesting participation in the South Island Transportation Planning study. Letter sent advocating for a scope change to include a governance model and also the Electoral Areas under the South Island Transportation Strategy Plan. Requested and received presentation from BC Transit to Committee to input on Transit Planning. EAC advanced SGI transportation feasibility planning. Staff directed to include the establishment of an SGI transportation service in service and budget planning for 2020. Met with Ministry staff July 2019 on South Vancouver Island Multi-Modal Transportation Plan. Transportation Committee Chair provided updates on transportation issues after meeting with Minister of Transportation and a presentation was delivered at the July Transportation Committee. A follow-up meeting was held in November 2019. MOTI presented the draft Southern Vancouver Island Transportation Plan to the January 2020 Committee of the Whole. Release of the final Southern Vancouver Island Multi-Modal Transportation Plan expected in summer 2020, a quarter later than originally anticipated. Change of direction related to Southern Gulf Islands transportation service and budget planning. MOTI's South Island Transportation Strategy was published on September 18, 2020. Staff sbrought a report on gaps in regional transportation functions and options to address them to COW. Board directed staff to work with partners to prepare a list of transportation priorities for Board prioritization and begin process to consider governance options.Staff continue to provide technical support to a number of working and steering groups, including for the Uptown Exchange, Highway 17 improvements, Westshore Transit Plan, Island Highway Transit Priority, Victoria Regional Transit System 5-10 Year Plan and Inter-Municipal Business License for Ride-Hailing Discussion Group. Advocacy: Speed enforcement on the Malahat (July 13, 2020). Media Release: CRD Board moves forward with regional transportation priorities (Dec. 10, 2020).</p> <p>Progress report on Ready Step Roll active school program was presented to PTPSC to mark the fifth year of the program. The goal of the initiative is to improve commutes for students and families by providing actionable solutions for partners that can be integrated into local plans.</p>
1b Protect the E&N Corridor as a transportation corridor and participate in a Provincial working group to come to agreement on the future use of the E&N corridor.	<ul style="list-style-type: none">▶ GFC July 3, 2019	<p>Active Board member as Island Corridor Foundation representative. E&N Corridor is identified as a transportation corridor and is part of the multi-modal network in the 2014 Regional Transportation Plan. Bike BC 1M grant awarded May 2019 for phase 3 of the E&N rail trail. Media Release: CRD Recognizes Funders and Partners of E&N Rail Trail to acknowledge over \$20 million in grants towards development. The province released the Island Rail Corridor Condition Assessment Report in April 2020. It provided estimated cost and potential phasing scenarios to reinstate rail along the island corridors, including the E&N corridor. The South Island Transportation Strategy considered the E&N corridor in its findings and will continue to protect it as a transportation corridor.</p>
1c Create and deliver more affordable housing across the region in a manner aligned with the Regional Growth Strategy in order to address the needs of a diverse and growing population, including vulnerable residents.	<ul style="list-style-type: none">▶ Board Feb.13, 2019▶ Board Sept. 11, 2019▶ Board Jan. 8, 2020▶ Board Mar. 11, 2020▶ Board June 10, 2020▶ HHC Nov. 4, 2020▶ Board Nov. 18, 2020▶ HHC Dec. 2, 2020	<p>In December 2018, the Board approved, in partnership with the BC government, the acquisition of two properties, one located at Spencer Road and the other at Hockley Avenue. Board rise and report on acquisition for Millstream Ridge (Treanor Avenue properties). In development negotiations on West Park Lane affordable housing project in View Royal. Media Release: West Park Lane mixed-income housing development project announced with Province. Media Release: Reaching Home Strategy funding from Federal Government secured. Media Release: New affordable homes for seniors coming to Salt Spring Island. Successful consent of electors approval to raise additional funding for Regional Housing First Program. Media Release: CRD Moves Forward with Bylaw Amendments for the Regional Housing First Program. Media Release: CRD Board Approves Bylaw Amendments for the Regional Housing First Program. COVID-19 additional reaching home funding update received by Board in June 2020. Westview officially opened, creating 73 new affordable housing units. Residents began moving into their new homes mid-May 2020. Media Release: CRD Continues to Provide Support for Vulnerable Populations during COVID-19 (April 6, 2020). Media Release: Over 70 New Affordable Homes Opening in Saanich (May 13, 2020). Media Release: Reaching Home Program Continues Focus on Community's Unhoused During COVID-19 Crisis (June 10, 2020). Media Release: Regional Housing First Program Partners Announce Additional Matching Contributions (June 18, 2020). Ministry of Municipal Affairs & Housing and BC Housing announcement, in partnership with CRHC on the Community Housing Fund, securing 58 new units in Langford. Groundwork for SGI Housing Strategy will start in Q4 2020 to pave the way for strategy development in early 2021. Completion date has been revised to Q2 2021. Actions from the strategy will be brought forward through service planning next year. Media Release: Housing and Transportation Cost Estimate Study Reveals Impact of Transportation Costs on Household Affordability (July 29, 2020). Media Release: Island Health, Capital Regional Hospital District welcome seniors to The Summit (July 9, 2020). Media Release: 2020 Greater Victoria Point in Time Count Results Announced (July 31, 2020).</p> <p>Initial discussions about the SGI Housing Strategy have been held with stakeholders. Strategy development work expected to start in Q1 2021. Plans for a proposed multi-round engagement and consultation on the future of the Oak Bay Lodge property were presented to the Hospitals & Housing Committee. The CRD received \$1.9m this fall in additional COVID-19 emergency response funding from Reaching Home to support the region's response capacity for those experiencing homelessness. Media Release: Nearly 300 New Affordable Housing Units Open on the Westshore (Dec. 7, 2020). Media Release: CRD makes land contribution request for Rapid Housing program (November 2, 2020). Media Release: Grants approved for construction of over 100 affordable rental housing units (Oct. 14, 2020).</p>



The CRD Board will encourage and implement bold action on climate change by enhancing its natural and built assets to achieve environmental resilience, food security and continued wellbeing of our current and future residents.

Climate Action & Environmental Stewardship



Board Priorities Dashboard

Summary of Completed Actions

Board Initiatives	Resolutions	Comments
2a Declare a Climate Emergency and take a leadership role to pursue regional carbon neutrality by 2030.	<ul style="list-style-type: none">▶ <i>Board Feb 13, 2019</i>▶ <i>Board April 10, 2019</i>▶ <i>Board, April 8, 2020</i>▶ <i>Board May 13, 2020</i>▶ <i>COW Oct. 28, 2020</i>▶ <i>Board Oct. 28, 2020</i>▶ <i>Board Nov. 18, 2020</i>	<p>Advocacy: On February 25, 2019 the Board Chair wrote letters to the Federal and Provincial Ministers of the Environment to request that the federal government strengthen progressive partnerships and direct funding, and provide additional support to regional and local governments to achieve accelerated federal and local climate action goals related to both mitigation and adaptation. Letter sent advocating the federal government deliver on climate commitments. Letter sent advocating the provincial government deliver on climate commitments. Resolution declaring a climate emergency at February meeting. Received response from Provincial Minister of Environment on March 29, 2019 advising their commitment to constructive collaboration and looking forward to a continued partnership with the CRD. Advocacy strategy completed. Provided supportive funding and Chair Plant participated in the BC Coalition Institute – Planetary Health: Local and Global event held August 8 – 11, 2019 at the University of Victoria. Submitted detailed feedback in response to the Province of BC’s proposed Zero-Emissions Vehicles Act Regulations that will regulate the future sale of zero emission vehicles in the CRD, and BC more broadly. The approach and timeline for the regional neighbourhood pilot program with Transition 2050 partners is being reassessed due to the COVID-19 health emergency. The report on communicating the climate emergency was distributed to local government staff. CRD Residential (Energy) Retrofit Acceleration Strategy was completed with an increase in the number of retrofit rebates offered. The Climate Action program will continue to support promotion of the Provincial rebate program with municipal partners to encourage residents to switch to heat pumps. 2019 Climate Action Annual Report received for information and completed Climate Action Revenue Incentive Program reporting and submitted to the Province June 2020. Completed regional GHG inventory and associated municipal study. Study shared with municipalities.</p> <p>The Climate Action Program continues to support promotion of the Provincial home heating fuel switching rebate program with municipal partners to encourage residents to switch to heat pumps. Board approved 2021 service plan (community need) related to Climate Action & Adaptation priority at October 28, 2020 meeting.</p>
2b Work with local governments to further reduce emissions from buildings, transportation and solid waste.	<ul style="list-style-type: none">▶ <i>PEC May 22, 2019</i>▶ <i>Board June 12, 2019</i>	<p>Advocacy: On February 26, 2019 the CRD Board Chair wrote a letter to each CRD Municipality advising of the CRD Board’s climate emergency declaration and urging member municipalities to place the letter on an upcoming meeting agenda for council’s consideration. Met with Climate Action Program Inter-Municipal Working Group (April 2019) to prioritize new regional initiatives. Presented Corporate and Community Climate Action Annual Reports (June). Meeting schedule increased for the CRD Climate Action Inter-Municipal Task Force. Additional meetings to determine appropriate format, scope interest and ability to support a regional Forum of Community Associations on Climate Change/Climate Emergency event in 2020. Delivered an educational workshop on ‘Communicating Climate Change’ with Climate Change expert. Hosted Climate Action Inter-Municipal Working Group meeting. Forgoing a regional forum of community associations on climate change/climate emergency and instead plan to support a regional pilot program with Transition 2050 partners to enable neighbourhood leaders take climate action at home. Hosted Climate Action Inter-Municipal Working Group meeting to review current projects and discuss priorities and lessons learned related to accessing grants for efficiency programs. Hosted Climate Action Inter-Municipal Working Group quarterlymeeting, and inter-municipal meeting to share implementationlessons regarding BC Energy Step Code implementation.Launched neighbourhood Transition 2050 ‘Bring It Home 4 Climate Program (wrapping December 2020) to encourage residentialenergy retrofits. Media Release: Homeowners Can Access Energy Retrofit Support Through New Climate Program (August 11, 2020).</p> <p>Hosted both a Climate Action Inter-Municipal Working Group and Task Force quarterly meeting. Submitted a FCM Community Efficiency Funding grant application for a regional energy retrofit design study. Hosted 4th annual Walk and Wheel to School week to encourage active travel. Implemented neighbourhood Transition 2050 ‘Bring It Home 4 Climate’ Program to encourage residential energy retrofits.</p>



The CRD Board will encourage and implement bold action on climate change by enhancing its natural and built assets to achieve environmental resilience, food security and continued wellbeing of our current and future residents.

Climate Action & Environmental Stewardship



Board Priorities Dashboard

Summary of Completed Actions



Board Initiatives	Resolutions	Comments
2c Explore additional opportunities for resource recovery and identify best practices to further reduce waste, increase recycling and find beneficial uses for waste.	<ul style="list-style-type: none">▶ Board Mar. 13, 2019▶ Board May 8, 2019▶ Board June 12, 2019▶ PEC Sept. 4, 2019▶ Board Sept. 11, 2019▶ Board Feb. 12, 2020▶ ESC July 15, 2020▶ Board Aug. 12, 2020▶ Board Sept. 9, 2020▶ ESC Sept. 16, 2020▶ Board Aug. 12, 2020▶ ESC July 15, 2020▶ Board Sept. 9, 2020▶ ESC Sept. 16, 2020▶ Board Oct. 14, 2020▶ Board, Nov. 18, 2020	<p>Options reported to Board for landfill gas utilization. Received direction on next steps for landfill gas utilization technology business case (Fall 2019). Organics processing referred back to staff for report on options regarding composting. Organics processing – requests for expressions of interest – submitted to Board. Province provided conditional approval for the Definitive Plan for Beneficial Use of Biosolids.</p> <p>Solid Waste Management Plan proposed strategies and targets approved by Board (Summer 2019). Staff conducted first round of public consultation on the proposed strategies and targets for the new Solid Waste Management Plan (Fall 2019). Media Release: CRD Seeks Input for a New Solid Waste Management Plan. Solid Waste Management Plan ‘What We Heard’ report was presented to the Solid Waste Advisory Committee June 2020 and will be sent to Committee and Board in July 2020. Pending Board approval, staff will proceed with community and local government consultation on the draft Solid Waste Management Plan in 2021, including targeted engagement with residents in the areas of Hartland Landfill, Prospect Lake, Willis Point and Highlands. Findings from the Hartland Traffic Study will also be incorporated into future consultation efforts on this draft plan.</p> <p>On April 30, 2020 the CRD provided the required short-term biosolids contingency plan to the Ministry of Environment & Climate Change Strategy.. Announced approval in principle of an agreement where FortisBC will purchase Renewable Natural Gas (RNG) generated from Hartland Landfill for beneficial use in its natural gas distribution system April 2020. Media Release: Renewable Natural Gas Project Proposed for Hartland Landfill (April 22, 2020). Staff submitting CRD Terms of Agreement for Renewable Natural Gas Initiative (RNGI) at Hartland Landfill to Fortis BC October 2020. FortisBC will add their Terms for a coordinated submission to the BC Utilities Commission in 2021.</p> <p>Staff proceeded with community and local government consultation on the draft Solid Waste Management Plan in November 2020, including targeted engagement with residents in the area of Hartland Landfill. Public feedback is welcome until January 15, 2021 and will inform development of the final plan in Q1 2021.</p> <p>Media Release: CRD seeks feedback on draft Solid Waste Management Plan (Nov. 18, 2020) The Ministry has approved the Biosolids contingency plan and the CRD announced it’s MOU with K’ENES Transportation in October 2020. Media Release: CRD partners with new First Nations business on biosolids trucking contract (Nov. 12, 2020)</p>
2d Ensure appropriate funding for parks and trails infrastructure, improvements and maintenance by updating the Regional Parks Strategy with consideration to ecological, recreation and reconciliation principles, land acquisition capacity, and expanded partnerships with First Nations and parks user groups.	<ul style="list-style-type: none">▶ Board April 10, 2019▶ PEC Oct. 23, 2019▶ COW Oct. 30, 2019▶ Board Oct. 30, 2019▶ Board Nov. 13, 2019▶ Board Mar. 11, 2020▶ Board Mar. 18, 2020▶ Board April 8, 2020▶ Board May 27, 2020▶ Board June 10, 2020▶ Board June 24, 2020▶ RPC Sept. 30, 2020	<p>Advocacy: advocating the protection of Sooke Hills Regional Park. Media Release: CRD Board Approves Extension of the Land Acquisition Fund. Decision to renew the Land Acquisition Fund for an additional 10 years (2020-2029) at a levy of \$20/household and that land acquisitions be funded with an averaged contribution from community partners at an additional 25% and that an additional \$925,000 be requisitioned each year for capital reserves to fund the refurbishment and replacement of existing assets. Financial Plans approved with several amendments, including a new approach to administering the highly successful Parks Land Acquisition Fund, with an additional \$925,000 each year for capital reserves to fund the refurbishment and replacement of existing assets. Media Release: CRD and CRHD Boards Approve 2020 Financial Plans Media Release: CRD Acquires 30 Hectares of Land Near Money Lake on Saturna Island. Regional Parks 2020 to 2021 Land Acquisition Criteria approved. Regional Parks management planning underway for Mount Work, East Sooke and Matheson Lake/Roche Cove Regional Parks. Staff directed to report back on options to improve capacity of the Parks Acquisition Fund.Mount Work Regional Park Management Planning report received for information June 2020. Terms of Reference approved for the Mountain Biking Advisory Committee and committee members appointed. Regional Parks management planning and surveys underway for Mount Work, East Sooke, Matheson Lake and Roche Cove Regional Parks. Media Release: Public encouraged to complete surveys for park management plans (August 18, 2020) Parks Acquisition Fund options presented as part of 2019-2022 Parks & Natural Resource Management Service Planning. Facilitator hired for the Mountain Biking Advisory Committee and Fall meeting schedule confirmed. 2019-2022 Parks & Natural Resource Management service planning approved.</p> <p>Media Release: CRD and Habitat Acquisition Trust to acquire park land in Saanich (Dec. 1, 2020). Media Release: CRD Regional Parks acquires addition to Mount Parke Regional Park (Oct. 23, 2020). Media Release: Restoration of Todd Creek Trestle on Galloping Goose Regional Trail complete (Oct. 19, 2020). Media Release: CRD Regional Parks acquires addition to Mount Work Regional Park (Dec. 16, 2020). Advocacy: Park Land Acquisition (Dec.14, 2020)</p>
2e Develop model bylaws and best practices for use by municipalities and electoral areas.	<ul style="list-style-type: none">▶ PEC July 24, 2019▶ Board Aug. 14, 2019▶ COW Oct. 30, 2019▶ Board Oct. 30, 2019▶ PEC Nov. 27, 2019▶ ESC July 15, 2020▶ Board Aug. 12, 2020▶ RPC Oct. 28, 2020▶ Board Nov. 18, 2020	<p>Initiated residential retrofit acceleration project. Notice of motion to reduce expanded Polystyrene Foam Waste presented to committee and Board. Staff reported back on the notice of motion to reduce expanded Polystyrene Foam Waste with options and implications for creating a model bylaw to ban single use expanded polystyrene waste items including cups and containers. Staff reported on the Province’s recent Order-in-Council amending the BC Recycling Regulation as a result of feedback received on its Plastics Action Plan consultation paper. Once in effect, these changeswill provide residents with new recycling alternatives and help address issues associated with a variety of single-use items. Staff submitted a response to the Province’s Recycling Regulations Policy Intentions Paper on November 19 providing feedback on a range of opportunities to expand product regulation and the EPR program</p> <p>Initiated Capital Region Coastal Flood Inundation Mapping Project to provide future sea level rise mapping that may inform local government flood construction level-related policies. Capital Region Coastal Flood Inundation Mapping Project data collection work completed. Results and associated data shared with municipalities and First Nations. Completed the regional analysis to understand electric vehicle (EV) charging performance to coordinate local government bylaws and results shared with local governments in April 2020. Completed first phase of a regional forest carbon sequestration analysis.</p>



The CRD Board will take measurable steps toward developing respectful government-to-government relationships and partnerships with First Nations to foster shared prosperity for all.

First Nations
Reconciliation



Board Priorities Dashboard

Summary of Completed Actions

Board Initiatives	Resolutions	Comments
3a Look to First Nations for leadership in understanding how to create new regional planning and decision-making systems together on their Traditional Territories.	<ul style="list-style-type: none">▶ <i>Board June 12, 2019</i>▶ <i>FNRC Feb. 26, 2020</i>▶ <i>Board March 11, 2020</i>▶ <i>Board, Oct. 14, 2020</i>▶ <i>COW Oct. 28, 2020</i>▶ <i>Board Oct. 28, 2020</i>▶ <i>Board Nov. 18, 2020</i>	<p>Ministers responded to formal request from Board to form a working group and staff met with senior ministry staff to initiate discussions. Provincial government staff responded to formal request from Board to form a working group and staff met with senior ministry staff to initiate discussions. Discussions with ministry staff ongoing. Suggestion to also engage via UBCM in addition to continued dialogue between CRD staff and ministry staff. Forum of All Councils event explored the opportunity to support more inclusive decision-making with First Nations as outlined in CRD Statement of Reconciliation. Forum of All Councils event summary and recommendations submitted to the First Nations Standing Committee. Staff reports prepared for First Nations inclusion on CRD Board standing committees and remuneration to support increased First Nations participation. Amended CRD Procedures Bylaw to include First Nations elected officials in identified CRD decision-making structures. Draft amendments to CRD Board Remuneration and Travel Reimbursement Policy and a draft First Nations Remuneration Policy presented to the First Nations Relations Committee in November 2020.</p> <p>Draft amendments to the CRD Board Procedures Bylaw and the identified Board Standing Committee and Advisory Committee Terms of Reference to include First Nations’ elected representatives in CRD governance presented to the First Nations Relations Standing Committee Board for approval. Staff were instructed by the Board to further engage the Nations for feedback, and provide the drafted Terms of Reference and Bylaw amendments to the Nations. The CRD Board Chair, and CRD CAO have been meeting with the various Nations’ Chiefs and Councils to present this information and receive feedback from the Nations.</p>
3b Seek partnerships, share information and deliver fair and equitable services in working with First Nations on achieving their economic goals.	<ul style="list-style-type: none">▶ <i>FNRC Sept. 18, 2019</i>	<p>First Nations Relations Service Plan and budget amendment to include resources for Economic Development Feasibility Study. Feasibility Study of First Nations Economic Development Model process started. CRD is working with Victoria Native Friendship Program IMDEES by offering job shadow opportunities for individuals that have had challenges entering the workforce. CRD, along with Canada Summer Jobs, has engaged an Indigenous community member as Recycling Outreach Assistant through Summer/Fall 2019 to build accountable relationship with communities and better understand needs and barriers related to waste management. IWS working towards water and wastewater service agreements with local First Nations. Completed First Nations Economic Development Partnership Model Feasibility Study.</p> <p>Through the Economic Partnership Model from The Indigenomics Institute the First Nations Relations Division formulated three initiative business cases to begin implementation in 2021: First Nations Economic Opportunity Portal, First Nations Internship Program and Cultural Confidence Training Program.</p> <p>Integrated Water Services continue to work towards water and wastewater service agreements with local First Nations.</p>
3c Work with First Nations on taking care of the land and water while providing space for cultural and ceremonial use, food and medicine harvesting, traditional management practices and reclaiming Indigenous place names.	<ul style="list-style-type: none">▶ <i>Board Mar. 13, 2019</i>▶ <i>Board June 12, 2019</i>	<p>Board received information report on archaeology policy and procedures. Amendment to Capital Regional Board Procedure Bylaw to add Territorial Acknowledgment. Archeology services retained through creation of Standing Offer List to support CRD-led projects. Meetings with WSANEC leadership and cultural monitors to develop archaeology protocol. Archaeology protocol policy approved.</p> <p>Promoted the celebration of National Indigenous History Month and Indigenous Peoples Day in June 2020. Supported and promoted Orange Shirt Day, Every Child Matters on September 30th, 2020. Orange Shirt Day is an annual national movement in Canada when Indigenous and non-Indigenous people come together in the spirit of hope and reconciliation to honour former residential school survivors, their families and communities.</p> <p>Corporate wide training to support the new Protection and Conservation of Heritage Sites underway with bi-annual training opportunities moving forward.</p> <p>The Land Altering Works MOU between the WSANEC Leadership Council (WLC) and the CRD has been approved in its draft form by the Board to begin engaging in quarterly discussions between the WLC and CRD project managers to review upcoming land altering works taking place in WSANEC territory, and receive feedback from the Nations on the proposed works.</p>
3d Prepare an ecological asset management plan that includes natural infrastructure, First Nations guiding principles, First Nations language and place names, historical uses and invasive species management.		<p>Work underway to draft scope and timeline for an Ecological Asset Management Plan to be undertaken in 2021/2022.</p>



The CRD Board will advocate for infrastructure, regulatory, legislative, financial and operational support, focus its governance and Committees/Commissions on transparently and efficiently advancing regional, sub-regional and local priorities, and work to resolve issues that the CRD may not have the direct mandate to address.

Advocacy, Governance & Accountability



Board Priorities Dashboard

Summary of Completed Actions



Board Initiatives	Resolutions	Comments
4a Develop an advocacy strategy to ensure all occupied properties have the opportunity to access high-speed internet services.	<ul style="list-style-type: none">▶ EAC Mar. 13, 2019▶ EAC July 10, 2019▶ Board July 10, 2019▶ EAC Jan. 8, 2020▶ Board, Jan. 8 2020▶ Board Feb. 12, 2020	<p>CRD staff have been in discussion with SRD staff on the connected coast project since Fall 2018. Sites identified as eligible in the Connected Coast project proposal. Inclusion in various programs is greatly enhanced with a board endorsed broadband strategy. Staff directed by EAC March 13 to advance all correspondence on rural definition issue to MLA Olsen to advocate for increased access to grant funding for EAs. Correspondence sent by CRD Board Chair on March 19 to MLA Olsen. Advancing Southern Gulf Island Phase 1 connectivity strategy through community and stakeholder engagement. Staff meeting with citizen services to investigate pilot opportunities for connectivity on Southern Gulf Islands. Stakeholder engagement underway throughout Fall/Winter 2019. Media Release: CRD Seeks Feedback for Internet Connectivity Plan for the Southern Gulf Islands In July 2019 Board authorized the submission of an application to the BC Rural Dividend Program for Southern Gulf Islands Connectivity Design Strategy and confirmed support for this project through its duration. In October 2019 the Provincial government canceled this grant opportunity. Staff presented results of Southern Gulf Island Phase 1 Connectivity Strategy community and stakeholder engagement. through community and stakeholder engagement. Received a grant from the Provincial Government to advance Phase 2 of the Connectivity Design Plan. Funding secured and engineering firm engaged to conduct broadband infrastructure design plan for SGI. Internet service providers have been consulted and are supporting the process with technical advice and review.</p>
4b Develop a comprehensive strategy and operational review to reflect the unique needs and governance of each electoral area.	<ul style="list-style-type: none">▶ Board Jan. 9, 2019▶ EAC Mar. 13, 2019▶ EAC April 10, 2019▶ EAC July 10, 2019▶ Board July 10, 2019▶ EAC Sept. 11, 2019▶ Board Sept. 11, 2019▶ Board Feb. 12, 2020▶ Board Sept. 9, 2020	<p>Resolution supporting the submission of a grant application for \$25,000 to the UBCM Community Emergency Preparedness Fund – Evacuation Planning Stream for Evacuation Route Planning, as well as a grant application for \$100,000 to the UBCM Community Resiliency Investment Program to fund FireSmart initiatives in the Electoral Areas.</p> <p>EAC directed staff to bring back service establishment amendments to remove JDF EA from livestock kill compensation. EAC directed staff to consult with community groups BC Transit, and BC Ferries to define a service model that would best serve the transportation needs of the Southern Gulf Islands. Establishment of a Southern Gulf Islands transportation service in service and budget planning for 2020. Advocacy: Correspondence sent regarding the application for Salt Spring Island Water Service Optimization Study (July 17, 2019). Advocacy: Inclusion of the Southern Gulf Islands in Community Futures (October 7, 2019). Advocacy: Request for Order in Council - CRD Electoral Areas (November 13, 2019). Media Release: Salt Spring Island water study receives provincial support. Salt Spring Water Optimization Study Terms of Reference completed and contractor selected to carry out study. Bylaw No. 4325 Bylaw to establish community safety service on Salt Spring Island introduced and staff directed to conduct an alternative approval process for Bylaw 4325. Media Release: Alternative Approval Process Begins for Salt Spring Island Community Safety Service. At the close of the deadline date of December 9, 2019 for receipt of elector responses, it was determined that more than 910 elector response forms had been received and therefore elector approval by alternative approval process was not obtained.</p> <p>Submitted a letter of support for the application by TELUS to the Province of British Columbia Network BC Connecting British Columbia program and to the Canadian Radio-television and Telecommunications Commission Broadband Fund for a funding contribution towards the transport and last mile project for Jordan River - Port Renfrew. Advocacy: Electoral Areas Rural Status (January 31, 2020) Advocacy: Telus Resolution (February 13, 2020)</p> <p>North Ganges Transportation project tendered in March 2020 with construction started in June 2020. Advocacy: Electoral Areas Rural Status (July 17, 2020). Advocacy: Investing in Canada Infrastructure Program (Sept. 20, 2020)</p> <p>Service planning and business case modeling underway to create a new SGI Transportation service that will address public transit, active transport and inter-island water travel needs. Submitted a UBCM grant application for active transportation route mapping.</p> <p>SSI Transportation Committee conducted a Strategic Planning session to set direction for annual capital priorities and the Salt Spring Island Water Optimization Study draft has been finalized with the province and Improvement District.</p>



The CRD Board will advocate for infrastructure, regulatory, legislative, financial and operational support, focus its governance and Committees/Commissions on transparently and efficiently advancing regional, sub-regional and local priorities, and work to resolve issues that the CRD may not have the direct mandate to address.

Advocacy, Governance & Accountability



Board Priorities Dashboard

Summary of Completed Actions



Board Initiatives	Resolutions	Comments
4c Explore more comprehensive regional coordination of emergency services, including an assessment of regional hazards, risks and vulnerabilities.	<ul style="list-style-type: none">▶ <i>EAC July 8, 2020</i>▶ <i>Board July 8, 2020</i>▶ <i>PTPSC July 15, 2020</i>▶ <i>EAC Nov. 4, 2020</i>▶ <i>Board, Nov. 18, 2020</i>	<p>The Regional Emergency Management Partnership (REMP) Strategic Plan and work plan was reviewed and approved with work on a Regional Concept of Operations and Hazard Vulnerability analysis to continue. Successful in grant applications of \$25,000 for the UBCM Community Emergency Preparedness Fund – Evacuation Planning Stream for Evacuation Route Planning, as well as \$100,000 for the UBCM Community Resiliency Investment Program to fund FireSmart initiatives in the Electoral Areas. Policy group meeting held with Board Chair and Federal Minister. Shared concept operations papers with several First Nations about how to work to advocate to work together in the case of a regional emergency.</p> <p>Regional concept of operations circulated to municipal CAOs to approve Memorandum of Understanding on operational protocol. Currently have 12 of 13 municipalities and two First Nations confirmed. Coordinated response to proposed new modernization of the BC Emergency Act submitted January 31.</p> <p>Participated through the Regional Emergency Management Partnership in a Regional Hazard, Risk and Vulnerability Assessment (HRVA) exploring three regional hazards of snow storm, extreme heat, and earthquake along with multiple stakeholders from multiple-sectors from across the capital region identifying disaster risk reduction strategies. Submitted Regional Emergency Management Partnership overview, 2019 highlights and role in COVID-19 report. Received \$25,000 grant for the Electoral Areas Emergency Operating Centre Supplies Procurement Project. Province released its <i>‘What we heard’ report</i>. The feedback period for the report ran until September 30, 2020. Once report feedback is compiled the Province will release the new Act.</p> <p>SEOC continues to facilitate coordination of actions and resources in the Electoral Areas and regionally. The Corporate Emergency Management Plan has been updated and shared with EMC. As part of the Firesmart project, submitted a UBCM grant application to update Community Wildfire Resiliency Plans. The CRD advocated to CREST to urgently find alternative method of providing emergency telecommunication in the Juan de Fuca area.</p>
4d Achieve triple bottom-line sustainable budgets through innovation and streamlining while recognizing the need for infrastructure revitalization and accountability to taxpayers.	<ul style="list-style-type: none">▶ <i>GFC, Oct. 7, 2020</i>▶ <i>Board, Oct. 14, 2020</i>▶ <i>COW Oct. 28, 2020</i>▶ <i>Board, Oct. 28, 2020</i>	<p>Staff working to develop process for transparent, multi-criteria decision making on Initiative Business Case (IBC) review to drive service planning and ultimately financial budgets. Also working to develop measures for adequate reserve balances across services. Financial Planning guidelines approved by Board. Service Planning and initiative prioritization with ELT has been completed. New quarterly operational variance reporting implemented. An overhaul of the business planning process was started in the 2019 and continues through 2021. A prioritization and decision-making methodology has been developed. It will be reviewed annually to ensure it is reflective of the CRD’s operating context. Financial Services will undertake a review of best practices in reserve balances for all services in 2021.</p> <p>Service plans for 2021 were approved by COW in October. Staff reported back on priorities and decisions made to achieve sustainable budgets and work plans. Direction and strategy for 2022 will be set at annual Board check-in in late spring. Staff brought forward detailed report on optimal debt financing to committee and Board in October 2019. A review of best practices in reserve balances will be undertaken for all services in 2021. Media Release: Public feedback encouraged on CRD and CRHD 2021 provisional financial plans (Oct. 29, 2020).</p>
4e Seek 100% participation in the CRD arts function and facilitate a discussion of the region’s art facility needs.	<ul style="list-style-type: none">▶ <i>GFC July 3, 2019</i>▶ <i>GFC Oct. 2, 2019</i>▶ <i>RAFSC Jan. 29, 2020</i>▶ <i>Board, June 24, 2020</i>▶ <i>Board July 8, 2020</i>▶ <i>GFC Oct. 7, 2020</i>▶ <i>Board Oct. 14</i>	<p>In 2017/2018 staff along with Arts commission chair embarked on a roadshow to encourage participation in the Arts Development Service, resulting in net 1 participant increase to the service (+Sooke, +SGI, -Sidney). To advance a regional discussion on arts facilities, GFC supported two recommendations: to establish a Select Committee to facilitate a discussion of regional arts facilities; and to have the Arts Commission and Royal & McPherson Theatres Services Advisory Committee report on the potential for full participation in their respective Services. Regional Arts Facilities Select Committee first meeting held. Terms of Reference approved. Request For Proposal for a consultant to facilitate the arts facilities discussion approved and posted. Select committee confirmed proceeding with public engagement through COVID-19. External consultant presented electronic engagement plan to committee and will ensure all activities are in accordance with Public Health Officer guidelines.</p> <p>Updated CRD Arts & Culture Support Service Strategic Plan and submitted to Board June 24, 2020. Following direction from the Select Committee public engagement commenced in June. Phases of the project included pre-consultation meetings, the development of a facilities inventory and analysis, in-depth interviews with key community members and an online survey that attracted over 500 participants. Public engagement, including workshops to vet and validate learning outcomes and propose future actions, completed in Fall 2020.</p>
4f Explore how the CRD can best contribute to regional economic development.	<ul style="list-style-type: none">▶ <i>GFC July 3, 2019</i>▶ <i>Board July 10, 2019</i>▶ <i>GFC Oct. 2, 2019</i>▶ <i>Board Oct. 9, 2019</i>▶ <i>Board Mar 11, 2020</i>▶ <i>Board May 13, 2020</i>▶ <i>GFC July 29, 2020</i>▶ <i>Board Aug. 12, 2020</i>▶ <i>EAC Sept. 9, 2020</i>▶ <i>Board Sept. 9, 2020</i>▶ <i>GFC Dec. 2, 2020</i>▶ <i>Board, Dec. 9, 2020</i>	<p>Advocacy: Correspondence sent by Board Chair to support South Island Prosperity Project Smart Cities application. Advocacy plan presented to Committee and Board and approved.</p> <p>Media Release: CRD and the Community Economic Development Commission (CEDC) have received a Rural Dividend grant. Staff presented with Ministry of Citizen Services on Broadband Connectivity across BC’s rural islands at the Rural Islands Economic Forum (RIEF) in November 2019. Board Chair recommended proposed for an Economic Recovery Forum to be held. This proposed forum would be intended to bring together elected officials, business leaders and other stakeholders where we could discuss potential region-wide initiatives. Board Chair participated in the Opportunity in Recovery: Discussing BC’s post COVID-19 future on June 17, 2020. Community Economic Development Commission Five Year Financial Plan to fund a project with Rural Island Economic Partnership (RIEP) to develop an online business directory and marketing plan for rural businesses. Advocacy: COVID-19 and Community Works Funds (April 27, 2020). Advocacy: South Island Leaders Unite to Address Economic Crisis and Recovery (April 16, 2020). Staff presented report on the regional role in economic development. The CRD continues to have a strong interest in supporting a regional economic development strategy and partnering with senior levels of government and stakeholders. In SGI, relationships have been established for collaboration at relevant provincial and federal level. External grants and funding opportunities collated and promoted through commissions. Approved the Rural Dividend amendments and staff authorized to direct award contract to Rural Islands Economic Partnerships Society.</p> <p>CRD allocated \$1.4 million to the COVID-19 Safe Restart Grants for Local Government. SGI Community Economic Sustainability Commission (CESC) is now coordinating with SSI Community Economic Development Commission (CEDC) for regional economic resiliency. Contract was executed with Rural Island Economic Partnership (RIEP) for Shared Business Service Model. Island Food Security report was presented to the SGI CESC. Commission is now exploring funding options for development and implementation partnerships.</p>



Corporate Priorities Dashboard

Summary of Completed Actions

Accountability

Corporate Initiatives	Resolutions	Comments
Business capacity & continuity: Advance our workforce planning & Organizational Health & Safety programs to support organizational capacity & resilience.	<ul style="list-style-type: none"> ▶ Board Mar. 18, 2020 	Organizational Development Plan Actions updated for 2019 and advanced to all staff. Received Local Government Auditor General report December 2018 on Emergency Preparedness identifying the need to improve business continuity planning efforts which included CRD response and proposed work to be implemented. Ensure CRD systems and policies are aligned to significantly improve workplace decision-making and business tracking, including alignment with business continuity requirements. Significant focus on the review and implementation of a comprehensive Human Resource Information System (HRIS), aligned to our current Enterprise Resource System (SAP), and continued review of OHS safety elements tied to certificate of recognition. Starting mid-March 2020 a significant focus on the COVID-19 pandemic. Staff and Board members have been closely monitoring the COVID-19 situation and reviewing its essential services, decision-making processes and health and safety requirements to ensure business continuity during the COVID-19 pandemic. Occupational Health & Safety created the Safety Exposure Control Plan, as well as additional documents outlining health and safety protocols in line with WorkSafeBC. Application for Certificate of Recognition (CoR) for audit postponed to 2021 due to the COVID-19 pandemic. Service plan initiative prepared for the implementation of the HRIS as part of the service planning process but deferred to 2021. Successfully recruited Occupational Health and Safety Manager. Occupational Health & Safety continue to update and create new documents outlining health and safety protocols in line with WorkSafeBC. Preparation for Fall COVID planning, including new Human Resource processes. Face coverings were circulated to all staff. <i>*Many media releases have been distributed as a result of COVID-19. For a full list click here.</i>
Fiscal responsibility: Integrate asset management & risk analysis into our capital planning processes to strengthen our fiscal management practices & support resource sustainability.	<ul style="list-style-type: none"> ▶ Board Mar. 13, 2019 ▶ GFC Oct. 2, 2019 ▶ PEC Oct. 23, 2019 ▶ COW Oct. 30, 2019 ▶ Board Oct. 30, 2019 ▶ Board Mar. 11, 2020 ▶ COW Oct. 28, 2020 ▶ Board, Oct. 28, 2020 	Asset Management Policy & Strategy approved by Board. COW, approved in provisional budget with a prioritized multi-year phased implementation starting with the Core Area Sewer Service. Incremental impacts included in provisional budget; 2 FTEs and a one-time costs of \$125k. Regional Parks Sustainable Service Delivery Plan Report Card approved by PEC and Board. The multi-year Asset Management Initiative Business Case project continues to be implemented, with work on the Core Area Wastewater Service underway. Sustainable Service Delivery Plans are being developed across multiple service areas. Regional Parks Sustainable Service Delivery approved by Board. The multi-year Asset Management Initiative Business Case project continues to be implemented, with work on the Core Area Wastewater Service underway. A corporate risk management framework has been established and processes embedded in capital planning processes to support resource prioritization. A supporting asset componentization guide has been developed. Guide has been applied to Core Area Wastewater Treatment Project to ensure robust asset lifecycle risk analysis. Initiative approved through service planning to develop life-cycle costing policy & procedures to improve business case options development and decision-making.
Transparency: Streamline our service planning tools & establish KPIs to effectively track & report progress on Board Priorities, Corporate Projects & operational service activities, thereby enhancing accountability.	<ul style="list-style-type: none"> ▶ COW Oct. 30, 2019 ▶ Board Oct. 30, 2019 ▶ Board Mar. 18, 2020 	<p>Corporate Plan finalized March 2019. Service Planning templates completed. Service plans presented as part of 2020 service planning process. Staff completed a review of the 2019 service planning process and based on lessons learned, while ensuring work is aligned with the 2019-2022 Board Priorities and the 2019-2022 Corporate Business Plan have adjusted the service planning process for 2020. Board conducted the 2019-2022 Board Priorities Annual Check-in May 2020. First phase of the 2021 service planning process (initiative identification and prioritization) was completed June 2020. Changes were implemented this year, following the 2019 service planning review. Moving forward with financial planning work as well as Community Needs Summary development in line with target deadlines.</p> <p>Service planning reports for 2021, which included new KPIs, were reviewed by committees and commissions between September and October. The CRD Board approved the report and the Provisional Budget on October 28, 2020. Direction and strategy for 2022 will be set at annual Board check-in in late spring.</p>
Efficiency & collaboration: Develop a partnership directory & guidelines document to guide staff & existing potential partner groups & enable greater collaboration.	<ul style="list-style-type: none"> ▶ GFC Nov. 4, 2020 ▶ Board Nov. 18, 2020 	Advancing initiatives under inter-governmental MOUs for Regional Housing First, Regional Emergency Management, First Nations and Wildfire response. Provide core funding to various not-for-profit groups under operating agreements. Continue to advance initiatives under inter-governmental MOUs for Regional Housing First, Regional Emergency Management, First Nations and Wildfire response. Partnerships guidelines prepared and existing formal partnerships captured in directory. Continue work to seek new partnerships and transition informal partnerships to formal. Staff directed to expand and enhance the CRD's youth engagement approaches as part of the organizational Diversity and Inclusion strategy, currently under development.
Customer service: Enhance our systems and policies to respond to evolving best practices, adhere to legislative requirements, and provide efficient, accessible, customer service.	<ul style="list-style-type: none"> ▶ Board May 8, 2019 ▶ Board June 12, 2019 ▶ Board Dec. 11, 2019 ▶ Board Mar. 18, 2020 	<p>The 2019 Organizational Development Plan actions include implementing new systems to review policies, a new technology strategy aligned with corporate priorities and enhancing corporate health and wellness and recruitment strategies. Transparency initiatives endorsed by the Board, including a rise and report webpage and a monthly Board Highlights report. Media Release: CRD Launches Transparency Initiatives The Board Highlights monthly e-newsletter (launched December 2019) sends a summary of key agenda items and Board decisions directly to your inbox, with links to related materials and webcasts for in-depth review. The rise and report section of the CRD website (launched December 2019) publishes decisions that were made in-camera once they are ready for public release.</p> <p>Website, social media and media channels fully engaged to report out information as the COVID-19 pandemic evolves. Staff developing signage to convey new health and safety requirements and operational impacts as directed by the Public Health Officer. EA email accounts have been activated for residents to send questions and comments to the CRD for response in a timely manner. Website, social media and media channels fully engaged to report out information as the COVID-19 pandemic evolves. Closed CRD offices re-opened to the public June 1, 2020. Signage and other measures taken to convey new health and safety requirements and operational impacts as directed by the Public Health Officer.</p> <p>Launched the water outages map allowing customers of the Juan de Fuca Water Distribution System and Local Service Areas to view current water outages online.</p>



Making a difference...together

**OPEN CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 14, 2021**

**APPENDIX D
CORPORATE CLIMATE CHANGE INITIATIVES**

Corporately, staff have been undertaking annual reporting activities associated with the provincial Climate Action Revenue Incentive Program (CARIP). This includes quantifying corporate greenhouse gas emissions and preparing a report for submission to the Province. The CRD's Climate Action Annual Report, which includes this information, will be provided to the Board in May 2021.

Staff also completed a corporate climate adaptation planning project to expand the CRD's understanding of vulnerability to climate change within corporate operations and identify ways in which the organization can increase its resiliency as related to climate change. This included the completion of a screening-level climate change risk assessment of major CRD asset classes, a list of recommendations to improve climate resiliency, and a climate change risk assessment tool that provides guidance for how CRD services can conduct more detailed climate risk assessments. Outputs will serve as a direct resource to CRD services and act as an input for the CRD Climate Action Strategy update.

Staff began development of a renewed Climate Action Strategy for the organization. Building off the success and lessons learned, the renewed climate action strategy for the organization will:

Articulate climate action strategies that the organization of the CRD will undertake within its existing mandate over the next five years

- Include both CRD corporate operations and community-focused services
- Include both climate mitigation and adaptation
- Build upon existing plans, strategies and policies
- Encompass a 'climate emergency lens' as per the Board's 2019 declaration

This quarter saw the completion of three workshops and a number of interviews to support the development of the plan's vision and goals and start to identify opportunities for inclusion in the Strategy. Staff engaged the CRD Climate Inter-Municipal Task Force and the Working Group and various staff representing key CRD services. A separate round of engagement will continue in April/May to support action planning. The strategy will be presented to the Board for approval in fall 2021, and will include any potential 2022 budget implications.

Staff completed the development Electric Vehicle (EV) Infrastructure Roadmap to better understand future charging station needs and identify the opportunities for regional collaboration. This project considered municipal EV adoption targets and utilized modelling to identify regional target of 25% of light duty vehicles to be EVs by 2030.

Analysis showed that to support that rapid transition to EVs in the region, it would require approximately 770 new standard level two public charging ports and 130 Fast Charging ports in the coming years. To understand collaboration opportunities, two workshops and one-on-one interviews were held with local and provincial government, BC Hydro, EV Tech companies, potential site hosts, EV infrastructure builders, and large fleet owner representatives. This process identified that there is a significant and diverse regional interest in EVs and charging infrastructure but there is a leadership gap from an installation perspective that needs further regional policy direction, support for EV Infrastructure siting, tracking regional developments, and education of potential site owners and EV adopters. The project, funded in part from a BC Hydro Sustainable Communities grant, will be used as an input for the CRD Climate Action Strategy update. Results will be shared with local governments and other regional stakeholders.

Staff collaborated with the City of Victoria, the District of Saanich on a social media campaigns to increase electric vehicle (EV) awareness and uptake across the capital region. Through a partnership with Emotive BC, shared animated videos that tackle common concerns about EVs and highlight the benefits of ownership. To compliment these social media posts, the group created six factsheets containing more information and resources for residents interested in EVs that are available on the CRD and Saanich websites.

Staff launched a project with local government partners to develop a business case for a regional energy retrofit program. This business case was a previously Board approved project for 2021 and will identify potential scope, scale, program components, partners and financial implications to implement a regional program, in alignment with regional climate action goals. Staff have committed to leverage this project, should the CRD be successful in receiving the Federation of Canadian Municipalities Green Municipal Fund Community Efficiency Financing grant for up to \$185,000 to complete a more detailed design for the regional retrofit program, which would include a third party financing mechanism. In the interim, the business case will inform 2022 budget considerations.

Co-funded by CRD and a Federation of Canadian Municipalities grant, and administered by City Green Solutions, the Bring it Home for Climate pilot program aims to support climate home retrofits. Due to initial success of the program which launched in summer 2020, CRD supported an extension of the program offering through 2021. Between August 2020 and Feb 2021, the Bring it Home for Climate Program collected 365 registrations, provided 101 EnerGuide Home Energy Assessment subsidies, and 73 Virtual Home Energy Check-ups representing residents from across the region. A follow-up survey has indicated that the program influenced upgrade choices (primarily through the EnerGuide Assessment Subsidy) for the majority of participants. About 58% of survey respondents completed upgrades (top upgrades were windows and doors, heat pumps, and insulation), and almost 50% are planning future upgrades. Lessons learned through this pilot will inform programming considered through the development of a business case for a regional energy retrofit program noted above.

Between September 2018 and December 2020, 415 CRD \$350 top-up incentives (80% from oil, 17% from natural gas and 3% from propane heating) were distributed through the provincial CleanBC Better Homes Rebates. While CRD's top-up rebates have been exhausted, a number of local governments continue to have allocations. The CRD is supporting continued promotions, such as the extended Double the Rebate program and have also seeded a Group Purchase Rebate Code which offers an additional rebate opportunity to qualifying regional homeowners and have collaborated with contractors and community organizers to promote the use of the Code.



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-01-02	Property Purchase Tax on housing properties acquired by CRD	Request and advocate for the Ministry of Finance to exempt the CRHC from Property Purchase Transfer Tax (PPTA) on affordable housing property purchases.	✓	✓		✓	CAO correspondence to Provincial Property Tax Enquiries Agency and Minister of Finance requesting that the CRHC be granted an exemption from PPTA on affordable housing purchases. CRHC Board Chair Helps to lead any advocacy. Letter to Property Transfer Tax Enquiries Letter to Minister James	Report on Provincial Budget Submissions indicates no relief.
20-01-01	Speed Enforcement on the Malahat	Move forward with a trial of point to point interval cameras on the Malahat.	✓		✓	✓	Letter to Minister Farnworth	
20-01-02	Increased Transit Funding	Request for new investments and reliable annual funding to support increased public transportation.	✓	✓	✓	✓	Letter to Prime Minister Trudeau, Premier Horgan, Minister McKenna and Minister Garneau. Email from the Prime Minister's Office Email from the Office of the Premier Letter from Minister Trevena Letter from Minister McKenna	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
21-01-01	Aboriginal Coalition to End Homelessness Society	Request federal and provincial funding to support the Aboriginal Coalition to End Homelessness Society.	✓			✓	Letter to support Aboriginal Coalition to End Homelessness Society March 24, 2021	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-02-01	Climate Emergency	Ask Federal government to strengthen national efforts to meet the Paris Agreement. Ask Provincial government to fully implement CleanBC and provide data on utilities vehicles and community energy emission inventories to local governments.	✓	✓	✓	✓	Letter to Premier Horgan Letter to Minister McKenna Representation from all CRD local governments on Climate Action Task force and staff Working Group sharing information and collaborating on projects. Partner with NGO's, Academic Institutions and Utilities with staff support through shared research, policy development and program delivery.	Quarterly update to enhance Annual Community and Corporate Climate Action reporting.
19-02-02	Climate Action Leadership	Seek Strategic partnership	✓				Letter to Minister Heyman Response from Minister Heyman Letter to Minister McKenna	Continue to seek partnership with senior governments.
20-02-01	Solid Waste Policy Advocacy	Ongoing Association of Vancouver Island Coastal Communities special committee on provincial Solid Waste policy and diversion programs.	✓			✓	Link to policy resolutions submitted to AVCC for debate, if passed would move on to UBCM then if passed would move to Province. Parliamentary Secretary Malcolmson toured the Hartland Landfill in early May. Memo to Parliamentary Secretary Malcolmson .	
20-02-02	Parkland Acquisition	Ask provincial government to participate in further parkland acquisition in the Capital Region.	✓			✓	Letter to Minister Heyman Met with Minister Heyman by teleconference on February 17, 2021.	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-03-01	First Nations Reconciliation	Enhance Indigenous reconciliation at the community level.	✓			✓	<p>Letter from Minister Robinson identifying the opportunity to meet with Snr. Provincial staff from the Ministry of Indigenous Relations and Reconciliation.</p> <p>Letter to Ministers Fraser and Robinson Letter from Minister Robinson Met with senior provincial staff on March 7, 2019 and agreed to follow up as required. Letters to MPs (Collins, Garrison, MacGregor and May) Letter to JOLEP (Tsartlip First Nation) Chief and Council Forum of All Councils took place on November 28, 2019.</p>	Ongoing



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-04-01	Electoral Areas Rural Status	Change in definition for CRD electoral areas to rural for various Federal and Provincial Funding programs.	✓	✓		✓	<p>Letter to Premier Horgan and then follow up to MLA Olsen.</p> <p>Letter to Premier Horgan requesting the CRD Electoral Areas of Salt Spring Island, Southern Gulf Islands and Juan de Fuca in the regions be approved for investment by Islands Coastal Economic Trust.</p> <p>Letter to Minister Bains requesting inclusion of the rural Southern Gulf Islands in the regional jurisdiction of the Community Futures Cowichan Valley office.</p> <p>Letter to Minister Joly regarding inclusion of the Southern Gulf Islands in Community Futures.</p> <p>Board Chair Plant met with Minister Kahlon to discuss Islands Coastal Economic Trust on December 21, 2020.</p> <p>Letter to Strathcona Regional District writing in support of the CityWest applications to the Federal Universal Broadband Fund and the Provincial Economic Recovery Intake programs.</p> <p>CRD Board Chair and Electoral Area Directors met with Minister Kahlon by video conference on February 12, 2021.</p>	Ongoing



							<p>Media Release from the Ministry of Jobs, Economic Recovery and Innovation that the CRD Electoral Areas are now eligible to apply for funding from the Island Coastal Economic Trust (ICET) and be included in other services that ICET provides.</p> <p>Letter to Innovation, Science and Economic Development Canada supporting the TELUS application to the Mobile Stream of the Federal Universal Broadband Fund for increased cellular service in the Southern Gulf Islands and Salt Spring Island Electoral Areas.</p>	
20-04-01	Rural Home owner grant to apply in the CRD rural EA areas	Change Provincial policy to allow designation of our EA as rural.	✓	✓			Resolution to UBCM through letter from Board Chair Plant	
20-04-02	Investing in Canada Infrastructure Program (ICIP)	Advocate for individual assessment of CRD Electoral Area ICIP applications to provide the same opportunity as municipalities.	✓	✓		✓	Letter to Minister Robinson	Ongoing
21-04-01	COVID Safe Restart Grant Inequity for Electoral Areas	Advocate to provide more equitable Safe Restart Grant funding to Regional District Electoral Areas.	✓	✓		✓	Letter to Premier Horgan requesting additional funding for the COVID-19 Safe Restart Grants for Local Government for Electoral Areas and First Nations.	



							Letter to UBCM seeking advocacy on Safe Restart Grants for Local Government for Electoral Areas and First Nations. Resolution to UBCM and AVICC. Letter from Deputy Minister Okenge Yuma Morisho announcing additional funding.	
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Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-05-02	Abandoned Boats	Advocate for additional federal funding to continue program and ask Federal Government to take on 100% of costs.	✓		✓		Letter to Minister Garneau CRD and Dead Boat Society have an MOU to partner on Abandon Boat identification and disposal. The Society and its partners are advocating for continued Federal funding to take on the project directly.	Ongoing
19-05-03	Canada Goose Management Strategy	Ask Federal Government to enhance non-migratory goose management approach.	✓				Letter to Minister McKenna Letter to Minister Wilkinson Letter from Minister Wilkinson	Ongoing
19-05-05	Deer Management	Encourage province to take responsibility for wildlife.	✓	✓			Letter to Ministers Popham, Heyman and Donaldson Several municipalities are now advocating as a group and individually for Provincial action and support. Letter from Nancy Liesch, ED, Natural Resources	Ongoing
19-05-06	Elk & Beaver Lake Remediation	Seek funding partnership from federal and provincial government as a capital project, CRD would commit some funds.	✓	✓	✓	✓	Board Chair Plant leading Board advocacy with the Premier and local MLAs. Saanich is member partner. Staff researching how other lakes received grants. Letter to Minister Popham Board Chair Plant and CAO Lapham met with Minister Popham December 11, 2019. Letter to Minister Popham	Enhanced service plan proposal for 2020.
19-05-07	Weed Control Invasive Species	Ask Province to add additional species to weed control regulation.	✓				Letter to Minister Donaldson Letter from ADM Paul Rasmussen	Ongoing



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-05-08	Ocean Legacy Foundation Report	Seek favourable consideration and action on the five recommendations in the report.	✓				Letter to Minister Heyman Letter from Minister Heyman	Ongoing
20-05-01	Advocate to allow stacking of gas tax funds to contribute projects for municipalities and electoral areas	Ask Federal Government to change the way this operates for municipal governments.	✓	✓	✓	✓	Resolution sent to Association of Vancouver Island and Coastal Communities meeting January 2020 and reply letter from FCM Resolutions	
20-05-03	Request province develop a strategy and plan for ongoing coordination between BC Ferries, BC Transit and MoTI on integrated, low carbon, active transportation oriented solutions for SSI and SGI	Advocate for this approach mostly around integration of transportation planning.	✓	✓			Letter to Minister Trevena Letter from Minister Trevena	
20-05-04	Write to UBCM and FCM asking them to advocate to the Federal Government to broaden the guidelines of Community Works Funds	Asking for relaxed guidelines in light of economic and financial impacts for up to one year subject to local government due diligence	✓	✓			Letter to UBCM and FCM Board Chair and CAO had call with FCM on May 21 Board Chair and CAO had call with UBCM on June 4 Letter from FCM Letter from UBCM	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
	for capital and operating expenditures as a result of the COVID-19 pandemic	and as long as expenditures are in the public interest.					<p>UBCM indicated that they are generally aligned with the CRD position in their advocacy with FCM to the Federal Government. UBCM is in engaged in discussions with FCM and the Federal Government to utilize the gas tax funding model for recovery funding and granting.</p> <p>There continue to be challenges with Regional District EAs with respect to the request for funding non profits and ineligible projects and risks to RDs in proceeding to fund projects that might ultimately not received UBCM and Federal funding approval.</p> <p>EA continue to what to pursue funding approvals for non profit services.</p> <p>UBCM administer under the Federal Provincial agreement approved in 2014 for 10 years and that would be difficult to change without renegotiating the whole agreement which would come with some risks.</p> <p>Acknowledged social services and emergency and public service buildings being asked to be included as eligible projects.</p>	

No Associated Board Priority



Advocacy Dashboard > Quarter 1 – 2021



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
21-05-01	Opioid Overdose Crisis	Advocate the provincial and federal government to declare the overdose crisis a national public health emergency and develop comprehensive action plans.	✓		✓	✓	Resolution to UBCM and AVICC.	

Capital Regional District
Quarterly Operating Variance Report - Q4, 2020
Service Budgets Greater than \$1,500,000

	Operating Expenses				Operating Revenue				2020 Surplus / (Deficit)		
		Actual				Actual					
Service Description	Annual Budget \$ (Schedule A)	Actual \$	% Budget (over)/under	Explanation	Annual Budget \$ (Schedule A)	Actual \$	% Budget (over)/under	Explanation	\$	% Budget	Treatment of Surplus / (Deficit)
Legislative & General	23,882,917	21,120,956	12%	Largely due to one-time savings on timing of staff vacancies and deferral of one-time 2020 initiatives to 2020. In addition, Corporate Emergency costs related to COVID-19 response came in lower than budgeted. Support services delivered core services as planned.	23,882,917	22,884,782	4%	Half of revenue is derived from allocations to other services; One third is funded by requisition, with the balance from reserves and other revenue. Less funds were required from reserve due to 2020 project initiatives being deferred to 2021.	1,763,826	7%	Transfer to Operating Reserve Fund \$813,826; Transfer to ERF \$500,000; and Carryforward \$450,000 to 2021
Health Facilities - VIHA	1,997,072	1,693,883	15%	Service involves leasing of CRD buildings to VIHA and is 100% recovered from tenant. Savings reflect negotiations with the tenant, which transferred responsibility for cleaning and security costs to the tenant.	1,997,072	1,693,883	15%	This service receives revenue on CRD buildings leased to VIHA, and recovers all costs from VIHA. Variance due to new agreement in April, which reduces revenue in line with reduced cleaning and security costs, and budget reflecting prior agreement with the tenant. Surpluses resulting from reduced expenses have been returned to the tenant.	-	0%	N/A
Regional Parks	15,856,932	15,535,592	2%	One-time savings due to delays in hiring and postponement of certain operating programs during COVID-19. Cost related to increased volumes in the parks were offset by suspension of interpretative programs and other redeployments.	15,856,932	15,946,638	-1%	Service is largely funded by requisition. No material variance in operating revenue.	411,046	3%	Transfer to Capital Reserve Fund
Arts Grants & Development	2,893,591	2,803,098	3%	Service is a grant funding service, and disbursed grant funds to arts organizations about \$30,000 less than budget. Additionally, the service had a staff vacancy for a portion of the year.	2,893,591	2,869,589	1%	Revenue difference due to a transfer from the operating reserve which was no longer required.	66,491	2%	Transfer to Operating Reserve Fund
Land Banking & Housing	2,672,605	2,531,935	5%	Under budget due to RHFP debt servicing deferred to 2022, and some development team operating expenses delayed to 2021.	2,672,605	2,590,144	3%	On target for 2020. 50% revenue from requisition, 40% from grants and other, 10% surplus carryforward. Minor variance due timing receipt of UBCM grants.	58,209	2%	Carryforward to 2021
Regional Housing Trust Fund	4,232,219	843,086	80%	Expenses are driven by grants to 3rd party housing service providers which were limited by eligibility and selection. Schedule is also dependent on 3rd party project schedules.	4,232,219	4,274,365	-1%	Revenues on budget for 2020. 24% from requisition, 75% from surplus carryforward.	3,431,279	81%	Carryforward to 2021
Building Inspection	1,561,459	1,452,779	7%	Operating costs are under budget primarily due to a staffing vacancy, which was partially covered by part-time auxiliary employee support during decreased activities due to COVID-19 concerns.	1,561,459	1,474,711	6%	Revenue sources are requisition and building permit fees. Overall revenue from permit fees continued to be lower than budgeted since May. This variance is driven by lower permit numbers due to COVID-19 concerns and the nature of its effects on development in the 3 EA's.	21,932	1%	Transfer \$21,932 surplus to Operating Reserve Fund
Regional Planning Services	1,654,488	1,324,471	20%	Underspend is primarily due to a reduction of salaries and wages expenses from one-time staffing vacancies that were filled through the use of a one-time consultant and auxiliary staff. Any surplus will be utilized for future planned transportation modelling.	1,654,488	1,658,130	0%	Revenues for service are primarily requisition and fixed allocation. No material variance in operating revenue.	333,659	20%	Carryforward \$197,639 to 2021; transfer \$50,000 to ERF and \$86,020 to Operating Reserve Fund
SEAPARC	3,557,036	3,526,661	1%	Budget amended in 2020 in response to COVID-19 Impact. Final expenses are based on facility closure from mid-March through to May. During this period, cost savings arose from cancellation of programming, reduced energy and operating costs, a furlough of Auxiliary employees, and a redeployment of some regular staff for a 6 week period. A gradual return of some programming started in June. Immediate cost management has resulted in operating cost being below budget.	3,557,036	3,677,380	-3%	Budget amended in 2020 in response to COVID-19 Impact. Final revenues are based on the centre being closed until June 2020 and then gradually increasing revenues through fiscal 2021. Q4 revenues exceeded amended projections, particularly in rentals and pool services.	150,719	4%	Transfer to Capital Reserve Fund
Panorama Rec. Center	7,182,406	6,836,987	5%	Budget amended in 2020 in response to COVID-19 Impact. Final expenses are based on facility closure from mid-March through to May. During this period, cost savings arose from cancellation of programming, reduced energy and operating costs, a furlough of Auxiliary employees, and a redeployment of some regular staff for a 6 week period. A gradual return of some programming started in June. Extensive cost management has resulted in operating costs being below budget. Further cost savings were the result of not requiring contingency funds or additional maintenance due to reduced operating hours.	7,182,406	7,509,970	-5%	Budget amended in 2020 in response to COVID-19 Impact. Final revenues are based on the centre being closed until June 2020 and then gradually increasing revenues through fiscal 2021. Q4 Revenues exceeded projections for rentals and pool operations.	672,983	9%	\$411,204 Transfer to Capital Reserve Fund \$2,358 Transfer to Operating Reserve Fund and \$259,421 carryforward to 2021
Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	1,949,320	1,640,982	16%	Final expenses based on the aquatic centre being closed for three months in Q2 and opening in a reduced capacity in Q3 and Q4. Cost savings arose from cancellation of programming, reduced energy and operating costs and a furlough of Auxiliary employees.	1,949,320	1,737,143	11%	Reduction in revenue due to aquatic centre being closed for three months in Q2 and opening in a reduced capacity in Q3 and Q4. Any revenue shortfall was mitigated through reduced costs.	96,161	5%	Transfer \$40,000 to Operating Reserve Fund; \$20,000 to ERF and \$36,161 to Capital Reserve Fund
Environmental Resource Management	24,905,334	23,979,348	4%	Operating costs savings results from some timing delays on initiatives due to Solid Waste Management Plan not being yet complete; savings on Leachate operations supply and maintenance; and Hartland diversion programs.	24,905,334	28,150,948	-13%	Largely due to higher tipping fees. This was mainly in Q4 for significant tonnages received at the landfill, including \$550,000 in fees for sludge disposal from the RTF commissioning.	4,171,600	17%	Transfer \$3,163,355 to Sustainability Reserve Fund; Carryforward \$1,008,245 to 2021
Environmental Engineering Services	2,327,767	2,236,821	4%	Overhead service budget provided service as planned for the year. Savings due to one-time temporary vacancies and training costs, partially offset by auxiliary wages.	2,327,767	2,517,775	-8%	Revenues are driven by providing services to other CRD services that continue to operate as planned. Variance due to higher level of recoverable hours than planned for existing and auxiliary staff for 2020, resulting from less hours of sick leave, training and internal admin time due to COVID-19.	280,954	12%	Carryforward \$210,000 to 2021 for global facilities evaluation; balance to transferred to Operating Reserve Fund
IW - Environmental Operations	8,070,926	7,958,929	1%	Overhead service budget provided service as planned for the year. Total expenses slightly under budget.	8,070,926	8,290,951	-3%	Revenues are driven by providing services to other CRD services that continue to operate as planned. Recovery revenue over budget due slightly higher recovery percentages than planned.	332,022	4%	Surplus transferred to operating reserve
Environmental Protection and Water Quality	7,839,814	7,479,068	5%	Overhead service budget provided service as planned for the year. Budget underage largely due to one-time savings on timing of staff vacancies, including retirements.	7,839,814	7,529,063	4%	Revenues are driven by providing services to other CRD services that continue to operate as planned. Difference resulting from less labor allocation charges due to temporary staff vacancies.	49,995	1%	Carryforward to 2021 for special projects
911 Systems	2,672,114	2,661,034	0%	Operating costs are under budget due to a decrease in payments to 3rd parties (911 levies distributed to municipalities) as a result of a reduction in levies received from communication carriers. This decrease was partially offset by an increase in contract service costs for the provision of services by E-Comm.	2,672,114	2,630,312	2%	Revenues are primarily from fixed source of requisition and lease revenue. The variable sources are 911 levy revenue from carriers. The variance is a result of decreased levies compared to the budget.	(30,722)	-1%	Transfer from Operating Reserve Fund
Regional CREST	1,690,484	1,687,647	0%	Operating expenditure was on target, as this is solely a contribution service to provide funding to CREST based on the service agreement.	1,690,484	1,688,608	0%	Revenues are primarily requisition.	961	0%	Surplus carryforward to 2021 budget
Saanich Peninsula Water Supply	6,957,371	7,007,302	-1%	Operating services and system maintenance continued as planned. Higher water consumption resulted in an increase in bulk water purchases.	6,957,371	7,143,051	-3%	Revenues are driven by seasonal water sales. Revenue is higher than budget due to due to slightly higher water sales over the budgeted 6.8 million cubic metres.	135,749	2%	Transfer to Capital Reserve Fund
Regional Water Supply	34,055,398	32,841,254	4%	Operating services and system maintenance continued as planned. Operational savings are primarily a result of one-time staffing vacancies, related to COVID hiring impacts and open positions in the year. These savings are partially offset with an increase in agricultural water subsidy expense for the year.	34,055,398	34,832,733	-2%	Revenues are driven by seasonal water sales. Revenue is higher than budget due to due to slightly higher water sales over the budgeted 48.0 million cubic metres, and one-time insurance recoveries on the Lochside Crane incident.	1,991,479	6%	Transfer to Water Capital Fund
Juan de Fuca Water Distribution	20,129,341	20,104,310	0%	Operating services and system maintenance continued as planned. Total operating expenses savings due to temporary staff vacancies offset by increased bulk water purchase due to increased bulk water purchases.	20,129,341	21,099,215	-5%	Revenues are driven by seasonal water sales. Revenue is higher than budget due to higher water sales over the budgeted 8.9 million cubic metres, and one-time interest and other recoveries.	994,905	5%	Transfer to Water Capital Fund
North West Trunk Sewer	3,111,089	3,183,995	-2%	Operating costs ended slightly over budget due to additional works for I&I and marine monitoring programs completed in the year.	3,111,089	3,111,834	0%	Primary source of revenue is requisition and on budget for the year.	(72,161)	-2%	Transfer from Operating Reserve
North East Trunk Sewer	1,953,665	1,784,646	9%	Operating costs ended under budget due delays in pump station handover from contractor to IWS operations.	1,953,665	1,956,202	0%	Primary source of revenue is requisition and on budget for the year.	171,556	9%	Transfer to Operating Reserve
Saanich Peninsula Wastewater	3,849,705	3,719,376	3%	Operating costs less than budget due to one-time savings in Heat recovery for Panorama Recreation and biosolids management.	3,849,705	3,748,345	3%	Year end revenue ending under budget due to loss of heat recovery revenue from Panorama Recreation.	28,969	1%	Transfer to capital reserve per standing direction SPWW Commission
Regional Source Control	1,605,745	1,526,308	5%	Operational services continued as planned. Variance due to deferral of the manhole sampling project until 2021, due to COVID-19 related business interruptions and reduction in tourism.	1,605,745	1,593,405	1%	Overall revenue is in line with budget.	67,097	4%	Carryforward to 2021 for special projects
Total Services above Other CRD Services (excl. CAWTP)	186,608,798 56,358,079 242,966,877	77% 23%			186,608,798 56,358,079 242,966,877	77% 23%					
Capital Regional Hospital District	37,441,471	35,201,055	6%	Savings for the year is primarily related to the NTP grant for the Nigel House redevelopment which has been postponed until 2021 due to COVID-19.	37,441,471	36,077,953	4%	Revenue is reduced due the postponement of the NTP Grant for Nigel House, resulting in less reserve funding being required for 2020.	876,898	2%	Transfer \$754,715 to RHFP Reserve and \$122,183 to the Admin and Feasibility Reserve

Service Description	Capital Project Title
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CRD	
Core Area Wastewater Treatment Program	Wastewater Treatment Project
Core Area Wastewater Treatment Program	IT Capital Purchases
Core Area Wastewater Treatment Program	New Fleet Purchases
Regional Water Supply	Sooke Intake Tower Replacement
Regional Water Supply	Implications from Sooke Dam Safety Review
Regional Water Supply	Bulk Supply Meter Replacement Program
JDF Water Distribution	AC Pipe Replacement Program
JDF Water Distribution	Bear Mountain Parkway Extension Supply Mains
JDF Water Distribution	Comprehensive Pump Station Upgrades
JDF Water Distribution	Sun River Reservoir Replacement
JDF Water Distribution	Residential Service & Meter Replacement Program
JDF Water Distribution (DCC)	McCallum Pump Station
North West Trunk Sewer	Trunk Sewer Rehabilitation - Sections 1 & 2
East Coast Interceptor	Trunk Sewer Repairs and Replacement - Section 3
Saanich Peninsula Treatment Plant	SPWWTP Replacement of Rotary Presses
Saanich Peninsula Treatment Plant	Trunk Sewer Relining
Saanich Peninsula Treatment Plant	Turgoose Pump Station Upgrade

Quarter 4					
Q4 Budget	Q4 Forecast	Q4 Actuals	Variance (over) / under	Variance % (over) / under	Q4 Variance Explanation (if necessary)

79,433,610	112,944,442	20,992,986	91,951,456	81%	Q4 variance is primarily a result of RTF Service commencement delayed until 2021, and conveyance contractor and engineering consultant billings being less than planned. Increased expenses forecast in Q1 and Q2 in 2021 include 2020 variance. Project met regulatory requirements as expected in advance of December 31. Project close out expected May 2021.
200,000	300,000	138,136	161,864	54%	Components seeing lead time delays, due to supply chain issues. Completion in 2021.
200,000	544,270	435,248	109,022	20%	Vehicle order lead time delays, due to supply chain issues. Completion in 2021.
1,000,000	600,000	787,078	(187,078)	-31%	Project continues on budget. Material delays earlier in the year resulted with a marjority of the project work taking place in Q4. Q4 variance related to more work being completed than forecasted . Project completion will be in Q1 2021.
143,750	50,000	23,216	26,784	54%	Project plans have been deferred to 2021 with no change in scope. Project completion in 2021.
200,000	150,000	42,204	107,796	72%	Timing of meter replacements has been revised, and delayed to combine with other work requiring confined space entry and to allocate staff resources to other capital projects. To be complete in 2021.
1,200,000	420,000	313,407	106,593	25%	Project completed in Q4. Savings and efficiencies realized on total budget, as the project did not encounter any bedrock issues during construction.
1,500,000	-	-	-	0%	Deferred until 2022 pending DCC funding.
500,000	300,000	37,947	262,053	87%	Project scope revised in Q2 to address premature failure of Ludlow pump station, changing priority from Coppermine pump station . Upgrades on Ludlow started later in Q4 than forecasted. Project to be completed in Q4 2021 on budget.
425,000	15,000	6,768	8,232	55%	Project was delayed awaiting developer agreement, signed in Q4. Construction and completion of project in 2021.
200,000	- 34,000 -	32,308	(1,692)	-100%	Project 2020 phase is complete and on budget. Q4 credit balance related to forecasted project adjustments.
1,600,000	20,000	325,521	(305,521)	-1528%	Project delays up to Q4 have been related to staffing resources being redirected to other projects. In Q4 construction of a portion of the watermain was completed ahead of revised schedule. Remaining design and tender to be completed in 2021 with construction in 2022, on budget.
320,000	400,000	738,347	(338,347)	-85%	Project start was delayed to Q3, due to contractor delays. Q4 spend greater than forecast as contractor completed more work than anticipated. Forecasted to be complete in 2021.
220,000	315,852	120,365	195,487	62%	Project started in Q2, with majority of construction completed at year end. Remaining consruction and project completion in 2021.
980,000	50,000	32,763	17,237	34%	Project construction deferred to 2021.
1,090,000	10,000	-	10,000	100%	Project delayed to 2021, awaiting sizing assessment report to be completed early 2021.
-	49,185	2,704	46,481	95%	Construction complete, final closeout costs are within project scope, timing and budget.

Total 2020				
Total 2020 Amended Budget (as per approved budget)	Total 2020 Forecast	Total 2020 Actuals	Total Forecast Variance (over) / under	Total Forecast Variance % (over) / under

222,973,808	212,668,798	120,717,342	91,951,456	43%
900,000	481,687	319,823	161,864	34%
850,000	675,000	565,978	109,022	16%
1,800,000	895,237	1,082,315	(187,078)	-21%
575,000	51,656	24,872	26,784	52%
600,000	294,165	186,369	107,796	37%
4,200,000	4,052,314	3,945,721	106,593	3%
1,500,000	-	-	-	0%
1,150,000	561,726	299,673	262,053	47%
900,000	15,000	6,768	8,232	55%
800,000	796,652	798,344	(1,692)	0%
3,000,000	114,435	419,956	(305,521)	-267%
3,500,000	808,305	1,146,652	(338,347)	-42%
850,000	850,000	654,513	195,487	23%
1,070,000	100,740	83,503	17,237	17%
1,100,000	16,212	6,212	10,000	62%
654,000	654,000	607,519	46,481	7%

	As planned or better than plan
	Changes to quarter forecast, no revision to annual plan
	Change in annual plan
R	Changes to project plan (may result in 2020 Budget Amendment or included in 2021 Capital Plan)

Status of Total Project Plan			
Scope	Timing	Budget	Notes

	R		S - on plan T - project completion in 2021 B - on plan
	R		S - on plan T - project completion in 2021 B - no change to total budget
	R		S - on plan T - project completion in 2021 B - no change to total budget
	R		S - on plan T - project completion in 2021 B - no change to total budget
	R		S - on plan T - project completion in 2021 B - no change to total budget
	R		S - on plan T - project completion in 2021 B - no change to total budget
			S - on plan T - on plan B - better than plan
	R		S - on plan T - project completion in 2022 B - no change to total budget
	R		S - change in scope T - project completion in 2021 B - on plan
	R		S - on plan T - project completion in 2021 B - no change to total budget
			S - on plan T - on plan B - on plan
	R		S - on plan T - Construction deferred to 2021: overall project completion still in 2022 B - no change to total budget
	R		S - on plan T - project completion in 2021 B - no change to total budget
	R		S - on plan T - project completion in 2021 B - no change to total budget
	R		S - on plan T - construction deferred to 2021 B - no change to total budget
	R		S - on plan T - construction deferred to 2021 B - no change to total budget
			S - on plan T - on plan B - better than plan

Service Description	Capital Project Title
Community Transportation (SSI)	Pathway Booth Canal to Vesuvius - Phase 2
Community Transportation (SSI)	North Ganges Transportation Plan
Community Transportation (SSI)	Fulford Ganges Road Seaview south (Ganges Hill)
South Galliano Fire (SGI)	South Galliano Fire Hall
Pender Island Fire Protection (SGI)	New Pumper Truck- replace E27 pumper
Small Craft Facilities (SGI)	Construction of the Anson Road Facility
Saturna Island Community Parks (SGI)	Land Acquisition by Donation
SSI Park Land & Rec Programs	Recreation Centre Expansion
Magic Lake Sewer Utility (SGI)	Wastewater Improvements Phase 1
Regional Parks	Construct E&N Trail Phases 3 & 4
Regional Parks	Engineering - Todd Creek Trestle
Regional Parks	Parking Lot SHW
Regional Parks	Potential Land Acquisition Transactions
Panorama Recreation	Heat Recovery Plant
Environmental Resource Management	Aggregate Production for Internal Use
Environmental Resource Management	Landfill Gas Utilization
Environmental Resource Management	Gas & Leachate Collection Pipe Extension
Millstream Site Remediation	Millstream Remediation

Quarter 4						
Q4 Budget	Q4 Forecast	Q4 Actuals	Variance (over) / under	Variance % (over) / under	Q4 Variance Explanation (if necessary)	
210,000	150,000	16,297	133,703	89%	Project delayed in Q4 due to unfavorable winter construction conditions. The project is forecast to be completed in Q2 2021.	
613,292	689,597	337,663	351,934	51%	Project is substantially complete at the end of Q4. Under budget due to favorable underground geotechnical and archeological conditions and unused contingency.	
250,000	-	-	-	0%	Project pending due to ongoing negotiations and delayed design of MoTI, and funding source for SSI share of the project. To be re-evaluated in the future.	
204,000	820,000	906,499	(86,499)	-11%	Previous delays were due to challenges in securing sub-trades during COVID-19. Q4 spending higher than forecasted due to timing of progression of the project. Project completion and occupancy expected in Q2 2021.	
695,000	69,500	-	69,500	100%	Fire Truck Replacement RFP awarded in Q4 and design completed. Project completion once truck is received, forecast for Q2 2021.	
-	300,000	41,619	258,381	86%	Construction started late Q4 upon receipt of regulatory approval. Project requires additional funding due to increased construction costs. Completion deferred to 2021.	
-	-	-	-	0%	Project completed in Q3, within scope and on budget.	
584,344	26,000	2,707	23,293	90%	Project initiated in Q3 after receipt of UBCM grant. Design work started, but delayed to Q1 2021 as designers work to meet building inspection requirements. Project completion in 2022.	
4,790,000	75,000	46,322	28,678	38%	Detailed design work started in Q3, continuing in Q4. Construction work deferred to 2021. Multi-year project forecasted for completion in 2022.	
1,363,750	1,779,033	1,318,725	460,308	26%	Construction delayed in Q3 due to engineering issue with the precast tunnel sections. Issues have been resolved and the project is progressing satisfactorily. Project now on a revised schedule with projected completion in Q2 2021.	
500,000	271,719	261,123	10,596	4%	Project complete in Q4, within scope and amended budget.	
700,000	1,014,722	334,959	679,763	67%	Project is now largely complete, with minor peripheral activities to occur in Q1 2021. Savings realized from lower than estimated construction costs, and removal of project contingency related to land access.	
1,010,000	2,020,000	1,535,612	484,388	24%	2 properties acquired in Q4: an addition to Mount Parke Regional Park on Maine Island, and an addition to Mnt Work Regional Park.	
2,053,000	-	-	-	0%	Project proceeding is contingent on receipt of grant funding. Forecasted to be deferred to 2021, pending grant funding.	
850,000	1,200,000	1,584,097	(384,097)	-32%	Production blasting, stockpiling, and rock hauling completed ahead of forecast for Q4. 2020 phase of multi-year project to be completed in 2021.	
277,500	577,750	149,329	428,421	74%	RNG project agreement execution delayed to Q1 2021. Scope of 2020 planned procurement work with technical advisor reduced due to the status of project agreement. 2020 phase of multi-year project to be completed in 2021.	
150,000	650,000	129,398	520,602	80%	Hartland Horizontal Gas Wells installation works progressed in Q4. Construction and gas pipe procurement was forecast for Q4, however receipt of piping has been delayed. 2020 phase of multi-year project to be completed in 2021.	
140,648	237,000	163,572	73,428	31%	Q4 costs incurred for Millstream capping, sampling, and project management. Additional remediation sampling work was identified in Q2, increasing scope and budget in 2021. Project will be complete in 2021.	

Total 2020				
Total 2020 Amended Budget (as per approved budget)	Total 2020 Forecast	Total 2020 Actuals	Total Forecast Variance (over) / under	Total Forecast Variance % (over) / under
700,000	152,664	18,961	133,703	88%
2,051,292	2,051,292	1,699,358	351,934	17%
1,000,000	-	-	-	0%
2,040,000	1,397,701	1,484,200	(86,499)	-6%
695,000	69,500	-	69,500	100%
512,000	326,134	67,753	258,381	79%
516,000	515,426	515,426	-	0%
624,544	77,831	54,538	23,293	30%
5,000,000	174,208	145,530	28,678	16%
5,923,500	3,153,982	2,693,674	460,308	15%
1,575,000	1,575,000	1,564,404	10,596	1%
1,697,170	1,697,170	1,017,407	679,763	40%
2,020,000	2,020,000	1,535,612	484,388	24%
2,453,000	-	-	-	0%
3,000,000	2,152,403	2,536,500	(384,097)	-18%
750,000	700,515	272,094	428,421	61%
700,000	688,287	167,685	520,602	76%
842,562	788,106	714,678	73,428	9%

	As planned or better than plan
	Changes to quarter forecast, no revision to annual plan
	Change in annual plan
R	Changes to project plan (may result in 2020 Budget Amendment or included in 2021 Capital Plan)

Status of Total Project Plan			
Scope	Timing	Budget	Notes
	R		S - on plan T - completion deferred to 2021 B - on plan
			S - on plan T - on plan B - better than plan
			S - to be re-evaluated in the future T - to be re-evaluated in the future B - to be re-evaluated in the future
	R		S - on plan T - project completion in 2021 B - on plan
	R		S - on plan T - project completion in 2021 B - on plan
	R	R	S - on plan T - completion deferred to 2021 B - budget revision in 2021
			S - on plan T - on plan B - on plan
	R	R	S - 2020 budget amended, on plan T - project completion in 2022 B - budget revision in 2021
	R		S - on plan T - project completion in 2022 B - on plan
	R		S - on plan T - project completion in 2021 B - no change to total budget
		R	S - on plan T - on plan B - 2020 budget amended, on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - 2020 budget amended, on plan
	R		S - on plan T - defer to 2021 for grant application B - on plan
	R		S - on plan T - project completion in 2021 B - no change to total budget
	R		S - on plan T - project completion in 2021 B - on plan
	R		S - on plan T - project completion in 2021 B - no change to total budget
	R	R	S - increased scope T - project completion in 2021 B - budget revision in 2021

Service Description	Capital Project Title
Land Banking & Housing	RHFP - Spencer Road (Langford) (CRD/CMHC/CRHC)
Land Banking & Housing	RHFP - West Park (View Royal) (CRD/CMHC/CRHC)
	Total Projects >\$500k
	Total Projects <\$500K
	Total Projects

CRHD	
Capital Regional Hospital District	Summit at Quadra Village
	Total Projects >\$500k
	Total Projects <\$500K; Capital Grants
	Total Projects

CRHC	
Regional Housing	Michigan redevelopment Housing
	Caledonia Redevelopment Housing
	Routine Capital Replacement
	Westview Apartment Building
	Total Projects >\$500k
	Total Projects <\$500K
	Total Projects

Quarter 4					
Q4 Budget	Q4 Forecast	Q4 Actuals	Variance (over) / under	Variance % (over) / under	Q4 Variance Explanation (if necessary)
37,929,518	37,925,977	37,636,943	289,034	1%	Project completed in Q4, within scope and budget.
41,673,485	40,966,061	40,726,105	239,956	1%	Project completed in Q4, within scope and budget.
183,206,897	204,907,108	109,155,352	95,751,756	47%	

-	-	17,070	-	92,041	74,971	-100%	Energy rebates received in Q4 from VIHA were higher than anticipated. Refundable deposits are still outstanding from City of Victoria, expected to be returned during 2021.
-	-	17,070	-	92,041	74,971	-439%	

262,500	42,000	59,106	(17,106)	-41%	Waiting on municipal approval process and securing of remaining project funding before engaging remaining consultants and advancing design. Construction deferred to Q4 2021.
4,600,000	250,000	396,976	(146,976)	-59%	Construction costs from 2020 phase of mulit year project deferred to future years, due to longer than expected rezoning process. Design and engineering work progressed in Q4, ahead of forecast.
596,540	196,646	482,121	(285,475)	-145%	Routine upgrades of housing townhouses and apt buildings are affected by tenant move outs, trades availability, weather, and access to suites during COVID-19. Staff were able to work within COVID-19 restrictions and achieve spending closer to the original budget in Q4.
-	200,000	170,024	29,976	15%	Multi-year contruction project complete. Residual close-out costs incurred in Q4.
5,459,040	688,646	1,108,227	- 419,581	-61%	

Total 2020				
Total 2020 Amended Budget (as per approved budget)	Total 2020 Forecast	Total 2020 Actuals	Total Forecast Variance (over) / under	Total Forecast Variance % (over) / under
37,929,518	37,929,518	37,640,484	289,034	1%
41,673,485	41,673,485	41,433,529	239,956	1%
358,125,879	320,179,148	224,427,392	95,751,756	30%
41,452,509				
399,578,388				

5,261,359	4,596,036	4,521,065	74,971	2%
5,261,359	4,596,036	4,521,065	74,971	2%
27,187,009				
32,448,368				

1,050,000	107,287	124,393	(17,106)	-16%
4,900,000	431,140	578,116	(146,976)	-34%
2,386,160	1,453,423	1,738,898	(285,475)	-20%
5,611,069	3,580,092	3,550,116	29,976	1%
13,947,229	5,571,942	5,991,523	- 419,581	-8%
10,000				
13,957,229				

	As planned or better than plan
	Changes to quarter forecast, no revision to annual plan
	Change in annual plan
R	Changes to project plan (may result in 2020 Budget Amendment or included in 2021 Capital Plan)

Status of Total Project Plan			
Scope	Timing	Budget	Notes
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan

			S - on plan T - on plan B - on plan
--	--	--	---

	R		S - on plan T - construction deferred to 2021 B - no change to total budget
	R		S - on plan T - construction costs deferred to 2021 B - no change to total budget
	R		S - on plan T - some costs deferred to 2021-2024 B - on plan
			S - on plan T - on plan B - better than plan



APPENDIX H
HUMAN RESOURCES TRENDS AND CORORATE SAFETY Q4

OPEN CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 14, 2021

1. Workforce Composition and Turnover [see Table 1]

The Chief Administrative Officer submits a Staff Establishment Chart (SEC) annually together with the Financial Plan for consideration of approval by the Board. In 2020, the SEC identified 661.08 full time equivalencies (FTEs) – 619.08 regular and 42 term positions exceeding one year – and the CRD has 390 auxiliary staff through Quarter 4 year-end. In addition the CRD has almost 1,400 registered volunteers to assist in the support of many of its services and programs. 89.4% of the CRD's paid workforce is unionized. The average length of service and average workforce age of CRD staff remain relatively consistent from previous years, at 10.2 years and 45.8 years respectively. Turnover rates, including retirement rates, are trending below those of the previous year. Turnover rates slowed during quarters 2 and 3, which is consistent with industry likely as a result of the uncertainties surrounding the health pandemic, and increased through the last quarter of the year notably in the area of retirements. 37% of turnover is related to employee retirements. Retirement rates The CRD expects continued retirements in the coming years, putting increased pressure on existing resources, and emphasis has been placed workforce planning and recruitment strategies as part of our Organizational Development Plan.

Table 1:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2020)	CRD Current (Annual 2020)	Industry Average (Annual 2020)	CRD Annual (2019)	Industry Average (2019)
Total Unionized Workforce (all staff)	Q1: 89.4% Q2: 89.6% Q3: 89.4% Q4: 89.1%	89.4%	82.3%	89.6%	87.5%
Average Length of Service (regular staff)	Q1: 10.3 yrs Q2-4: 10.2 yrs	10.2 years	10.8 years	10.4 years	10.5 years
Average Employee Age (regular staff)	Q1: 45.9 yrs Q2: 46.1 yrs Q3: 45.2 yrs Q4: 46.0 yrs	45.8 years	46.0 years	46.1 years	45.8 years
Turnover Rate / Retirement Rate (regular staff)	Q1: 1.8% (0.6% retire) Q2: 1.3% (0.3% retire) Q3: 1.4% (0.5% retire) Q4: 2.2% (1.1% retire)	6.7% (2.5% retirements)	5.5% (2.4% retirements)	9.2% (2.8% retirements)	8.7% (2.7% retirements)

2. Job Opportunities [see Table 2]

By means of 208 job postings (53 for quarter 4), 288 individual job opportunities were open for application at the CRD in 2020. On average, the CRD experiences a low vacancy rate (1.0% of regular staff opportunities) which for 2020 is approximately one-fifth industry average.

Significant workplace onboarding and orientation is undertaken for all new employees. In addition to the workplace orientations and required training programs, all new employees attend the weekly onboarding sessions which are geared to inform and engage new staff early in their CRD careers. 42 staff were put through the program in Quarter 4, and 586 employees since this program was implemented in 2018.

Table 2:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2020)	CRD Current (Annual 2020)	Industry Average (Annual 2020)	CRD Annual (2019)	Industry Average (2019)
Job Opportunities (all staff)	Q1: 109 Q2: 98 Q3: 54 Q4: 32	299	N/A	296	N/A
Vacancy Rate (regular staff)	Q1: 1.3% Q2: 0.9% Q3: 0.9% Q4: 0.8%	1.0%	5.4%	1.3%	4.6%

3. Absenteeism and Occupational Health and Safety [see Table 3]

The CRD measures and monitors absenteeism by both its sick leave usage and safety ratings, and has commenced a comprehensive disability management program aimed at early intervention and proactive and positive return to work programs. By this the CRD is continuing its proactive disability management efforts to ensure costs of absenteeism are appropriately managed, and employees are actively engaged early in return to work measures to aid in their recovery to work from illness, as well as its proactive healthy workplace program focused on providing employees personal tools to keep them healthy.

In the first and second quarter of 2020, as with many in the industry and throughout the Province, sick leave absenteeism was higher than in previous years as a result of the COVID-19 health crisis. Absenteeism rates for the latter part of the year returned to annual norms. While illness frequency was not significantly different than other years, the duration of illness figures were significantly higher primarily as a result of the Provincial Health requirements to self-isolate when ill. These figures do not include other Provincial Health leave requirements where staff may have been required to self-isolate for reasons of travel, presumptive contact, and related. As an essential service, the CRD is closely monitoring the impact of absenteeism related to COVID-19, and taking appropriate measures to ensure essential operations are maintained.

In addition to our regular operational and capital project safety management, significant emphasis has been placed on the leadership to manage the staff and public safety requirements associated with the COVID-19 health crisis. As part of our Corporate Occupational Health & Safety (OHS) Program, the CRD has implemented a number of safety protocols and organizational plans including a Safety and Exposure Control Plan, a number of COVID-19 Safe Work Practices, undertaken workplace hazard assessments across the organization, to name a few. All these measures align with the CRD's comprehensive 15 element OHS Program, directive of Provincial Health and the Province of BC, and WorkSafeBC.

The CRD continues to experience a positive (merit) situation with WorkSafeBC resulting in a lower-than-industry Employer Rating Assessment. Over the past three years, WorkSafeBC has consistently increased the base rate for the local government industry, from 2.09% in 2019 to 2.19% in 2020 and to 2.60% in 2021. Based on our proactive and diligent safety program, the CRD's current assessment levied by WorkSafeBC has been significantly below the base rate for the industry, resulting in an 11% cost savings in 2020 and a 19.8% cost savings in 2021.

Table 3:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2020)	CRD Current (Annual 2020)	Industry Average (Annual 2020)	CRD Annual (2019)	Industry Average (2019)
Absenteeism (Sick Leave) Rate (regular staff)	Q1: 4.9% Q2: 3.7% Q3: 2.7% Q4: 3.0%	3.6%	4.4%	2.6%	3.0%
WorkSafeBC Employer Rate (all staff)	Q1: 1.95% Q2: 1.95% Q3: 1.95% Q4: 1.95%	1.95% (2.09% in 2021)	2.19% (2.60% in 2021)	1.77%	2.09%

4. Awards and Recognition

For the forth (4th) consecutive year, the CRD has been formally recognized as one of BC's Top Employers 2021 (see <https://reviews.canadastop100.com/top-employer-capital-regional-district#> for detailed information). This award and recognition is provided to Employer's which lead their industries in offering exceptional workplaces. The CRD has received this recognition as a result of our human resources policies and programs, our continued commitment to professional development and our involvement in programs that truly make a difference across the region.

CONCLUSION

The CRD continuously monitors Human Resource organizational health, and proactively modifies and adapts Human Resource programs and systems where trends may show challenges arising. While there continues to be no significantly alarming organizational health trends based on metrics information, the CRD is expected to continue to see pressures as a result of the current health crisis and the organization continues to monitor this very closely and adapt workplace practices and programs to continue to ensure essential services are maintained.

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 14, 2021**

SUBJECT **City of Victoria MRDT Renewal**

ISSUE SUMMARY

The City of Victoria has requested formal support from the CRD for its renewal of the Municipal Regional District Tax from 2022-2026.

BACKGROUND

The Municipal Regional District Tax (MRDT) is an extension of the provincial sales tax to provide funding for local tourism marketing. In accordance with the MRDT program requirements, a municipality must provide evidence that the regional district has been consulted and whether it supports or opposes the imposition of the tax.

On June 26, 2016, the Capital Regional District Board gave consent to the City of Victoria to increase its MRDT tax rate from 2% to 3%. A motion of support from the CRD is required for the City of Victoria to renew its MRDT mandate for another five years (2022-2026).

The City of Victoria Council, at their March 25, 2021, passed the following motion:

That Council:

1. *Approve the five-year renewal for the MRDT.*
2. *Approve the new incremental MRDT from Airbnb OAP for affordable housing initiatives.*
3. *Approve that Destination Greater Victoria continue to operate as the Official Destination Organization for the City of Victoria and eligible entity for MRDT from 2022-2026 based on the foundation of the five-year plan presented.*

For additional information, please refer to the City of Victoria letter attached as Appendix A.

CONCLUSION

The City of Victoria is seeking formal support to renew its MRDT program for another five years (2022-2026). The City of Victoria's MRDT renewal application continues to name Destination Greater Victoria as the Official Destination Organization for the City of Victoria and eligible entity. New to the application is the incremental MRDT for Airbnb Online Accommodation Platform for affordable housing initiatives.

RECOMMENDATION

That the Capital Regional District Board supports the City of Victoria's five-year renewal for the Municipal and Regional District Tax (MRDT) and Destination Greater Victoria as an eligible entity from 2022-2026, as well as the new incremental MRDT from Airbnb for affordable housing initiatives.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
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

ATTACHMENT(S)

Appendix A: Letter from City of Victoria

**Legislative
Services
Department**

Legislative Services

#1 Centennial Square

Victoria

British Columbia

V8W 1P6

Tel 250.361.0571

Fax 250.361.0348

www.victoria.ca

March 25, 2021

Ms. Kristen Morely
General manager of Corporate Services and Corporate Officer
Corporate Services Division
Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC, V8W 2S6

Dear Ms. Morely:

Re: Destination Victoria re: MRDT Renewal

This letter shall serve to confirm that City Council, at their meeting held March 25, 2021 passed the following motion:

That Council:

- 1. Approve the five-year renewal for the MRDT*
- 2. Approve the new incremental MRDT from Airbnb OAP for affordable housing initiatives.*
- 3. Approve that Destination Greater Victoria continue to operate as the Official*

Destination Organization for the City of Victoria and eligible entity for MRDT from 2022-2026 based on the foundation of the five-year plan presented.

Attached is the Council member report that City Council considered on March 18, 2021.

Please feel free to be in touch should you require anything further in connection with the renewal application.

Yours truly,



Chris Coates
City Clerk



Council Member Motion

For the Meeting of March 18, 2021

To: Committee of the Whole **Date:** March 10, 2021
From: Mayor Lisa Helps and Councillor Andrew
Subject: Municipal Regional District Tax (MRDT)

BACKGROUND

In British Columbia, destination marketing at the community level is governed through the Municipal Regional District Tax (MRDT). An optional 2% or 3% lodging tax which is an extension of the PST on fixed room accommodation of 4 units or more. The MRDT is managed by the Ministry of Finance and Destination BC. There are currently 60 communities in BC participate in the MRDT system.

Under the MRDT system, tourism promotions and projects are the defined as the permitted uses. In 2018, affordable housing initiatives were added based on new incremental MRDT from Airbnb, an Online Accommodation Platform (OAP). In their presentation to Council at the March 18th Committee of the Whole Meeting Destination Greater Victoria will provide further information on this and other initiatives in their five year plan.

The MRDT mandate must be renewed every five years, with the foundational element being a high-level five-year strategy. Destination Greater Victoria (previously Tourism Victoria) has operated as the official Destination Marketing Organization for the region since 1974.

In 2016 significant changes were made to modernize Victoria's approach to the system including moving to a five year renewal (2017-2021), aligned with most municipalities in BC, Destination Greater Victoria deepening its partnership with the City of Victoria to lead the sales and marketing at the Victoria Conference Centre. The MRDT rate increasing from 2% to 3% (0.2% of the 3% MRDT Communities retained by Province of BC is to support their Major Tourism Event Programs) and the industry voluntarily agreed to make a \$1 Million contribution to the David Foster Harbour Pathway, payable over 10 years.

The application process started in March 2020 but was delayed due to the pandemic. The Municipal and Regional District approval is due to Destinations BC by the first week of April 2021. If the application is not reviewed by Ministry of Finance by June 30, 2021 the tax will be rescinded and the strategic tool will no longer be available. A motion of Council is required to proceed with the MRDT application and continued sales and marketing partnership with Destination Greater Victoria.

RECOMMENDATION

That Council:

1. Approve the five-year renewal of the MRDT.
2. Approve the new incremental MRDT from Airbnb OAP for affordable housing initiatives.
3. Approve that Destination Greater Victoria continue to operate as the Official Destination Organization for the City of Victoria and eligible entity for MRDT from 2022-2026 based on the foundation of the five-year plan presented.

Respectfully submitted,



Mayor Lisa Helps



Councillor Andrew

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 14, 2021**

SUBJECT Additional COVID-19 Safe Restart Grants for Local Governments

ISSUE SUMMARY

To provide recommendations on the additional grant provided to the Capital Regional District (CRD) from the COVID-19 Safe Restart Grants for Local Governments program.

BACKGROUND

In November 2020, the province of BC distributed \$415 million of the \$425 million of the Safe Restart Grants for Local Governments. The program was intended to assist local government operations that had been impacted by COVID-19. In March 2021, the province announced the remaining \$10 million would be allocated to Regional Districts (RD). This \$10 million has been provided to RDs specifically to recognize that while RDs were kept whole due to tax requisitions in 2020, they faced other significant hardships and financial shortfalls.

The CRD has been allocated \$575,000 of the final \$10 million. Previously, the CRD received \$1.4 million in November 2020 for a grand total of \$1.9 million through this program. Included in Appendix A is the letter received from the Ministry of Municipal Affairs and Housing detailing the additional grant allocation. Eligible expenses under the Safe Restart program are detailed in Appendix B, and all grants have been received as of March 2021. All reporting requirements remain unchanged, including allocation of total funding to services must be completed by December 31, 2021.

Provincial Funding Allocation for Regional Districts

The Ministry of Municipal Affairs and Housing determines the amount of Safe Restart funding to each local government. For March 2021, the Province's allocation to RDs followed a different methodology from the November 2020 grant, which was originally based on differing per capita values and a funding ceiling (Appendix C). For March 2021, the Province followed a proration calculation; 20 percent for regional population and 80 percent for the rural population (Appendix D). The provincial calculation is also based on % population against the total Province. The higher allocation to rural areas recognizes the impact of COVID-19 in delivering services in rural areas.

Following the Province's formulae in Appendix D, Table 1 summarizes CRD's \$575,000 allocation.

Table 1 – Grant Funding Calculation for March 2021

Area	Total Capital Population	Total BC Population¹	CRD % of Total BC Population	Holdback	Total CRD allocation
Regional ²	412,220	4,995,275	8.25%	\$2,000,000	\$165,000
Rural	27,211 ³	531,547	5.12%	\$8,000,000	\$410,000
Total				\$10,000,000	\$575,000

¹ The province used BC Stats 2018 Population Estimates as of Oct. 2020 for source data.

² Regional includes rural and urban populations.

³ This population numbers refers to Unincorporated Areas (UA) in the CRD, which includes JDF, SSI, SGI, and First Nation Reserves.

Table 2 summarizes the funding to each UA in the CRD based on population. Appendix E summarizes the total grant funding distribution.

Table 2 – UA Grant Funding per New Allocation

UA	%	Population ¹	Grant
Juan de Fuca (JDF)	19.5%	5,309	\$80,000
Salt Spring Island (SSI)	41.8%	11,374	\$172,000
Southern Gulf Islands (SGI)	17.9%	4,865	\$73,000
First Nation Reserves	20.8%	5,663	\$85,000
Total UA Funding	100.0%	27,211	\$410,000

¹ Population was derived through BC Stats and Statistics Canada data from 2018. Appendix F details population for each municipality and UA within the CRD from the same source data.

ALTERNATIVES

Alternative 1

1. That staff allocate the additional \$575,000 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 E;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget; and
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage Electoral Area Directors to determine allocation to specific services.

Alternative 2

The Additional Allocation of COVID-19 Safe Restart Grants for Local Governments report be referred back to staff with specific amendments.

IMPLICATIONS

Financial Implications

At the December 9, 2020, CRD Board meeting, it was resolved that the grant would be allocated to services in alignment with the provincial formulae. The regional and First Nations portion was allocated to the Regional Corporate Emergency Service's budget while the Electoral Area (EA) portions was allocated to specific local area services following engagement with EA Directors.

In alignment with the Board resolution of December 9, 2020, staff recommend the Provincial funding formulae continue to be followed in determining grant allocation between regional and EA services. The regional portion would continue to support the Corporate Emergency Service's budget, which includes the Emergency Operations Centre (EOC). Staff will continue to engage with EA Directors to determine allocation to specific services for the rural portion. When an allocation is approved, staff will prepare Financial Plan amendments to incorporate the grant revenue and eligible expenditures into each service's 2021 budget.

CONCLUSION

As part of BC's Economic Recovery Plan, the Province has made a commitment to assist local governments and their recovery from the impacts of COVID-19. The CRD is receiving a grant of \$1.9 million through the COVID-19 Safe Restart Grant for Local Governments. The grant was received through two allocations — March 2021 and November 2020 — using two different methodologies for each allocation. 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

1. That staff allocate the \$575,000 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 E;
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 Electoral Area 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: Safe Restart Grant Eligible Expenses
Appendix C: Provincial Grant Calculation for November 2020
Appendix D: Provincial Grant Calculation of the \$10 million Holdback
Appendix E: CRD Safe Restart Summary of Grant Funding Allocation
Appendix F: Demographics, Population Estimates, July 1 Capital Region



March 22, 2021

Ref: 265703

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, 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 of the streams (Development Services for \$15 million and Strengthening Communities for \$100 million) are application-based funding. For more information on these two funding streams, please visit the following program webpages:

- **Development Services** – <https://www.ubcm.ca/EN/main/funding/lgps/local-government-development-approvals.html>
- **Strengthening Communities** – <https://www.ubcm.ca/EN/main/funding/lgps/strengthening-communities-services.html>

The third stream provides direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grant for Local Governments" and provides \$425 million for local operations impacted by COVID-19. This funding supports local governments as they deal with increased operating costs and lower revenue due to COVID-19.

Of this \$425 million, \$415 million was paid out in November 2020 to local governments and the Province is now in a position to allocate the remaining \$10 million to continue to support local service providers. Of the \$415 million allocated to local governments in November, \$21 million was allocated to regional districts. This amount was relatively small (compared with the allocation to municipalities) because municipalities faced revenue risks and expenses, and the Province and municipalities ensured that regional requisitions would be fully remitted in 2020.

.../2

While the regional tax base was kept whole in 2020, the Province acknowledges that regional districts have developed other COVID-related financial shortfalls and pressures. For this reason, the Province has decided to allocate the \$10 million holdback to the 27 regional districts.

Under section 36 of the *Local Government Grants Regulation*, the amount of the grant to each regional district is set by the Minister of Municipal Affairs. The determination of this amount was based on an allocation formula that applies equally to all regional districts. The allocation is as follows: 20 percent of the holdback will be allocated on total regional population, and the remaining 80 percent was allocated on rural population (i.e. population in electoral areas). This was done in recognition of the additional costs associated with servicing remote rural areas.

For the Capital Regional District, the Province provided **\$1,421,000** in November 2020. The Province is providing an additional **\$575,000** in March 2021, which represents a **40 percent** increase over the initial installment. The total of both installments is **\$1,996,000**.

Like the November payment, this funding will also ensure regional districts can continue to deliver the services people depend on in their communities. COVID related 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.

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.

For the purpose of reporting, the two payments (November 2020 and March 2021) may be treated as one pooled grant. Thus, a regional district is **not** required to report on the two payments separately.

If you have a 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 telephone at: 778 698-3243.

Bob Lapham
Page 3

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia.

Sincerely,



Okenge Yuma Morisho
Deputy Minister

pc: Nelson Chan, Chief Financial Officer, Capital Regional District
Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch

Appendix B: Safe Restart Grant Eligible Expenses

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.

Appendix C: Provincial Grant Calculation for November 2020

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.

Regional Allocation of the \$10 million Holdback

			Total Funding	Region-wide Allocation	Rural Allocation
				20%	80%
			\$10,000,000	\$2,000,000	\$8,000,000
			A	B	C
			D	E	H=F+G
Regional Districts	Total Reg Pop	Rural Reg Pop	Total Pop Allocation	Rural Pop Allocation	Payment (rounded)
Capital	412,220	27,211	\$165,044	\$409,537	\$575,000
Provincial Totals	4,995,275	531,547	2,000,000	8,000,000	\$10,000,000

Population from 2018 BC Stats Estimates

Total Pop Allocation = (CRD Reg Pop/Provincial Total Reg Pop) * 2,000,000 = 165,044

Rural Pop Allocation = (CRD Rural Reg Pop/Provincial Total Rural Pop) * 8,000,000 = 409,537

Payments were rounded

Appendix E: CRD Safe Restart Summary of Grant Funding Allocation

Total Funding	Allocation of November 2020 Funding	Proposed Allocation of March 2021 Funding	Total Allocation of Funding
Regional District Services	\$1,200,000	\$165,000	\$1,365,000
First Nation Services	\$46,000	\$85,000	\$131,000
Allocation for Regional Services	\$1,246,000	\$250,000	\$1,496,000
Juan de Fuca Services	\$43,000	\$80,000	\$123,000
Salt Spring Island Services	\$92,000	\$172,000	\$264,000
Southern Gulf Islands Services	\$40,000	\$73,000	\$113,000
Allocation for Local Area Services	\$175,000	\$325,000	\$500,000
Total COVID-19 Safe Restart Grant	\$1,421,000	\$575,000	\$1,996,000

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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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 14, 2021

SUBJECT **Amendments to CRD Ticket Information Authorization Bylaw, 1990,
Bylaw No. 1857**

ISSUE SUMMARY

The Capital Regional District (CRD) Ticket Information and Authorization Bylaw schedules for the CRD Building Bylaw, Malahat Land Use Bylaw, Juan de Fuca (JdF) Land Use Bylaw, and the JdF Soil Removal or Deposit Bylaw are out-of-date and require updating in order to improve deterrence and enhance effectiveness as a tool for Bylaw Enforcement Officers to achieve compliance with CRD bylaws.

BACKGROUND

The ticketing schedule for the Malahat Land Use Bylaw has not been updated since the land use bylaw was first adopted in 1981. Since that time the Bylaw has been updated several times and the offences listed under Schedule 2 do not include the more common offences to which JdF Planning and CRD Bylaw Enforcement currently respond. Similarly, the offences listed under Schedule 3 for the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, do not currently include the list of more common offences to which JdF Planning and CRD Bylaw Enforcement respond.

The CRD Building Inspection presently relies on the registration of notices on the title and the penalty of increased permit fees for construction without a permit to enforce violations of the Building Regulation Bylaw. However, the issuance of tickets may help achieve more expedient and consistent compliance with the Bylaw, and potentially reduce the overall number of notices that are required or that remain on title. Staff have prepared a change to Schedule 1 to include CRD Building Inspectors as a designated bylaw enforcement officer for the purpose of issuing tickets and have updated the fines listed under Schedule 5.

The current JdF Soil Removal or Deposit Bylaw repealed and replaced the previous soil bylaw for the JdF in 2015, and the associated ticketing schedules were not updated at that time to reflect the changes to the Bylaw. The labour costs associated with bylaw enforcement for the deposit of soil in contravention of the Bylaw can be significant and the application of tickets may serve as both a deterrent and a means by which to offset some of those costs.

With regards to practice of enforcement, CRD Bylaw Enforcement Officers initiate contact with individuals that are the subject of a bylaw complaint and work towards voluntary compliance through education and verbal warnings. Some enforcement files, however, can be more difficult, and the issuance of tickets may be an appropriate intermediate measure prior to seeking a remedy through the courts. Tickets may also serve as a deterrent from future bylaw contravention on the same property and reduce the number of repeated offences. Staff have prepared new ticketing schedules that update the citations and ticket amounts, and that provide reduced fines for early payment. In many cases, the reduced fine amount is similar or the same as the current fine amount for a given infraction. See Appendix A (Proposed Bylaw No. 4401) for amendments to the Bylaw and Schedules. Appendix B (Bylaw No. 1857) is the current consolidated CRD Ticket Information Authorization Bylaw, 1990.

To support the updated Ticket Information and Authorization Bylaw schedules, the CRD's Bylaw Enforcement Policy was revised to align with other municipalities and regional districts by updating our 2014 policy to include recommendations from the 2016 BC Ombudsperson's Special

Report titled *Bylaw Enforcement Best Practices Guide for Local Governments*. The policy places an emphasis on fairness and working with the subjects of bylaw enforcement action before resorting to more punitive measures such as ticketing and legal prosecution.

ALTERNATIVES

Alternative 1

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

- 1) That Bylaw No. 4401, “Capital Regional District Ticket information Authorization Bylaw 1990, Amendment Bylaw No. 70, 2021” be introduced and read a first, second, and third time; and
- 2) That Bylaw No. 4401 be adopted.

Alternative 2

That the Amendments to CRD Ticket Information Authorization Bylaw Schedule 1: Designated Bylaws and Enforcement Officers; Schedule 2: Malahat Land Use Bylaw, 1981, Bylaw No. 980; Schedule 3: Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule 5: CRD Building Bylaw, 2010, Bylaw No. 3741; and Schedule 7: Juan de Fuca Soil Removal and Deposit Bylaw, 2015, Bylaw No. 3941 report be referred back to staff for additional information based on Electoral Areas Committee direction.

IMPLICATIONS

Legislative Implications

Section 413 of the *Local Government Act* and Section 264 of the *Community Charter* authorize local government to designate those bylaws for which the municipal ticket information may be used as a means of bylaw enforcement. Upon the adoption of bylaws that regulate land use, building construction, and the removal or deposit of soil, the associated offence designations must be included in the ticket information authorization bylaw.

Environmental & Climate Implications

Various bylaw infractions can have significant impacts on the environment, including streamside habitat destruction and land contamination. The potential for fines through ticketing may bring about quicker compliance with applicable bylaws and potentially act as a deterrent for future contravention. The proposed fines vary depending on the severity of the infraction.

Social Implications

The contravention of land use, soil or building bylaws reported by residents is often accompanied by a high amount of distress in the surrounding neighbourhood. Updating the fine schedules to allow for the issuance of tickets for additional offences and to properly word existing language for offences, will enhance the ability of CRD staff to resolve more difficult bylaw enforcement files.

The updated CRD Bylaw Enforcement Policy places emphasis on Bylaw Enforcement Officers, Building Inspectors and Community Planning staff prioritizing voluntary compliance before implementing more severe enforcement measures. However, the issuance of tickets can serve as an appropriate intermediate measure before stepped-up enforcement involving legal action, is pursued.

Financial Implications

The proposed fines have been updated to consider the cost of issuing a ticket, as well as ongoing enforcement. Reduced fine amounts have been added to encourage early payment and to avoid additional collection efforts and costs. The fine amounts proposed are in keeping with neighbouring municipalities.

Service Delivery Implications

Juan de Fuca Community Planning and CRD Building Inspection primarily rely on voluntary compliance, the registration of a Notice on Title, or potential legal action to bring about compliance where land use or building regulations have been contravened. The potential issuance of tickets can improve service delivery by improving the effectiveness of Bylaw Enforcement Officers responding to more serious bylaw contraventions.

Schedule 1 of Bylaw No. 1857, which designates Bylaw Enforcement Officers, has been updated to allow a CRD Building Inspector to issue a ticket under certain circumstances, such as cases where due to time and travel, requesting a Bylaw Enforcement Officer would significantly add to enforcement costs.

Alignment with Board & Corporate Priorities

Updated fine schedules for the CRD Building Bylaw and Juan de Fuca Electoral Area Land Use and Soil bylaws, will provide CRD Bylaw Enforcement with additional enforcement tools and addresses Community Need 7b of the Corporate Plan to effectively respond to municipal and CRD operations' requests for bylaw enforcement services.

CONCLUSION

The Schedules describing bylaw offences and related fines for the Malahat Land Use Bylaw, Juan de Fuca Land Use Bylaw, Juan de Fuca Soil Removal or Deposit Bylaw and the CRD Building Bylaw are outdated. Staff recommend updating the Schedules to reference current bylaws and to include more appropriate fines to enhance deterrence, assist Bylaw Enforcement Officers in resolving more difficult files, and to recover some of the costs incurred as a result of bylaw contravention.

RECOMMENDATION

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

- 1) That Bylaw No. 4401, "Capital Regional District Ticket information Authorization Bylaw 1990, Amendment Bylaw No. 70, 2021" be introduced and read a first, second, and third time; and
- 2) That Bylaw No. 4401 be adopted.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager, Juan de Fuca Community Planning
Submitted by:	Mike Taylor, RBO, Manager, Building Inspection
Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
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: Proposed Bylaw No. 4401
Appendix B: Consolidated Bylaw No. 1857

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4401

A BYLAW TO AMEND BYLAW NO. 1857, THE “CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990”

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

1. Bylaw No. 1857, “Capital Regional District Ticket Information Authorization Bylaw 1990” is amended as follows:

Updating Bylaw Names and References

- (a) In Schedule 1, section 1, by replacing the reference to “Langford Zoning Bylaw 1981” with “Malahat Land Use Bylaw, 1981, Bylaw No. 980”.
- (b) In Schedule 1, section 2, by replacing the reference to “Sooke Land Use Bylaw, 1992” with “Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040”.
- (c) In Schedule 1, section 4:
 - i. In column 1, by replacing the reference to “Building Regulation Bylaw No. 4, 2002” with “Building Regulation Bylaw No. 5, 2010”;
 - ii. In column 2, by replacing the reference to “Senior Building Inspector” with “Building Inspector”.
- (d) In Schedule 1, section 6, by replacing the reference to “Deposit of Soil, Prohibition Bylaw No. 2, 1986” with “Juan de Fuca Soil Removal or Deposit Bylaw, 2015, Bylaw No. 3941”.
- (e) In Schedule 1, section 7, by removing the reference to “Soil Removal, Prohibition Bylaw No. 2, 1986” and inserting the words “Intentionally deleted – reserved for future use”.

Updating Schedules

- (f) By replacing Schedule 2 with a new Schedule 2 attached to this Bylaw as Appendix A.
- (g) By replacing Schedule 3 with a new Schedule 3 attached to this Bylaw as Appendix B.
- (h) By replacing Schedule 5 with a new Schedule 5 attached to this Bylaw as Appendix C.
- (i) By replacing Schedule 7 with a new Schedule 7 attached to this Bylaw as Appendix D.
- (j) By replacing the content of Schedule 8 in its entirety with “Intentionally deleted – reserved for future use”.

2. This Bylaw may be cited for all purposes as “Capital Regional District Ticket information Authorization Bylaw 1990, Amendment Bylaw No. 70, 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

APPENDIX A

SCHEDULE 2 TO BYLAW NO. 1857

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE if Paid on or Before the 30 th day from the date on which the ticket is served	FINE if Paid after the 30 th day from the date on which the ticket is served
1. Contrary land, building or structure use	1.3.01	\$100.00	\$200.00
2. Altering non-conforming building	1.3.02	\$100.00	\$200.00
3. Principal/Accessory building within setbacks	2.1.02(1)	\$100.00	\$200.00
4. Swimming pool in front yard or contrary to setbacks	2.1.02(2)	\$100.00	\$200.00
5. Building within flood control setback	2.1.05(1)(a)(i)-(v) & (b)(i)-(v)	\$100.00	\$200.00
6. Accessory building without principal building	2.1.06(1)(a)	\$100.00	\$200.00
7. Accessory building as dwelling	2.1.06(1)(c)	\$125.00	\$250.00
8. Accessory Building contrary to front yard setback	2.1.06(1)(d)	\$100.00	\$200.00
9. Accessory building contrary setback to principal building	2.1.06(1)(e)	\$100.00	\$200.00
10. Satellite dish contrary to height	2.1.06(1)(f)	\$100.00	\$200.00
11. Accessory building exceed height	2.1.06(2)(a)	\$100.00	\$200.00
12. Accessory building exceed floor area	2.1.06(2)(b)	\$100.00	\$200.00
13. Accessory building contrary side and rear setback	2.1.06(2)(c)	\$100.00	\$200.00
14. Accessory building contrary to corner lot side setback	2.1.06(2)(d)(i)	\$100.00	\$200.00
15. Accessory building contrary to corner lot rear setback	2.1.06(2)(d)(ii)	\$100.00	\$200.00
16. Accessory building flanking street setback	2.1.06(3)(a)	\$100.00	\$200.00
17. Accessory building setback rear lot line	2.1.06(3)(b)	\$100.00	\$200.00

18. Home Based Business alters appearance	2.1.07(1)	\$125.00	\$250.00
19. Home Based Business – Excess non-resident employee	2.1.07(2)	\$125.00	\$250.00
20. Home Based Business – Excess Area	2.1.07(3)	\$125.00	\$250.00
21. Home Based Business – non-conforming sign	2.1.07(4)	\$125.00	\$250.00
22. Home Based Business – Not contained	2.1.07(5)	\$125.00	\$250.00
23. Home Based Business creates nuisance	2.1.07(6)	\$125.00	\$250.00
24. Dog kennel accessory building setback	2.1.07(8)	\$125.00	\$250.00
25. Contrary to permitted uses	2.1.09(1)	\$100.00	\$200.00
26. Excess unenclosed unlicensed vehicle/RV	2.1.09(2)(a)	\$100.00	\$200.00
27. Unenclosed vehicle parts	2.1.09(2)(b)	\$125.00	\$250.00
28. Illegally sited vehicles	2.1.09(2)(c)	\$125.00	\$250.00
29. Unlicensed vehicle/parts on vacant lot	2.1.09(2)(d)	\$125.00	\$250.00
30. Obstruct visibility at intersections	2.1.12	\$125.00	\$250.00
31. Temporary building exceed duration	2.1.13	\$125.00	\$250.00
32. Secondary suite not permitted	2.1.16(1)	\$100.00	\$200.00
33. Secondary suite not permitted	2.1.16(2)	\$100.00	\$200.00
34. Secondary suite exceed habitable area	2.1.16(3)	\$100.00	\$200.00
35. Secondary suite exceeds floor area	2.1.16(4)	\$100.00	\$200.00
36. Excess secondary suites	2.1.16(5)	\$100.00	\$200.00
37. Not owner occupied	2.1.16(6)	\$100.00	\$200.00
38. Boarders/lodgers not permitted	2.1.16(7)	\$100.00	\$200.00

39. No building permit secondary suite	2.1.16(8)	\$100.00	\$200.00
40. Secondary suite insufficient parking	2.1.16(9)	\$100.00	\$200.00
41. Secondary suite not permitted	2.1.16(11)	\$100.00	\$200.00
42. Detached suite not permitted	2.1.17(1)	\$100.00	\$200.00
43. Excess detached or secondary suite	2.1.17(2)	\$100.00	\$200.00
44. No building permit detached suite	2.1.17(4)	\$100.00	\$200.00
45. Detached suite non-conforming floor area	2.1.17(6)	\$100.00	\$200.00
46. Detached suite exceed maximum height	2.1.17(7)	\$100.00	\$200.00
47. Detached suite does not meet setbacks	2.1.17(8)	\$100.00	\$200.00
48. Detached suite insufficient parking	2.1.17(9)	\$100.00	\$200.00
49. Not owner occupied	2.1.17(12)	\$100.00	\$200.00
50. Boarders lodgers not permitted	2.1.17(13)	\$100.00	\$200.00
51. Bed and Breakfast not permitted	2.1.17(14)	\$100.00	\$200.00
52. Secondary suite not permitted	2.1.17(15)	\$100.00	\$200.00
53. Bed and Breakfast alters appearance	2.1.18(1)	\$100.00	\$200.00
54. Bed and Breakfast exceeds regulations	2.1.18(2)	\$100.00	\$200.00
55. Bed and Breakfast insufficient parking	2.1.18(3)	\$100.00	\$200.00
56. Bed and Breakfast units (3)/persons(10) exceeded	2.1.18(6)	\$100.00	\$200.00
57. Bed and Breakfast units (4)/persons(12) exceeded	2.1.18(7)	\$100.00	\$200.00
58. Bed and Breakfast only allows breakfast meals	2.1.18(8)	\$100.00	\$200.00
59. Bed and Breakfast exceeds vehicular traffic allowance	2.1.18(9)	\$100.00	\$200.00

60. Bed and Breakfast unenclosed storage	2.1.18(10)	\$100.00	\$200.00
61. Bed and Breakfast accessory setbacks not met	2.1.18(11)	\$100.00	\$200.00
62. Bed and Breakfast floor area exceeded	2.1.18(12)	\$100.00	\$200.00
63. Bed and Breakfast unpermitted cooking facilities	2.1.18(13)	\$100.00	\$200.00
64. Bed and Breakfast not permitted	2.1.18(14)	\$100.00	\$200.00

APPENDIX B

SCHEDULE 3 TO BYLAW NO. 1857

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE if Paid on or Before the 30 th day from the date on which the ticket is served	FINE if Paid after the 30 th day from the date on which the ticket is served
1. Unlawful accessory building	Part 1, 4.01(1)(a)	\$100.00	\$200.00
2. Accessory building as dwelling	Part 1, 4.01(1)(c)	\$125.00	\$250.00
3. Accessory Building occupied no permits	Part 1, 4.01(2)(b)(i)	\$100.00	\$200.00
4. Home Based Business alters appearance	Part 1, 4.06(1)(a)	\$125.00	\$250.00
5. Home Based Business creates nuisance	Part 1, 4.06(1)(d)	\$125.00	\$250.00
6. Home Based Business – Insufficient parking	Part 1, 4.06(1)(f)	\$100.00	\$200.00
7. Home Based Business – Unlawful Traffic/Parking	Part 1, 4.06(1)(h)	\$125.00	\$250.00
8. Home Based Business – Not contained	Part 1, 4.06(2)(a)(ii)	\$125.00	\$250.00
9. Home Based Business – Excessive area	Part 1, 4.06(2)(c)	\$100.00	\$200.00
10. Home Based Business – Excess non-resident employee	Part 1, 4.06(2)(e)	\$100.00	\$200.00
11. Home Based Business – Unlawful storage	Part 1, 4.06(2)(f)	\$125.00	\$250.00
12. Bed & Breakfast – Exceed 3 B&B units or 10 persons	Part 1, 4.06(3)(b)(i)	\$100.00	\$200.00
13. Bed & Breakfast – Exceed 4 B&B units or 12 persons	Part 1, 4.06(3)(b)(ii)	\$100.00	\$200.00
14. Bed & Breakfast – Excess meals served	Part 1, 4.06(3)(c)	\$100.00	\$200.00
15. Bed & Breakfast – Unlawful traffic	Part 1, 4.06(3)(d)	\$100.00	\$200.00
16. Bed & Breakfast – Unlawful storage	Part 1, 4.06(3)(e)	\$125.00	\$250.00

17. Bed & Breakfast – Exceed setback requirements	Part 1, 4.06(3)(f)	\$100.00	\$200.00
18. Bed & Breakfast – Exceed lawful floor area	Part 1, 4.06(3)(g)	\$100.00	\$200.00
19. Home Industry – Unlawful Home industry	Part 1, 4.06(4)(a)	\$150.00	\$300.00
20. Home Industry – Excess non-resident employee	Part 1, 4.06(4)(b)	\$100.00	\$200.00
21. Home industry in setback/not screened	Part 1, 4.06(4)(c)	\$125.00	\$250.00
22. Home Industry – Unlawful portable sawmill	Part 1, 4.06(4)(d)	\$100.00	\$200.00
23. Home Industry – Unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(a)	\$125.00	\$250.00
24. Home Industry – Unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(b)	\$125.00	\$250.00
25. Home Industry – Unlawful portable sawmill	Part 1, 4.06(4)(d)(ii)	\$125.00	\$250.00
26. Home Industry – Portable sawmill in setback	Part 1, 4.06(4)(d)(iii)	\$100.00	\$200.00
27. Home Industry – Material storage in setback	Part 1, 4.06(4)(d)(iv)	\$125.00	\$250.00
28. Home Industry – Unscreened material storage	Part 1, 4.06(4)(d)(iv)	\$125.00	\$250.00
29. Home Industry – Exceeds authorized area	Part 1, 4.06(4)(e)	\$100.00	\$200.00
30. Home Industry – Unscreened materials storage	Part 1, 4.06(4)(f)	\$125.00	\$250.00
31. Home Industry – Parking prohibited commercial vehicle	Part 1, 4.06(4)(g)	\$100.00	\$200.00
32. Garbage container in setback	Part 1, 4.07(3)	\$100.00	\$200.00
33. Contrary to Permitted Uses	Part 1 4.09(1)	\$100.00	\$200.00
34. Excess unenclosed unlicensed vehicle/RV	Part 1, 4.09(2)(a)	\$100.00	\$200.00
35. Unenclosed vehicle parts	Part 1, 4.09(2)(b)	\$125.00	\$250.00

36. Illegally sited vehicles	Part 1, 4.09(2)(c)	\$125.00	\$250.00
37. Unlicensed vehicle/parts on vacant lot	Part 1, 4.09(2)(d)	\$125.00	\$250.00
38. Unenclosed unsightly material	Part 1, 4.09(2)(e)	\$125.00	\$250.00
39. Recycle depot – Unenclosed storage	Part 1, 4.11	\$100.00	\$200.00
40. Obstructed visibility	Part 1, 4.16	\$100.00	\$200.00
41. Exceed allowed fence height	Part 1, 4.17(2)(a)	\$100.00	\$200.00
42. Exceed allowed fence height	Part 1, 4.17(2)(b)	\$100.00	\$200.00
43. Exceed allowed fence height	Part 1, 4.17(2)(c)	\$100.00	\$200.00
44. Exceed allowed fence height	Part 1, 4.17(3)(a)	\$100.00	\$200.00
45. Exceed allowed fence height	Part 1, 4.17(3)(b)	\$100.00	\$200.00
46. Prohibited animals	Part 1, 4.18(1)	\$100.00	\$200.00
47. Excess rabbits	Part 1, 4.18(2)	\$100.00	\$200.00
48. Secondary suite not permitted	Part 1, 4.19(1)(a)	\$100.00	\$200.00
49. Secondary suite not permitted	Part 1, 4.19(1)(b)	\$100.00	\$200.00
50. Excess secondary or detached suite	Part 1, 4.19(1)(e)	\$100.00	\$200.00
51. Not owner occupied	Part 1, 4.19(1)(f)	\$100.00	\$200.00
52. Boarders lodgers not permitted	Part 1, 4.19(1)(g)	\$100.00	\$200.00
53. No building permit secondary suite	Part 1, 4.19(2)	\$100.00	\$200.00
54. Secondary suite insufficient parking	Part 1, 4.19(3)	\$100.00	\$200.00
55. Secondary suite not permitted	Part 1, 4.19(4)	\$100.00	\$200.00
56. Unpermitted detached suite	Part 1, 4.20(a)	\$100.00	\$200.00
57. Excess detached or secondary suite	Part 1, 4.20(b)	\$100.00	\$200.00
58. No building permit detached suite	Part 1, 4.20(d)	\$100.00	\$200.00
59. Detached suite no parking	Part 1, 4.20(i)	\$100.00	\$200.00

60. Not owner occupied	Part 1, 4.20(l)	\$100.00	\$200.00
61. Boarders or Lodgers not permitted	Part 1, 4.20(m)	\$100.00	\$200.00
62. Illegal Bed and Breakfast	Part 1, 4.20(n)	\$100.00	\$200.00
63. Detached suite not permitted	Part 1, 4.20(o)	\$100.00	\$200.00
64. Zone A Excess RVs	Part 2, 2.01(i)	\$100.00	\$200.00
65. Zone A-1 Excess RVs	Part 2, 2A.02(i)	\$100.00	\$200.00
66. Zone AG Excess RVs	Part 2, 4.01(g)	\$100.00	\$200.00
67. Zone AG-1 Excess RVs	Part 2, 4C.02(f)	\$100.00	\$200.00
68. Zone RR-WI Excess RVs	Part 2, 4D.02(d)	\$100.00	\$200.00
69. Zone RR-2 Excess RVs	Part 2, 6.01(i)	\$100.00	\$200.00
70. Zone RR-2A Excess RVs	Part 2, 6A.01(e)	\$100.00	\$200.00
71. Zone WT-1 Excess RVs	Part 2, 6B.01(e)	\$100.00	\$200.00
72. Zone WT-2 RVs	Part 2, 6C.01(e)	\$100.00	\$200.00
73. Zone WT-3 Excess RVs	Part 2, 6D.01(e)	\$100.00	\$200.00
74. Zone RR-6 Excess RVs	Part 2, 10.01(i)	\$100.00	\$200.00
75. Parking not provided	Part 3, 1.0	\$100.00	\$200.00
76. Visitor parking requirement	Part 3, 9.0	\$100.00	\$200.00
77. Handicapped parking requirement	Part 3, 10.0(1)-(5)	\$100.00	\$200.00
78. Non-permitted sign	Part 4, 1.01(1)	\$100.00	\$200.00
79. Prohibited Sign	Part 4, 1.02(a)-(e)	\$100.00	\$200.00
80. No sign permit	Part 4, 1.05(1)	\$100.00	\$200.00
81. Poorly maintained sign	Part 4, 1.09	\$100.00	\$100.00
82. Sign affecting visibility	Part 4, 1.10	\$100.00	\$200.00

APPENDIX C

SCHEDULE 5 TO BYLAW NO. 1857

BUILDING REGULATION BYLAW NO. 5, 2010

Words or Expressions Designating Offence	Section	Fine if Paid on or Before the 30th day from the date on which the ticket is served	Fine if Paid after the 30th day from the date on which the ticket is served
1. Fail to obtain building permit	3.1.1	\$250.00	\$300.00
2. Fail to obtain demolition/deconstruction permit	3.1.2	\$250.00	\$300.00
3. Occupy without occupancy certificate	3.1.3	\$250.00	\$300.00
4. Tamper with posted notice/permit/certificate	3.1.4	\$250.00	\$300.00
5. Build contrary to approved plans	3.1.5	\$250.00	\$300.00
6. Obstruct entry of authorized building official	3.1.6	\$250.00	\$300.00
7. Continue work on structure after order	3.1.7	\$400.00	\$500.00
8. Construct contrary to building regulations	3.1.8	\$250.00	\$300.00

APPENDIX D

SCHEDULE 7 TO BYLAW NO. 1857

JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 1, 2015

Words or Expressions Designating Offence	Section	Fine if Paid on or Before the 30th day from the date on which the ticket is served	Fine if Paid after the 30th day from the date on which the ticket is served
1. Removal of soil without permit	7.0(a)	\$250.00	\$500.00
2. Deposit soil without permit	7.0(b)	\$250.00	\$500.00
3. Deposit unsuitable material or soil	7.0(c)	\$750.00	\$1,000.00
4. Remove/deposit soil in or about a watercourse	7.0(d)	\$500.00	\$750.00
5. Unlawful removal/deposit of soil ALR land	7.0(e)	\$500.00	\$750.00
6. Failure to provide Site Profile/waiver	8.3	\$100.00	\$150.00
7. Remove or deposit soil on Sunday or Holiday	12.2(a)	\$125.00	\$250.00
8. Remove/deposit soil outside permitted hours	12.2(b)	\$125.00	\$250.00
9. Remove/deposit soil in contravention of permit	12.3	\$250.00	\$500.00
10. Failure to post permit/sign	12.5	\$100.00	\$150.00
11. Failure to maintain road	12.6	\$100.00	\$150.00

CAPITAL REGIONAL DISTRICT BYLAW NO. 1857

(As amended by Bylaws Nos. 1999, 2055, 2130, 2163, 2219, 2225, 2281, 2293, 2359, 2372, 2411, 2509, 2511, 2565, 2658, 2669, 2698, 2713, 2722, 2806, 2863, 2879, 2898, 2987, 3020, 3062, 3111, 3140, 3195, 3264, 3287, 3379, 3385, 3393, 3418, 3442, 3453, 3555, 3609, 3650, 3683, 3701, 3703, 3773, 3796, 3818, 3880, 3899, 3909, 4003, 4027, 4051, 4094, 4098)

***Consolidated version authorized in accordance with Bylaw No. 3014,
CRD Consolidation Authorization Bylaw No. 1, 2002***

CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990

*A bylaw to authorize Capital Regional District Bylaw Enforcement Officers
to issue tickets for fines for offences against bylaws*

For reference to original bylaws and amendments, or for further details,
please contact Legislative Services, Capital Regional District,
PO Box 1000, 625 Fisgard Street, Victoria, B.C., V8W 2S6
T: 250-360-3129

CAPITAL REGIONAL DISTRICT

BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990

WHEREAS:

- A. Pursuant to Section 266.1 of the *Local Government Act* and Section 264(1)(a) of the *Community Charter*, the Regional Board may, by bylaw, designate those bylaws for which the municipal ticket information may be used as a means of bylaw enforcement; **(Bl 2879, 3264)**
- B. Pursuant to Section 264(1)(b) of the *Community Charter*, the Regional Board may, by bylaw, designate a person who comes within a class of persons, as a bylaw enforcement officer; **(Bl 2879, 3264)**
- C. Pursuant to Section 264(1)(c) of the *Community Charter*, the Regional Board may, by bylaw, authorize the use of any word or expression on a municipal ticket information to designate an offence against a bylaw; **(Bl 2879, 3264)**
- D. The Regional Board deems it expedient to authorize the use of the municipal ticket information for the enforcement of certain bylaws, to designate persons as bylaw enforcement officers, to authorize the use of certain words or expressions to designate certain bylaw offences and to set certain fine amounts. **(Bl 3264)**

NOW, THEREFORE, the Regional Board of the Capital Regional District, in open meeting assembled, ENACTS AS FOLLOWS:

- 1. The bylaws listed in Column 1 of Schedule 1 to this Bylaw as amended from time to time, may be enforced by means of a ticket in the form prescribed for the purpose of Division 3 of Part 8 of the *Community Charter*. **(Bl 2879, 3264)**
- 2. The persons appointed to the job positions or titles listed in Column 2 of Schedule 1 to this bylaw are designated as bylaw enforcement officers pursuant to Section 264(1)(b) of the *Community Charter* for the purpose of enforcing the bylaws listed in the Column opposite the respective job positions. **(Bl 2879, 3264)**
- 3. The words or expressions set forth in Column 1 of Schedules 2 through 36 to this Bylaw designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions. **(Bl 2806, 3264, 3379, 3418, 3453, 3703, 4003, 4094)**
- 4. The amounts appearing in Column 3 of Schedules 2 through 36 to this Bylaw are fines set pursuant to Section 265 of the *Community Charter* for the corresponding offences designated in Column 1. **(Bl 2879, 3264, 3379, 3418, 3453, 3703, 4003, 4094)**

5. This Bylaw may be cited as "Capital Regional District Ticket Information Authorization Bylaw, 1990."
6. This Bylaw shall take effect upon the date of its adoption.

READ A FIRST TIME THIS 10th day of October 1990

READ A SECOND TIME THIS 10th day of October 1990

READ A THIRD TIME THIS 9th day of January 1991

FINES APPROVED BY THE CHIEF JUDGE OF THE PROVINCIAL COURT ON THE
5th day of February, 1991.

His Hon. Chief Judge William J. Diebolt

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 27th day of February, 1991.

F. Leonard
CHAIRPERSON

W.M. Jordan
SECRETARY

This Bylaw is a copy of Capital Regional District Ticket Information Authorization Bylaw, 1990, consolidated under section 139 of the *Community Charter* and is printed on the authority of the Corporate Officer of the CRD.



Sonia Santarossa, Corporate Officer

SCHEDULE 1 TO BYLAW NO. 1857

<u>DESIGNATED BYLAW</u>	<u>DESIGNATED BYLAW ENFORCEMENT OFFICER</u>
1. Langford Zoning Bylaw 1981	Bylaw Enforcement Officer
2. Sooke Land Use Bylaw, 1992	Bylaw Enforcement Officer (BI 2225)
3. Unsightly Premises Bylaw No.1, 1991	Bylaw Enforcement Officer (BI 2055)
4. Building Regulation Bylaw No. 4, 2002	Bylaw Enforcement Officer Senior Building Inspector (BI 3020)
5. Amusement Machine and Games Room Regulation Bylaw 1983	Bylaw Enforcement Officer Royal Canadian Mounted Police Officer
6. Deposit of Soil, Prohibition Bylaw No. 2, 1986	Bylaw Enforcement Officer
7. Soil Removal, Prohibition Bylaw No. 2, 1986	Bylaw Enforcement Officer
8. Animal Regulation and Impounding Bylaw No. 1, 1986	Bylaw Enforcement Officer Animal Control Officer Assistant Animal Control Officer
9. Noise Suppression Bylaw (Southern Gulf Islands) No. 1, 2006	Bylaw Enforcement Officer (BI 3379) Royal Canadian Mounted Police Officer
10. Noise Suppression Bylaw (Juan de Fuca) No. 1, 2007	Bylaw Enforcement Officer (BI 3442) Royal Canadian Mounted Police Officer
11. Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006	Bylaw Enforcement Officer (BI 3385) Royal Canadian Mounted Police Officer
12. Capital Regional District Idling Control Bylaw No.1, 2008	Bylaw Enforcement Officer (BI 3442,3609) Environmental Health Officer
13.	(BI 3379)
14. Langford Sign Bylaw 1987	Bylaw Enforcement Officer

SCHEDULE 1 TO BYLAW NO. 1857 CONTINUED

<u>DESIGNATED BYLAW</u>	<u>DESIGNATED BYLAW ENFORCEMENT OFFICER</u>
15. Capital Regional District Clean Air Bylaw No. 1, 1996	Environmental Health Officer Public Health Educator Tobacco Enforcement Officer Bylaw Enforcement Officer (BI 2698)
16. Food Handler Bylaw No. 1, 1991	Director, Health Protection and Environmental Programs Environmental Health Officer Environmental Health Educator (BI 1999)
17. Capital Regional District Parks Regulation Bylaw No. 1, 2010	Park Officer (BI 2722, 3683) Members of Municipal Police Forces Members of the R.C.M.P. Animal Control Officer Bylaw Enforcement Officer Watershed Security Officer
18. Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013	Bylaw Enforcement Officer (BI 3140, 3899)
19. Capital Regional District Recycling Bylaw No. 2, 1995	Bylaw Enforcement Officer (BI 2293)
20. Capital Regional District Sewer Use Bylaw No. 5, 2001	Bylaw Enforcement Officer Municipal Sewage Control Officer Sewage Control Manager (BI 2863, 2987)
21. Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000	Bylaw Enforcement Officer Ports Manager Wharfinger RCMP Officer (BI 2898, 3287, 3650)
22. Community Parks Regulations (Juan de Fuca and Salt Spring Island Electoral Areas) Bylaw No. 1, 2012	Park Officer (BI 2411, 3796) RCMP Officer Bylaw Enforcement Officer Animal Control Officer
23. Salt Spring Island Liquid Waste Disposal Local Service Area Fee and Charge Bylaw No. 1, 2012	Bylaw Enforcement Officer (BI 2669) Deputy Sewage Control Manager Municipal Sewage Control Officer

SCHEDULE 1 TO BYLAW NO. 1857 CONTINUED

DESIGNATED BYLAW

24. Capital Regional District
Septage Disposal Bylaw
No. 2, 2000
25. Capital Regional District Water
Conservation Bylaw No. 1, 2016
26. Water Supply Area Regulations Bylaw
No. 1, 2000
27. Salt Spring Island House Numbering
Bylaw No. 1, 1992
28. Civic Addressing Bylaw (Juan de Fuca
Electoral Area) No. 1, 2004
- 29.
30. Capital Regional District Composting
Facilities Regulation Bylaw No. 1, 2004
31. Salt Spring Island Transfer Station
Regulation Bylaw No. 1, 2001
32. Fire Regulation Bylaw No. 1, 2007
33. Onsite Sewage System Maintenance
Bylaw, 2007
34. Capital Regional District Tanning Facility
Regulation Bylaw No. 1, 2010
35. Capital Regional District Cross Connection
Control Bylaw No. 1, 2008

DESIGNATED BYLAW
ENFORCEMENT OFFICER

- Bylaw Enforcement Officer **(BI 2863)**
Municipal Sewage Control Officer
Sewage Control Manager
- Bylaw Enforcement Officer **(BI 3062, 4098)**
Municipal Bylaw Enforcement Officer
- Animal Control Officer **(BI 2806)**
Bylaw Enforcement Officer
Conservation Officer
Parks Officer
Peace Officer
Watershed Security Officer
- Bylaw Enforcement Officer **(BI 3195)**
- Bylaw Enforcement Officer **(BI 3195)**
- (BI 3195, 3796)**
- Bylaw Enforcement Officer **(BI 3418)**
- Bylaw Enforcement Officer **(BI 3418)**
- Fire Chief **(BI 3453)**
Bylaw Enforcement Officer
Royal Canadian Mounted Police Officer
- Bylaw Enforcement Officer **(BI 3703)**
- Bylaw Enforcement Officer **(BI 3818)**
Environmental Health Officer
- Bylaw Enforcement Officer **(BI 4094)**
Cross Connection Control Officer
Cross Connection Control Inspector

SCHEDULE 2 TO BYLAW NO. 1857

LANGFORD ZONING BYLAW 1981

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Occupation altering appearance	2.1.07 (1)	\$100.00
2. Too many employees	2.1.07 (2)	\$100.00
3. Outdoor occupation	2.1.07 (3)	\$100.00
4. Excessive sign	2.1.07 (4)	\$100.00
5. External storage	2.1.07 (5)	\$100.00
6. Prohibited occupation	2.1.07 (6)	\$100.00
7. Unenclosed unlicensed vehicles	2.1.09 (2) (a)	\$100.00
8. Vehicle parts	2.1.09 (2) (b)	\$100.00
9. Vehicle on vacant lot	2.1.09 (2) (d)	\$100.00

SCHEDULE 3 TO BYLAW NO. 1857

(BI 2225)

SOOKE LAND USE BYLAW 1992

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Unlawful accessory building	Part 1 4.01 (1) (a)	\$100.00
2. Accessory building as dwelling	Part 1 4.01 (1) (c)	\$100.00
3. Accessory building as dwelling	Part 1 4.01 (2) (b) (ii)	\$100.00
4. Home Occupation alters appearance	Part 1 4.06 (1) (a)	\$100.00
5. Home Occupation creates nuisance	Part 1 4.06 (1) (d)	\$100.00
6. Insufficient parking	Part 1 4.06 (1) (f)	\$100.00
7. Unlawful Traffic	Part 1 4.06 (1) (h)	\$100.00
8. Home Occupation in accessory building	Part 1 4.06 (2) (a) (ii)	\$100.00
9. Home Occupation - excessive area	Part 1 4.06 (2) (c)	\$100.00
10. Non resident employee	Part 1 4.06 (2) (e)	\$100.00
11. Unlawful storage	Part 1 4.06 (2) (f)	\$100.00
12. Bed & Breakfast in accessory building	Part 1 4.06 (3) (a) (ii)	\$100.00
13. Exceed 3 Bed & Breakfast units	Part 1 4.06 (3) (b) (i)	\$100.00
14. Bed & Breakfast exceeding 10 persons	Part 1 4.06 (3) (b) (i)	\$100.00
15. Exceed 4 bed & breakfast units	Part 1 4.06 (3) (b) (ii)	\$100.00
16. Bed & Breakfast exceeding 12 persons	Part 1 4.06 (3) (b) (ii)	\$100.00
17. Excess meals served	Part 1 4.06 (3) (c)	\$100.00
18. Unlawful traffic	Part 1 4.06 (3) (d)	\$100.00
19. Exceed lawful floor area	Part 1 4.06 (3) (g)	\$100.00

SCHEDULE 3 TO BYLAW NO. 1857

(BI 2225)

SOOKE LAND USE BYLAW 1992

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
20. Unlawful Home industry	Part 1 4.06 (4) (a)	\$100.00
21. Non-resident employee	Part 1 4.06 (4) (b)	\$100.00
22. Home industry in setback	Part 1 4.06 (4) (c)	\$100.00
23. Screening requirement not met	Part 1 4.06 (4) (c)	\$100.00
24. Portable sawmill outside rural zones	Part 1 4.06 (4) (d)	\$100.00
25. Unlawful portable sawmill	Part 1 4.06 (4) (d) (I) (a)	\$100.00
26. Unlawful portable sawmill	Part 1 4.06 (4) (d) (I) (b)	\$100.00
27. Unlawful portable sawmill	Part 1 4.06 (4) (d) (ii)	\$100.00
28. Portable sawmill in setback	Part 1 4.06 (4) (d) (iii)	\$100.00
29. Material storage in setback	Part 1 4.06 (4) (d) (iv)	\$100.00
30. Unscreened material storage	Part 1 4.06 (4) (d) (iv)	\$100.00
31. Home industry exceeds authorized area	Part 1 4.06 (4) (e)	\$100.00
32. Unscreened materials storage	Part 1 4.06 (4) (f)	\$100.00
33. Park prohibited vehicle	Part 1 4.06 (4) (g)	\$100.00
34. Garbage container in setback	Part 1 4.07 (3)	\$100.00
35. Unenclosed unlicensed vehicle	Part 1 4.09 (2) (a)	\$100.00
36. Unenclosed vehicle parts	Part 1 4.09 (2) (b)	\$100.00
37. Unlicensed vehicle on vacant lot	Part 1 4.09 (2) (d)	\$100.00
38. Vehicle parts on vacant lot	Part 1 4.09 (2) (d)	\$100.00
39. Unenclosed junk	Part 1 4.09 (2) (e)	\$100.00

SCHEDULE 3 TO BYLAW NO. 1857

(BI 2225)

SOOKE LAND USE BYLAW 1992

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
40. Obstruct visibility	Part 1 4.16	\$100.00
41. Exceed allowed fence height	Part 1 4.17 (2) (a)	\$100.00
42. Exceed allowed fence height	Part 1 4.17 (2) (b)	\$100.00
43. Exceed allowed fence height	Part 1 4.17 (2) (c)	\$100.00
44. Exceed allowed fence height	Part 1 4.17 (3) (a)	\$100.00
45. Exceed allowed fence height	Part 1 4.17 (3) (b)	\$100.00
46. Prohibited animals	Part 1 4.18 (1)	\$100.00
47. Too many rabbits	Part 1 4.18 (2)	\$100.00
48. Unauthorized land use	Part 2 2.01 (b)	\$100.00
49. Unauthorized land use	Part 2 2.01 (i)	\$100.00
50. Unauthorized land use	Part 2 4.01 (f)	\$100.00
51. Unauthorized land use	Part 2 6.01 (i)	\$100.00
52. Unauthorized land use	Part 2 8.01 (a)	\$100.00
53. Unauthorized land use	Part 2 10.01 (i)	\$100.00
54. Visitor parking requirement	Part 3 9.0	\$100.00
55. Handicapped parking requirement	Part 3 10.0 (1)-(5)	\$100.00
56. Prohibited Sign	Part 4 1.02 (a)-(e)	\$100.00
57. No sign permit	Part 4 1.05 (1)	\$100.00
58. Poorly maintained sign	Part 4 1.09	\$100.00
59. Sign affecting visibility	Part 4 1.10	\$100.00

SCHEDULE 4 TO BYLAW NO. 1857

(Bl 2055, 4027)

UNSIGHTLY PREMISES BYLAW NO. 1,1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Accumulated debris	2. (1)	\$250.00
2. Littering	2. (2)	\$250.00
3. Unsightly property	2. (3)	\$250.00
4. Graffiti	2. (4)	\$250.00
5. Property not cleaned	3.	\$250.00

SCHEDULE 5 TO BYLAW NO. 1857

BUILDING REGULATION BYLAW NO. 4, 2002

(BI 3020)

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to obtain a building permit before construction / alteration/reconstruction/demolition/removal/ relocation of a building	3.1.1	\$100
2. Fail to obtain a demolition /deconstruction permit before demolishing a building	3.1.2	\$100
3. Fail to obtain a Certificate of Occupancy before occupying a building	3.1.3	\$100
4. Tamper with notice or permit posted by a Building Official.	3.1.4	\$50
5. Build contrary to approved plan	3.1.5	\$100
6. Obstruct entry of Building Official	3.1.6	\$100
7. Continue to work after Building Official orders cessation of work	3.1.7	\$100
8. Construct contrary to building regulations	3.1.8	\$100

SCHEDULE 6 TO BYLAW NO. 1857

AMUSEMENT MACHINE AND GAMES ROOM REGULATION BYLAW, 1983

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Under age employee	3. (a)	\$100.00
2. Violate hours of operation	4. (b)	\$100.00
3. Excess amusement machines	5.	\$100.00
4. Minor on premises	6. (a)	\$100.00
5. Permit minor on premises	6. (b)	\$100.00
6. Child under 15 on premises during prohibited hours	6. (d)	\$100.00

SCHEDULE 7 TO BYLAW NO. 1857

DEPOSIT OF SOIL, PROHIBITION BYLAW NO. 2, 1986

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Deposit in restricted area	3. (a) (i)	\$200.00
2. Unsuitable material	3. (a) (ii)	\$100.00
3. No permit	3. (a) (iii)	\$100.00
4. Prohibited times	6. (g)	\$100.00
5. Disobey order	7. (b) (iv)	\$200.00

SCHEDULE 8 TO BYLAW NO. 1857

SOIL REMOVAL, PROHIBITION BYLAW NO. 2, 1986

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Restricted area	3. (a) (i)	\$200.00
2. No permit	3. (a) (ii)	\$100.00
3. Below water table	3. (b)	\$100.00
4. Prohibited times	7. (g)	\$100.00
5. Fail to stop removal	8. (a)	\$200.00
6. Contravene permit	8. (b) (iii)	\$200.00

SCHEDULE 9 TO BYLAW NO. 1857

ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

(BI 3111, 3195, 3909)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. No kennel licence	2 (1) (a)	\$75.00
2. Harboursing dogs in excess of kennel licence	2 (1) (b)	\$50.00
3. Operating kennel contrary to zoning	2 (2) (a)	\$50.00
4. Failure of kennel to provide adequate fencing	2 (2) (c)	\$75.00
5. No licence	3	\$100.00
6. No licence on dog	7	\$50.00
7. Unauthorized removal of licence tag	10	\$75.00
8. Failure to display “dangerous dog” sign	14 (c)	\$50.00
9. Animal at large	24 (1)	\$100.00
10. Uncontrolled Dangerous Dog	24 (2)	\$150.00
11. Obstructing Animal Control Officer	24 (3)	\$150.00
12. Bitch in heat unenclosed	25	\$75.00
13. Noisy Dog	26 (1)	\$100.00
14. Noisy Animal	26 (2)	\$100.00
15. Animal on beach	29	\$50.00
16. Fail to provide water or food	27 (1) (a)	\$100.00
17. Fail to provide sanitary receptacle	27 (1) (b)	\$100.00
18. Fail to provide sufficient exercise	27 (1) (c)	\$100.00
19. Fail to provide veterinarian care	27 (1) (d)	\$100.00
20. Fail to provide adequate shelter	27 (2)	\$100.00
21. Animal tied to fixed object by neck	27 (3)	\$100.00
22. Animal tied to fixed object for extended period	27 (4)	\$100.00
23. Animal kept in confined space without ventilation	27 (5)	\$100.00
24. Fail to adequately confine animal in vehicle	27 (6)	\$100.00

SCHEDULE 10 TO BYLAW NO. 1857

NOISE SUPPRESSION BYLAW (SOUTHERN GULF ISLANDS) NO. 1, 2006 (*Bl 2565, 3379*)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Noise which disturbs	2	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
2. Loading noise	3(1)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
3. Construction noise	3(2)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
4. Amplified music - outdoors	3(3)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
5. Amplified music - indoors	3(4)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
6. Vehicle noise	3(5)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
7. Firearms noise	3(6)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)

SCHEDULE 11 TO BYLAW NO. 1857

(Bl 2225, 3418, 3442, 3701)

NOISE SUPPRESSION (JUAN DE FUCA ELECTORAL AREA) BYLAW NO. 1, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Noise which disturbs	2	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
2. Loading/Unloading noise	3.1	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
3. Construction noise	3.2	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
4. Construction noise on Sundays or Holidays	3.3	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
5. Leaf Blower noise	3.4	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
6. Amplified music outdoors	3.5	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
7. Amplified music indoors	3.6	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
8. Noisy vehicle	3.7	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
9. Noise from firearms	3.8	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
10. Noise from electrical equipment	3.9	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)

SCHEDULE 12 TO BYLAW NO. 1857

(*Bl 2565, 3385, 3418, 3442*)

NOISE SUPPRESSION BYLAW (SALT SPRING ISLAND) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Noise which disturbs	2	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
2. Loading/Unloading noise	3(1)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
3. Construction noise	3(2)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
4. Amplified music – outdoors	3(3)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
5. Amplified music – indoors	3(4)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
6. Vehicle noise	3(5)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
7. Firearms noise	3(6)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)

SCHEDULE 13 TO BYLAW NO. 1857

(Bl 2565, 3442,3609)

CAPITAL REGIONAL DISTRICT IDLING CONTROL BYLAW NO.1, 2008

**WORDS OR EXPRESSIONS
DESIGNATING OFFENCE**

SECTION

FINE

- | | | |
|--|---|---|
| 1. Causing or permitting a vehicle engine to
idle for more than three consecutive minutes | 2 | \$100.00 (first offence)
\$200.00 (second offence)
\$500.00 (subsequent offences) |
|--|---|---|

SCHEDULE 14 TO BYLAW NO. 1857

(Bl 3379)

SCHEDULE 15 TO BYLAW NO. 1857

LANGFORD SIGN BYLAW 1987

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Non-conforming sign	3. (2) (a)	\$100.00
2. Abandoned sign	3. (3) (a)	\$100.00
Billboard sign	3. (3) (b)	\$100.00
Moving sign	3. (3) (c)	\$100.00
Roof sign	3. (3) (d)	\$100.00
3. No permit	3. (6) (a)	\$100.00
4. Obstructs view	3. (12)	\$100.00

SCHEDULE 16 TO BYLAW NO. 1857

(Bl 2698, 3555)

CLEAN AIR BYLAW NO. 1, 1996

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Smoking in a building	2. (1)	\$50.00
2. Smoking in a Vehicle	2. (1)	\$50.00
3. Smoking in a School Yard	2. (1)	\$50.00
4. Permitting smoking in a building	2. (2)	\$100.00
5. Permitting smoking in a vehicle	2. (2)	\$100.00
6. Permitting smoking in a business place	2. (2)	\$100.00
7. Failing to post sign	3.	\$100.00
8. Removing or defacing a sign	4. (3)	\$50.00

SCHEDULE 17 TO BYLAW NO. 1857

(BI 1999)

FOOD HANDLERS BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Uncertified Supervisor	2.	\$200.00
2. Certificate not posted	3.	\$100.00

SCHEDULE 18 TO BYLAW NO. 1857

(BI 2722, 3683, 3773, 3880)

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2010

**WORDS OR EXPRESSIONS
DESIGNATING OFFENCE**

	SECTION	FINE
1. Obstruction of Park or Peace Officer	4(1)	\$100.00
2. Failure to Obey Sign or Posted Notice	4(3)	\$100.00
3. Possession or Consumption of Liquor	4(4)	\$200.00
4. Urinate or Defecate in Public	4(5)	\$ 50.00
5. Breach of Curfew	4(6)	\$ 50.00
6. Undue Noise	4(8)	\$100.00
7. Disorderly or Dangerous Conduct	4(11)	\$100.00
8. Cause Disturbance Between 10 PM and 7 AM	6(1)(b)	\$100.00
9. No Camping	6(4)	\$ 50.00
10. Destroying or Damaging Park Property	7(1)	\$100.00
11. Littering	7(3)	\$100.00
12. Illegal Dumping	7(4)	\$200.00
13. Illegal Fire	7(5)	\$100.00
14. Cut or Remove Tree	7(9)	\$500.00
15. No Cycling	7(10)	\$ 50.00
16. Domestic Animal Not Under Control	8(1)	\$100.00
17. Dog on Beach or Picnic Area	8(3)	\$ 50.00
18. Dog Faeces Not Removed	8(6)(a)	\$100.00
19. Vehicle Off Road	10(1)	\$100.00
20. Illegal Parking	10(3)	\$ 50.00
21. Commercial Activity Without Permit	11(1)(b)	\$100.00
22. Special Use Event Without Permit or Failure to Comply with Terms of a Permit	12(1)	\$100.00

SCHEDULE 19 TO BYLAW NO. 1857

(BI 3140, 3899, 4003)

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Disobey Site Regulations.	2.1	\$100.00
2. Fail to follow Site Regulations	2.2	\$100.00
3. Non-district waste	2.3	\$100.00
4. Deposit Prohibited waste	2.5	\$200.00
5. Deposit Hazardous waste	2.8	\$100.00
6. Improper disposal asbestos	2.11	\$200.00
7. Deposit controlled waste	2.12 (a to j)	\$200.00
8. Deposit recyclable material	2.14	\$100.00
9. Improper deposit mandatory recyclable	2.15	\$50.00
10. Improper deposit voluntary recyclable	2.16	\$50.00
11. Improper deposit weeds	2.18	\$50.00
12. Deposit EPR material	2.19	\$200.00
13. Improper deposit EPR material	2.20	\$50.00
14. Deposit HHW by commercial hauler	2.21	\$200.00
15. Deposit HHW	2.22	\$100.00
16. Improper deposit of HHW	2.23	\$50.00
17. Deposit contaminated demo waste	2.25	\$200.00
18. Improper deposit demo waste	2.26	\$100.00
19. Improper deposit kitchen scraps	2.27	\$200.00
20. Fail to source separate solid waste	2.28	\$100.00
21. Fail to pay fee	3.1	\$300.00
22. Deposit while charge unpaid	3.2 (b)	\$100.00
23. Uncovered/unsecured load	Sch. B, Reg. 2.1	\$100.00
24. Load not ready for disposal	Sch. B, Reg. 2.3	\$100.00
25. Drive off designated roads	Sch. B, Reg. 3.1	\$100.00
26. Fail to obey signs	Sch. B, Reg. 3.2	\$100.00
27. Fail to follow directions	Sch. B, Reg. 3.3	\$100.00
28. Scavenging	Sch. B, Reg. 3.5	\$100.00
29. Loitering on site	Sch. B, Reg. 3.6	\$100.00

30.	Vehicle washing	Sch. B, Reg. 3.7	\$100.00
31.	Disorderly conduct	Sch. B, Reg. 3.8	\$100.00
32.	Overweight vehicle	Sch. B, Reg. 3.9	\$100.00
33.	Children at site	Sch. B, Reg. 4.2	\$50.00
34.	Pets at site	Sch. B, Reg. 4.3	\$50.00
35.	Smoking at disposal site	Sch. B, Reg. 4.4	\$100.00
36.	Use electronic device while driving	Sch. B, Reg. 4.7	\$100.00
37.	No protective equipment	Sch. B, Reg. 4.8	\$50.00

SCHEDULE 20 TO BYLAW NO. 1857

(BI 2293)

CAPITAL REGIONAL DISTRICT RECYCLING
BYLAW NO. 2, 1995

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Scavenging from Blue Box	2. (b) (ii)	\$100.00
2. Scavenging from Wheeled Container/ Drop Box	2. (b) (iii)	\$100.00

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

(BI 2987, 3393)

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Discharge prohibited waste	2.1(a)	\$1,000
2. Discharge restricted waste	2.1(b)	\$500
3. High volume discharge	2.1(c)	\$200
4. Discharge without a permit and contrary to code of practice	2.1(d)	\$200
5. Unauthorized discharge of excess uncontaminated water	2.1(e)	\$200
6. Unauthorized discharge of septage	2.3	\$500
7. Unauthorized discharge of trucked liquid waste	2.4	\$500
8. Discharge to dilute non-domestic waste	2.5	\$500
9. Fail to provide spill containment	2.8(a)	\$150
10. Fail to post name and phone number as required	2.8(b)	\$50
11. Unauthorized discharge of recreational vehicle waste	2.9	\$750
12. Unauthorized discharge of carpet cleaner waste	2.10	\$750
13. Unauthorized discharge of ship and boat waste	2.11	\$750
14. Unauthorized discharge of kitchen equipment cleaning waste	2.12	\$500
15. Fail to adjust pH	2.13 (a)	\$500
16. Fail to maintain complete records	2.13 (b)	\$100
17. Fail to apply for permit	3.3	\$250
18. Bypass waste control works	5.2	\$500
19. Fail to maintain complete records, monitoring	6.1(a)	\$200
20. Fail to maintain complete records, administrative	6.1(b)	\$200
21. Fail to report unlawful discharge to a manager or officer	7.1(a)	\$250
22. Fail to report unlawful discharge to owner	7.1(b)	\$250
23. Fail to provide information to manager on premises	7.2 (a)	\$250
24. Fail to provide information on location	7.2 (b)	\$250
25. Fail to provide information on contact person	7.2 (c)	\$250

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
26. Fail to provide information on time, date and duration	7.2 (d)	\$250
27. Fail to provide information on type	7.2 (e)	\$250
28. Fail to provide information on volume	7.2 (f)	\$250
29. Fail to provide information on corrective action	7.2 (g)	\$250
30. Fail to confine unlawful discharge	7.3(a)	\$500
31. Fail to dispose of substance properly	7.3(b)	\$500
32. Fail to give 90 days notice of new activity	7.4(a)	\$250
33. Fail to give 90 days notice of activity change	7.4(b)	\$250
34. Inaccessible monitoring point	9.6	\$250
35. Hinder/prevent inspection	13.1	\$500
36. Discharge of restricted waste	Sch. I, 2.1 (a)	\$200
37. Discharge of prohibited waste	Sch. I, 2.1 (b)	\$200
38. Discharge of excess uncontaminated water	Sch. I, 2.1 (c)	\$200
39. Fail to install grease interceptor	Sch. I, 2.2	\$500
40. Fail to maintain grease interceptor	Sch. I, 2.3	\$150
41. Accumulation of excessive grease or solids	Sch. I, 2.4	\$100
42. Disposal of oil and grease to sewer	Sch. I, 2.5	\$150
43. Use of chemical agents	Sch. I, 2.6	\$150
44. Fail to connect fixture to grease interceptor, sink	Sch. I, 2.7 (a)	\$150
45. Fail to connect fixture to grease interceptor, exhaust hood	Sch. I, 2.7 (b)	\$150
46. Fail to connect fixture to grease interceptor, drain	Sch. I, 2.7 (c)	\$150
47. Fail to connect fixture to grease interceptor, compactor	Sch. I, 2.7 (d)	\$150
48. Fail to connect fixture to grease interceptor, dishwasher	Sch. I, 2.7 (e)	\$150
49. Fail to connect fixture to grease interceptor, floor drain	Sch. I, 2.7 (f)	\$150
50. Fail to connect fixture to grease interceptor, grease bearing fixture	Sch. I, 2.7 (g)	\$150

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
51. Connection of fixture discharging solids	Sch. I, 2.9 (a)	\$100
52. Connection of a toilet	Sch. I, 2.9 (b)	\$100
53. Connection of a garburator	Sch. I, 2.9 (c)	\$100
54. Fail to connect dishwasher	Sch. I, 2.10	\$150
55. Fail to install properly sized grease interceptor	Sch. I, 2.12	\$150
56. Fail to connect floor drains	Sch. I, 2.14	\$150
57. Fail to have required equipment on the grease interceptor	Sch. I, 2.17	\$100
58. Fail to install flow control device	Sch. I, 2.18	\$100
59. Fail to properly size or install flow control device	Sch. I, 2.19 (a)	\$100
60. Flow control cannot be verified	Sch. I, 2.19 (b)	\$100
61. Fail to install correct flow control device	Sch. I, 2.20	\$100
62. Inaccessible grease interceptor	Sch. I, 2.21	\$100
63. Fail to correctly install sampling tee, as required	Sch. I, 2.22 (a)	\$100
64. Improper sampling tee	Sch. I, 2.22 (b)	\$100
65. Inaccessible sampling tee	Sch. I, 2-22 (c)	\$150
66. Fail to keep records available for inspection	Sch. I, 2.22 (d)	\$100
67. Fail to label equipment	Sch. I, 2.23	\$50
68. Garburator connected to sewer	Sch. I, 2.24	\$150
69. Fail to disconnect garburator or install solids separator	Sch. I, 2.25	\$150
70. Fail to properly size solids separator	Sch. I, 2.26	\$150
71. Fail to remove cover on request	Sch. I, 2.27	\$200
72. Fail to maintain complete records, date	Sch. I, 3.1 (a)	\$100
73. Fail to maintain complete records, maintenance	Sch. I, 3.1 (b)	\$100
74. Fail to maintain complete records, material removed	Sch. I, 3.1 (c)	\$100
75. Fail to maintain complete records, location of disposal	Sch. I, 3.1 (d)	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
76. Discharge prohibited waste	Sch. J, 2.1 (a)	\$200
77. Discharge restricted waste	Sch. J, 2.1 (b)	\$200
78. Discharge excessive tetrachlorethene	Sch. J, 2.1 (c)	\$200
79. Discharge residue	Sch. J, 2.1 (d)	\$200
80. Discharge of excess uncontaminated water	Sch. J, 2.1 (e)	\$200
81. Unauthorized discharge of stormwater	Sch. J, 2.2	\$150
82. Fail to install second separator	Sch. J, 2.4 (a)	\$500
83. Fail to install filter	Sch. J, 2.4 (b)	\$500
84. Fail to install alarm	Sch. J, 2.4 (c)	\$500
85. Fail to install second filter	Sch. J, 2.4 (d)	\$500
86. Fail to install works in correct order	Sch. J, 2.5	\$150
87. Fail to inspect separator	Sch. J, 2.6 (a)	\$100
88. Fail to clean separator	Sch. J, 2.6 (b)	\$100
89. High level tetrachlorethylene	Sch. J, 2.7 (a)	\$150
90. Fail to clean separator	Sch. J, 2.7 (b)	\$150
91. Fail to recover solvent	Sch. J, 2.7 (c)	\$150
92. Fail to replace filter before expiry date	Sch. J, 2.8 (a)	\$100
93. Fail to replace filter after alarm	Sch. J, 2.8 (b)	\$100
94. Fail to replace filter after breakthrough	Sch. J, 2.8 (c)	\$100
95. Unauthorized discharge to treatment works	Sch. J, 2.9	\$100
96. Fail to correctly install monitoring point	Sch. J, 2.10 (a)	\$100
97. Improper monitoring point	Sch. J, 2.10 (b)	\$100
98. Inaccessible monitoring point	Sch. J, 2.10 (c)	\$150
99. Fail to protect sewer against spills	Sch. J, 3.1	\$150
100. Improper monitoring point	Sch. J, 2.10 (b)	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
101. Inaccessible monitoring point	Sch. J, 2.10 (c)	\$150
102. Fail to protect equipment against spills	Sch. J, 3.1	\$150
103. Fail to install spill containment system	Sch. J, 3.2	\$150
104. Undersized containment	Sch. J, 3.3	\$100
105. Open drains in containment	Sch. J, 3.4	\$150
106. Fail to block drains in contamination area	Sch. J, 3.5	\$150
107. Discharge untested water from containment	Sch. J, 3.6	\$100
108. Fail to prepare spill response plan	Sch. J, 4.1	\$100
109. Fail to prepare spill response plan within 30 days	Sch. J, 4.2	\$100
110. Fail to post spill response plan	Sch. J, 4.3	\$50
111. Fail to stock spill response materials	Sch. J, 4.4	\$100
112. Fail to include plugs	Sch. J, 4.5	\$100
113. Fail to follow spill response plan	Sch. J, 4.6	\$200
114. Fail to maintain complete records, date	Sch. J, 5.1 (a)	\$100
115. Fail to maintain complete records, inspection	Sch. J, 5.1 (b)	\$100
116. Fail to maintain complete records, carbon replaced	Sch. J, 5.1 (c)	\$100
117. Fail to maintain complete records, material removed	Sch. J, 5.1 (d)	\$100
118. Fail to maintain disposal records	Sch. J, 5.2	\$100
119. Fail to retain records	Sch. J, 5.3	\$100
120. Discharge excess contaminants, silver	Sch. K, 2.1 (a)	\$200
121. Discharge prohibited waste, excess contaminants, water	Sch. K, 2.1 (b)	\$200
122. Fail to treat wastes	Sch. K, 2.2 (b)	\$500
123. Fail to install and maintain equipment	Sch. K, 2.3	\$100
124. Fail to use metering pump	Sch. K, 2.4	\$100
125. Fail to calibrate metering pump	Sch. K, 2.5	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
126. Fail to properly locate recovery system as required	Sch. K, 2.6	\$100
127. Fail to install spill containment or cap drains	Sch. K, 2.7	\$150
128. Fail to test effluent	Sch. K, 2.8	\$100
129. Fail to install flow meter	Sch. K, 2.9 (a)	\$100
130. Fail to test flow meter	Sch. K, 2.9 (b)	\$100
131. Fail to replace silver recovery cartridge as recommended	Sch. K, 2.10 (a)	\$100
132. Fail to replace silver recovery cartridge at 80% capacity	Sch. K, 2.10 (b)	\$100
133. Fail to replace silver recovery cartridge over 1000 mg/L	Sch. K, 2.10 (c)	\$100
134. Fail to replace silver recovery cartridge for excess silver	Sch. K, 2.10 (d)	\$100
135. Fail to replace both silver recovery cartridges	Sch. K, 2.11	\$100
136. Fail to keep maintenance manual	Sch. K, 3.1	\$ 50
137. Fail to maintain complete records, serial number	Sch. K, 3.2 (a)	\$100
138. Fail to maintain complete records, date	Sch. K, 3.2 (b)	\$100
139. Fail to maintain complete records, expiry date	Sch. K, 3.2 (c)	\$100
140. Fail to maintain complete records, capacity	Sch. K, 3.2 (d)	\$100
141. Fail to maintain complete records, calibrator	Sch. K, 3.2 (e)	\$100
142. Fail to maintain complete records, tests	Sch. K, 3.2 (f)	\$100
143. Fail to maintain complete records, operational problems	Sch. K, 3.2 (g)	\$100
144. Fail to maintain complete records on electrolytic unit	Sch. K, 3.3 (a)	\$100
145. Fail to record date of silver removal	Sch. K, 3.3 (b)	\$100
146. Fail to record date of maintenance	Sch. K, 3.3 (c)	\$100
147. Fail to record operational problems	Sch. K, 3.3 (d)	\$100
148. Discharge prohibited waste	Sch. L, 2.1 (a)	\$200
149. Discharge of excess uncontaminated water	Sch. L, 2.1 (b)	\$200
150. Fail to use a certified amalgam separator	Sch. L, 2.3 (b)	\$500

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
151. Fail to correctly install and maintain amalgam separator	Sch. L, 2.5	\$150
152. Fail to install certified amalgam separator	Sch. L, 2.6	\$150
153. Fail to treat wastewater with amalgam separator	Sch. L, 2.7 (a)	\$150
154. Fail to correctly install monitoring point	Sch. L, 2.7 (b)	\$100
155. Fail to include total flow	Sch. L, 2.7 (c)	\$100
156. Inaccessible monitoring point	Sch. L, 2.7 (d)	\$150
157. Fail to install internal flow control fitting	Sch. L, 2.8	\$100
158. Fail to properly size flow control fitting	Sch. L, 2.9	\$100
159. Fail to properly locate amalgam separator	Sch. L, 2.10	\$100
160. Fail to install spill containment or cap drains	Sch. L, 2.11	\$150
161. Fail to replace collecting container on time	Sch. L, 2.12 (a)	\$100
162. Fail to replace collecting container when full	Sch. L, 2.12 (b)	\$100
163. Fail to replace collecting container on breakthrough	Sch. L, 2.12 (c)	\$100
164. Disposal of collected waste dental amalgam to sewer	Sch. L, 2.13	\$200
165. Fail to keep maintenance manual	Sch. L, 3.1	\$ 50
166. Fail to post ISO standard test report	Sch. L, 3.2	\$50
167. Fail to maintain complete records, date of install	Sch. L, 3.3 (a)	\$100
168. Fail to maintain complete records, serial number	Sch. L, 3.3 (b)	\$100
169. Fail to maintain complete records, maximum flow rate	Sch. L, 3.3 (c)	\$100
170. Fail to maintain complete records, date of inspection	Sch. L, 3.3 (d)	\$100
171. Fail to maintain complete records, description of problems	Sch. L, 3.3 (e)	\$100
172. Fail to maintain complete records, service provider	Sch. L, 3.3 (f)	\$100
173. Fail to maintain complete records, dates of waste pick-up	Sch. L, 3.3 (g)	\$100
174. Discharge prohibited waste	Sch. M, 2.1 (a)	\$200
175. Discharge restricted waste	Sch. M, 2.1 (b)	\$200

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
176. Discharge excess oil and grease	Sch. M, 2.1 (c)	\$200
177. Discharge excess uncontaminated water	Sch. M, 2.1 (d)	\$200
178. Discharge fuel-water	Sch. M, 2.1 (e)	\$200
179. Discharge from parts washer	Sch. M, 2.1 (f)	\$200
180. Discharge from oily rag washing	Sch. M, 2.1 (g)	\$200
181. Discharge from engine washing	Sch. M, 2.1 (h)	\$200
182. Unauthorized discharge of stormwater	Sch. M, 2.2	\$100
183. Unauthorized discharge of groundwater	Sch. M, 2.3	\$150
184. Fail to install treatment works	Sch. M, 2.4	\$500
185. Fail to install properly sized separator	Sch. M, 2.6	\$150
186. Fail to treat discharge	Sch. M, 2.7	\$150
187. Unauthorized discharge to treatment works	Sch. M, 2.8	\$100
188. Use of chemical agents	Sch. M, 2.9	\$150
189. Fail to correctly install monitoring point	Sch. M, 2.10 (a)	\$100
190. Improper monitoring point	Sch. M, 2.10 (b)	\$100
191. Inaccessible treatment works	Sch. M, 2.11	\$100
192. Accumulation of excessive oil and grease	Sch. M, 2.12	\$100
193. Accumulation of excessive solids	Sch. M, 2.13	\$100
194. Fail to inspect separator	Sch. M, 2.14	\$100
195. Fail to clean separator	Sch. M, 2.15	\$150
196. Fail to conduct annual cleaning	Sch. M, 2.16	\$150
197. Fail to provide spill containment, used batteries	Sch. M, 3.1 (a)	\$150
198. Fail to provide spill containment, used solvents	Sch. M, 3.1 (b)	\$150
199. Fail to provide spill containment, fuel tanks	Sch. M, 3.1 (c)	\$150
200. Fail to provide spill containment, prohibited waste	Sch. M, 3.1 (d)	\$150

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
201. Fail to supervise discharge	Sch. M, 3.2	\$150
202. Fail to prepare spill response plan	Sch. M, 4.1	\$100
203. Fail to prepare spill response plan within 30 days	Sch. M, 4.2	\$100
204. Fail to post spill response plan	Sch. M, 4.3	\$ 50
205. Fail to follow spill response plan	Sch. M, 4.4	\$200
206. Fail to inspect following spill	Sch. M, 4.5	\$150
207. Fail to remove spilled materials	Sch. M, 4.6	\$150
208. Fail to stock spill response materials	Sch. M, 4.7	\$100
209. Fail to maintain complete records, date of inspection	Sch. M, 5.1 (a)	\$100
210. Fail to maintain complete records, maintenance	Sch. M, 5.1 (b)	\$100
211. Fail to maintain complete records, material depth	Sch. M, 5.1 (c)	\$100
212. Fail to maintain complete records, quantity removed	Sch. M, 5.1 (d)	\$100
213. Fail to maintain complete records, service provider	Sch. M, 5.1 (e)	\$100
214. Fail to maintain design information	Sch. M, 5.2	\$100
215. Fail to maintain record of waste disposal, name	Sch. M, 5.4 (a)	\$100
216. Fail to maintain record of waste disposal, type of waste	Sch. M, 5.4 (b)	\$100
217. Fail to maintain record of waste disposal, amount	Sch. M, 5.4 (c)	\$100
218. Fail to maintain record of waste disposal, date of transfer	Sch. M, 5.4 (d)	\$100
219. Fail to retain records	Sch. M, 5.5	\$100
220. Discharge prohibited wastes	Sch. N, 2.1 (a)	\$200
221. Discharge restricted waste	Sch. N, 2.1 (b)	\$200
222. Discharge of excess uncontaminated water	Sch. N, 2.1 (c)	\$200
223. Discharge from engine washing	Sch. N, 2.1 (d)	\$200
224. Discharge of trucked liquid waste	Sch. N, 2.1 (e)	\$200
225. Discharge of carpet cleaning waste	Sch. N, 2.1 (f)	\$200

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
226. Discharge of recreational vehicle waste	Sch. N, 2.1 (g)	\$200
227. Discharge from oily rag washing	Sch. N, 2.1 (h)	\$200
228. Unauthorized discharge of stormwater	Sch. N, 2.2	\$100
229. Unauthorized discharge of groundwater	Sch. N, 2.3	\$150
230. Fail to install treatment works	Sch. N, 2.4	\$500
231. Fail to install treatment works	Sch. N, 2.6	\$500
232. Fail to install properly designed and sized interceptor	Sch. N, 2.7 (a)	\$150
234. Fail to install properly designed three chamber interceptor	Sch. N, 2.7 (b)	\$150
235. Fail to treat discharge	Sch. N, 2.8	\$150
236. Unauthorized discharge to treatment works	Sch. N, 2.9	\$100
237. Use of chemical agents	Sch. N, 2.10	\$150
238. Fail to correctly install monitoring point	Sch. N, 2.11 (a)	\$100
239. Improper monitoring point	Sch. N, 2.11 (b)	\$100
240. Inaccessible treatment works	Sch. N, 2.12	\$100
241. Accumulation of excessive oil and grease in treatment works	Sch. N, 2.13	\$100
242. Accumulation of excessive solids in treatment works	Sch. N, 2.14	\$100
243. Fail to inspect treatment works	Sch. N, 2.15	\$100
244. Fail to clean treatment works	Sch. N, 2.16	\$150
245. Fail to conduct required cleaning of treatment works	Sch. N, 2.17	\$150
246. Fail to display signs	Sch. N, 2.18	\$50
247. Engine washing	Sch. N, 2.19	\$150
248. Fail to prepare spill response plan	Sch. N, 3.1	\$100
249. Fail to prepare spill response plan within 30 days	Sch. N, 3.2	\$100
250. Fail to post spill response plan	Sch. N, 3.3	\$ 50

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
251. Fail to follow spill response plan	Sch. N, 3.4	\$200
252. Fail to inspect treatment works following spill	Sch. N, 3.5	\$150
253. Fail to remove spilled materials	Sch. N, 3.6	\$150
254. Fail to stock materials	Sch. N, 3.7	\$100
255. Fail to maintain complete records, date of inspections	Sch. N, 4.1 (a)	\$100
256. Fail to maintain complete records, maintenance	Sch. N, 4.1 (b)	\$100
257. Fail to maintain complete records, material depth	Sch. N, 4.1 (c)	\$100
258. Fail to maintain complete records, quantity removed	Sch. N, 4.1 (d)	\$100
259. Fail to maintain complete records, service provider	Sch. N, 4.1 (e)	\$100
260. Fail to maintain design information	Sch. N, 4.2	\$100
261. Fail to maintain record of waste disposal, name	Sch. N, 4.4 (a)	\$100
262. Fail to maintain record of waste disposal, type of waste	Sch. N, 4.4 (b)	\$100
263. Fail to maintain record of waste disposal, amount	Sch. N, 4.4 (c)	\$100
264. Fail to maintain record of waste disposal, date of transfer	Sch. N, 4.4 (d)	\$100
265. Fail to retain records	Sch. N, 4.5	\$100
266. Discharge prohibited waste	Sch. O, 2.1 (a)	\$200
267. Discharge hazardous waste	Sch. O, 2.1 (b)	\$200
268. Discharge restricted waste	Sch. O, 2.1 (c)	\$200
269. Discharge stormwater	Sch. O, 2.1 (d)	\$200
270. Discharge of excess uncontaminated water	Sch. O, 2.1 (e)	\$200
271. Discharge excess total suspended solids	Sch. O, 2.1 (f)	\$200
272. Fail to treat waste	Sch. O, 2.2 (b)	\$500
273. Fail to visually inspect	Sch. O, 2.3 (a)	\$150
274. Fail to maintain screen	Sch. O, 2.3 (b)	\$150
275. Discharge unscreened waste	Sch. O, 2.4	\$150

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
276. Fail to install spill containment	Sch. O, 2.5	\$150
277. Fail to inspect equipment for leaks, hoses	Sch. O, 2.7 (a)	\$100
278. Fail to inspect filter gaskets	Sch. O, 2.7 (b)	\$100
279. Fail to inspect pumps	Sch. O, 2.7 (c)	\$100
280. Fail to inspect holding tanks	Sch. O, 2.7 (d)	\$100
281. Fail to prevent discharge to sewer	Sch. O, 2.8 (a)	\$100
282. Fail to repair leak within 72 hours	Sch. O, 2.8 (b)	\$100
283. Fail to keep records, inspections	Sch. O, 3.1 (a)	\$100
284. Fail to keep records, leaks	Sch. O, 3.1 (b)	\$100
285. Fail to keep records, screen replacement	Sch. O, 3.1 (c)	\$100
286. Fail to keep records, maintenance	Sch. O, 3.1 (d)	\$100
287. Fail to retain records	Sch. O, 3.2	\$100
288. Discharge prohibited waste, excess contaminants, water	Sch. P, 2.1	\$200
289. Fail to neutralize pH waste	Sch. P, 2.2	\$150
290. Fail to remove solids	Sch. P, 2.3	\$500
291. Fail to filter waste	Sch. P, 2.4 (b)	\$500
292. Fail to correctly install sampling tee	Sch. P, 2.7 (a)	\$100
293. Improper sampling tee	Sch. P, 2.7 (b)	\$100
294. Inaccessible sampling tee	Sch. P, 2.9	\$150
295. Fail to keep records, mash tun	Sch. P, 3.1 (a)	\$100
296. Fail to keep records, kettle wash	Sch. P, 3.1 (b)	\$100
297. Fail to keep records, back flush	Sch. P, 3.1 (c)	\$100
298. Fail to keep records, yeast residue	Sch. P, 3.1 (d)	\$100
299. Fail to keep records, location of sampling tee	Sch. P, 3.1 (e)	\$100
300. Fail to keep records, pH adjustment	Sch. P, 3.1 (f)	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
301. Fail to keep records, date of testing	Sch. P, 3.1 (g)	\$100
302. Fail to retain records	Sch. P, 3.2	\$100
303. Discharge prohibited waste	Sch. Q, 2.1 (a)	\$200
304. Discharge hazardous waste	Sch. Q, 2.1 (b)	\$200
305. Discharge restricted waste	Sch. Q, 2.1 (c)	\$200
306. Discharge solvent rinse	Sch. Q, 2.1 (d)	\$200
307. Discharge inks	Sch. Q, 2.1 (e)	\$200
308. Discharge etching solution	Sch. Q, 2.1 (f)	\$200
309. Discharge cleaning solvents	Sch. Q, 2.1 (g)	\$200
310. Discharge of excess uncontaminated water	Sch. Q, 2.1 (h)	\$200
311. Unauthorized discharge of stormwater	Sch. Q, 2.2	\$100
312. Fail to install trade waste interceptor	Sch. Q, 2.3	\$500
313. Fail to install works	Sch. Q, 2.4	\$500
314. Fail to install and calibrate metering pump	Sch. Q, 2.6	\$150
315. Fail to replace treatment works as recommended	Sch. Q, 2.8 (a)	\$150
316. Fail to replace treatment works at 80% capacity	Sch. Q, 2.8 (b)	\$150
317. Fail to replace treatment works total oil and grease at breakthrough	Sch. Q, 2.8 (c)	\$150
318. Fail to replace treatment works at breakthrough of oil and grease	Sch. Q, 2.8 (d)	\$150
319. Fail to properly size trade waste interceptor	Sch. Q, 2.11	\$150
320. Bypass of treatment equipment	Sch. Q, 2.12	\$150
321. Fail to divert domestic waste	Sch. Q, 2.13	\$150
322. Use of chemical agents	Sch. Q, 2.15	\$150
323. Fail to correctly install monitoring point	Sch. Q, 2.16 (a)	\$100
324. Inaccessible monitoring point	Sch. Q, 2.16 (b)	\$150
325. Inaccessible treatment works	Sch. Q, 2.17	\$150

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
326. Accumulation of excessive floatables	Sch. Q, 2.18	\$150
327. Accumulation of excessive solids	Sch. Q, 2.19	\$150
328. Fail to inspect trade waste interceptor	Sch. Q, 2.20	\$100
329. Fail to maintain trade waste interceptor	Sch. Q, 2.21	\$150
330. Fail to clean trade waste interceptor	Sch. Q, 2.22	\$150
331. Fail to provide spill containment for solvents	Sch. Q, 3.1 (a)	\$150
332. Fail to provide spill containment for waste solvents	Sch. Q, 3.1 (b)	\$150
333. Fail to prepare spill response plan	Sch. Q, 4.1	\$100
334. Fail to prepare spill response plan within 60 days	Sch. Q, 4.2	\$100
335. Fail to follow spill response plan	Sch. Q, 4.3	\$200
336. Fail to inspect following spill	Sch. Q, 4.4	\$150
337. Fail to remove spilled materials	Sch. Q, 4.5	\$150
338. Fail to stock materials	Sch. Q, 4.6	\$100
339. Fail to maintain complete records, inspections	Sch. Q, 5.1 (a)	\$100
340. Fail to maintain complete records, maintenance	Sch. Q, 5.1 (b)	\$100
341. Fail to maintain complete records, material removed	Sch. Q, 5.1 (c)	\$100
342. Fail to maintain complete records, service provider	Sch. Q, 5.1 (d)	\$100
343. Fail to keep equipment records, installation date	Sch. Q, 5.2 (a)	\$100
344. Fail to keep equipment records, serial numbers	Sch. Q, 5.2 (b)	\$100
345. Fail to keep equipment records, expiry date	Sch. Q, 5.2 (c)	\$100
346. Fail to keep equipment records, capacity	Sch. Q, 5.2 (d)	\$100
347. Fail to keep equipment records, calibration dates	Sch. Q, 5.2 (e)	\$100
348. Fail to keep equipment records, problems	Sch. Q, 5.2 (f)	\$100
349. Fail to maintain design information	Sch. Q, 5.3	\$100
350. Fail to maintain spill response plan	Sch. Q, 5.4	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
351. Fail to maintain record of waste disposal, name	Sch. Q, 5.5 (a)	\$100
352. Fail to maintain record of waste disposal, type of waste	Sch. Q, 5.5 (b)	\$100
353. Fail to maintain record of waste disposal, amount	Sch. Q, 5.5 (c)	\$100
354. Fail to maintain record of waste disposal, date of transfer	Sch. Q, 5.5 (d)	\$100
355. Fail to retain records	Sch. Q, 5.6	\$100
356. Discharge prohibited waste	Sch. R, 2.1 (a)	\$200
357. Discharge restricted wastes	Sch. R, 2.1 (b)	\$200
358. Discharge chlorides	Sch. R, 2.1 (c)	\$200
359. Discharge pool filter media	Sch. R, 2.1 (d)	\$200
360. Discharge of excess uncontaminated water	Sch. R, 2.1 (e)	\$200
361. Unauthorized discharge of stormwater	Sch. R, 2.2	\$100
362. Fail to dechlorinate	Sch. R, 2.3	\$150
363. Fail to filter waste	Sch. R, 2.4	\$500
364. Fail to prevent discharge of leaked refrigerant	Sch. R, 2.6	\$100
365. Fail to correctly install monitoring point	Sch. R, 2.7 (a)	\$100
366. Improper monitoring point	Sch. R, 2.7 (b)	\$100
367. Fail to install monitoring point	Sch. R, 2.8	\$100
368. Inaccessible monitoring point	Sch. R, 2.9	\$150
369. Fail to maintain records, dates and results	Sch. R, 3.1 (a)	\$100
370. Fail to maintain records, method	Sch. R, 3.1 (b)	\$100
371. Fail to maintain records, method of solids removal	Sch. R, 3.1 (c)	\$100
372. Fail to maintain records, date of melting	Sch. R, 3.1 (d)	\$100
373. Fail to maintain records, date of leaks	Sch. R, 3.1 (e)	\$100
374. Fail to maintain records, location of monitoring point	Sch. R, 3.1 (f)	\$100
375. Fail to retain records	Sch. R, 3.2	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
376. Discharge prohibited waste	Sch. S, 2.1 (a)	\$200
377. Discharge restricted waste	Sch. S, 2.1 (b)	\$200
378. Discharge waste containing mercury	Sch. S, 2.1 (c)	\$200
379. Discharge waste containing PCB	Sch. S, 2.1 (d)	\$200
380. Discharge waste containing TEQ	Sch. S, 2.1 (e)	\$200
381. Discharge waste containing halogenated solvents	Sch. S, 2.1 (f)	\$200
382. Discharge waste containing chlorinated phenols	Sch. S, 2.1 (g)	\$200
383. Discharge waste containing pesticides	Sch. S, 2.1 (h)	\$200
384. Discharge seawater	Sch. S, 2.1 (i)	\$200
385. Discharge of excess uncontaminated water	Sch. S, 2.1 (j)	\$200
386. Unauthorized discharge of stormwater	Sch. S, 2.2	\$100
387. Fail to correctly install monitoring point	Sch. S, 2.4	\$100
388. Fail to install monitoring point following improvement, lab	Sch. S, 2.5 (a)	\$100
389. Fail to install monitoring point following improvement, plumbing	Sch. S, 2.5 (b)	\$100
390. Fail to install monitoring point after exceeding criteria	Sch. S, 2.5 (c)	\$100
391. Fail to use proper methods	Sch. S, 2.6	\$150
392. Fail to install spill containment	Sch. S, 3.1	\$150
393. Discharge unauthorized waste	Sch. S, 3.2	\$150
394. Fail to prepare spill response plan	Sch. S, 4.1	\$100
395. Fail to prepare spill response plan within 30 days	Sch. S, 4.2	\$100
396. Fail to post spill response plan	Sch. S, 4.3	\$50
397. Fail to maintain spill response equipment	Sch. S, 4.4	\$100
398. Fail to carry out spill response plan	Sch. S, 4.5	\$200
399. Fail to removed spilled materials	Sch. S, 4.6	\$150
400. Fail to keep records, name	Sch. S, 5.1 (a)	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
401. Fail to keep records, type of waste	Sch. S, 5.1 (b)	\$100
402. Fail to keep records, amount	Sch. S, 5.1 (c)	\$100
403. Fail to keep records, date of transfer	Sch. S, 5.1 (d)	\$100
404. Fail to list procedures	Sch. S, 5.2	\$100
405. Fail to maintain inventory	Sch. S, 5.3	\$100
406. Fail to maintain written procedures	Sch. S, 5.4	\$100
407. Fail to maintain test records	Sch. S, 5.5	\$100
408. Fail to retain records	Sch. S, 5.6	\$100

SCHEDULE 22 TO BYLAW NO. 1857

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

(Bl 3650)

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to obey order to leave dock	3	\$150.00
2. Hinder authorized personnel	4	\$200.00
3. Interfere with lawful use of dock	7	\$100.00
4. Disorderly behaviour	8	\$100.00
5. Noise which disturbs	9	\$100.00
6. Possession of open liquor	10	\$100.00
7. Unlawful sign	11	\$100.00
8. Cause damage to dock	12	\$100.00
9. Damage CRD sign	13	\$100.00
10. Littering	14	\$50.00
11. Unlawful storage	15	\$100.00
12. Unattended vessel in loading zone	16	\$100.00
13. Vessel in loading zone more than 15 minutes	17	\$50.00
14. Unlawful mooring in airport zone	18	\$100.00
15. Failure to vacate airport zone	19	\$75.00
16. Unlawful driving on dock	20(1)	\$100.00
17. Unattended vehicle on dock	21	\$50.00
18. Unauthorized business on dock	22	\$100.00

SCHEDULE 22 TO BYLAW NO. 1857 CONTINUED

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

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
19. Unauthorized structure on dock	24	\$100.00
20. Fail to pay moorage fees	25(4)	\$100.00
21. Fail to obtain licence	25(6)	\$100.00
22. Lingering while unloading dangerous goods	26	\$150.00
23. Unattended vessel carrying dangerous goods	27	\$200.00
24. Fail to obey order to alter position	30	\$100.00
25. Fail to obey order not to moor	31	\$100.00
26. Abandon vessel at dock	33	\$100.00
27. Obstruct movement of other vessels	36	\$100.00
28. Crossing dock with moorage lines	37	\$75.00
29. Use dock for major repairs	38(1)	\$100.00
30. Impede use of dock	38(2)	\$100.00
31. Disobey order of Ports Manager/Wharfinger	49(2)(a)	\$200.00
32. Disobey posted sign	49(2)(b)	\$100.00

SCHEDULE 23 TO BYLAW NO. 1857

COMMUNITY PARKS REGULATIONS

(JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS)

Bl 2411, 2511, 3796)

BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Obstruction of Park or Peace Officer	4(1)	\$150.00
2. Failure to Obey Sign or Posted Notice	4(3), 12(1)	\$100.00
3. Consumption of Alcohol	4(4)	\$200.00
4. Urinate or Defecate in Public	4(5)	\$ 50.00
5. In park when closed	4(6)	\$ 50.00
6. Undue Noise	4(8)(9)	\$100.00
7. Disorderly or Dangerous Conduct	4(11)	\$100.00
8. Illegal Camping	6(1)	\$100.00
9. Destroying or Damaging Park Features or Property	7(1)	\$300.00
10. Littering	7(3)	\$100.00
11. Illegal Dumping	7(4)	\$300.00
12. Illegal Fire	7(5)	\$200.00
13. Unattended Fire or Camp Stove	7(6)	\$100.00
14. Illegal Deposit of Burning Substance	7(7)	\$100.00
15. Illegal Smoking	7(8)	\$100.00
16. Cut or Remove Tree	7(9)	\$500.00
17. Illegal Cycling	7(10)	\$ 50.00
18. Domestic Animal Not Under Control	8(1)(a)	\$100.00
19. Dog Faeces Not Removed	8(4)	\$100.00
20. Possess or Discharge Firearm	9(1)	\$200.00
21. Possess or Discharge Fireworks	9(2)	\$100.00
22. Possess or Discharge a Slingshot	9(3)	\$100.00
23. Possess or Discharge a Bow or Crossbow	9(4)	\$200.00
24. Vehicle Off Road	10(1)	\$200.00
25. Illegal Parking	10(3)	\$ 50.00

SCHEDULE 23 TO BYLAW NO. 1857 CONTINUED

COMMUNITY PARKS REGULATIONS
(JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS)
BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
26. Commercial Activity Without Permit	11(1)	\$100.00
27. Interference in Lawful Use of Property	12(2)	\$100.00
28. Special Use Event Without A Permit	14(1)	\$100.00
29. Failure to Comply with Terms of a Permit	14(9)	\$100.00

SCHEDULE 24 TO BYLAW NO. 1857

SALT SPRING ISLAND LIQUID WASTE DISPOSAL LOCAL SERVICE AREA FEES AND CHARGES BYLAW NO. 1, 1996 **(BI 2669)**

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Discharging at other than designated facility	4. (a)	\$100.00
2. Fail to deposit declaration	4. (e)	\$100.00
3. Unauthorized parking	Sch “C” Sec 2	\$ 50.00
4. Spilling septage	Sch “C” Sec 6	\$100.00
5. Fail to record flow meter reading	Sch “C” Sec 8	\$100.00

SCHEDULE 25 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT
SEPTAGE DISPOSAL BYLAW NO. 2, 2000

(Bl 2863)

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Discharging at other than disposal facility	2.1	\$200
2. Fail to provide information	2.7(b)	\$100
3. Fail to contain load	2.7(c)	\$150
4. Fail to discontinue discharge	2.8	\$200
5. Fail to provide information	2.9	\$100
6. Fail to clean equipment	2.10	\$100
7. Discharge without permit	3.1	\$100
8. Unlisted vehicle	3.2	\$100
9. Fail to display company name as required	3.4	\$50
10. Fail to allow entry	4.1	\$200
11. Fail to allow sampling	5.1	\$200
12. Using unauthorized sampling and analysis methods	5.3	\$100
13. Fail to use independent agency/authorized laboratory	5.4	\$100
14. Hinder/prevent inspection	8.1	\$200

SCHEDULE 26 TO BYLAW NO. 1857

(BI 3062,4098)

CAPITAL REGIONAL DISTRICT WATER CONSERVATION NO. 1, 2016

**WORDS OR EXPRESSIONS
DESIGNATING OFFENCE**

	SECTION	FINE
1. Deterioration of appliance resulting in waste of water	3.(2)	\$200.00
2. Wasting water	3.(3)	\$200.00
3. Wasting water during Stage 1	3.(3)	\$200.00
4. Wasting water during Stage 2	3.(3)	\$300.00
5. Wasting water during Stage 3	3.(3)	\$400.00
6. Once Through Cooling Equipment Use	3.(5)	\$250.00
7. Once Through Cooling Equipment Use During Stage 1	3.(5)	\$350.00
8. Once Through Cooling Equipment Use During Stage 2	3.(5)	\$450.00
9. Once Through Cooling Equipment Use During Stage 3	3.(5)	\$500.00
10. Stage 1 – water lawn contrary to even address dates/times	Sch. A 1.(1)(a)(i)	\$200.00
11. Stage 1 – water lawn contrary to odd address dates/times	Sch. A 1.(1)(a)(ii)	\$200.00
12. Stage 1 – water playing field contrary to dates/times	Sch. A 1.(1)(b)(v)	\$100.00
13. Stage 1 – operate Public Spray Park contrary to restrictions	Sch. A 1.(1)(c)	\$100.00
14. Stage 1 – Public Authority watering contrary to dates/time	Sch. A 1.(2)(c)	\$100.00
15. Stage 1 – watering golf courses contrary to dates/times	Sch. A 1.(2)(d)	\$200.00
16. Stage 2 – water lawn contrary to even address dates/times	Sch. A 2.(1)(a)(i)	\$250.00

SCHEDULE 27 TO BYLAW NO. 1857

(Bl 2806, 4051)

WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Unauthorized entry on water supply area lands	9.	\$200.00 (first offence) \$400.00 (second offence) \$1,000.00 (third offence)
2. Obstruct persons or traffic	10.	\$100.00
3. Disorderly behavior	11.	\$100.00
4. Unlawful use of liquor	12.	\$100.00
5. Fail to obey sign	14.	\$100.00
6. Damage to property/natural feature in water supply area	15.	\$200.00 (first offence) \$400.00 (second offence) \$1,000.00 (third offence)
7. Foul water supply area lands/water bodies	16.	\$200.00
8. Remove posted notices	17.	\$100.00
9. Interfere with wildlife	18.	\$200.00
10. Deposit garbage	19.	\$200.00 (first offence) \$400.00 (second offence) \$1,000.00 (third offence)
11. Introduce alien or weed species	20.	\$200.00
12. Introduce organic material without authorization	21.	\$200.00
13. Unlawful fire	22.	\$1,000.00
14. Deposit burning substance	23.	\$1,000.00

SCHEDULE 27 TO BYLAW NO. 1857 CONTINUED

(Bl 2806, 4051)

WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

	WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
15.	Damage tree	24.	\$100.00
16.	Cut down tree	24.	\$200.00
17.	Unauthorized cycling	25.	\$100.00
18.	Unauthorized camping	26.	\$100.00
19.	Prohibited storage	27.	\$100.00
20.	Prohibited animal	28.	\$200.00 (first offence) \$400.00 (second offence) \$1,000.00 (third offence)
21.	Unauthorized hunting, carry or discharge of firearm, crossbow or bow	29.	\$200.00
22.	Unauthorized operation of aircraft	30.	\$200.00
23.	Unauthorized operation of vessel or watercraft	31.	\$200.00
24.	Unauthorized fishing	32.	\$200.00
25.	Driving off road	33.(1)	\$200.00
26.	Driving contrary to posted signs or traffic control devices	35.(2)	\$100.00
27.	Unlawful sign	36.	\$100.00
28.	Prohibited public address system	37.	\$100.00
29.	Prohibited temporary structure	38.	\$100.00
30.	Prohibited permanent structure	39.	\$200.00

31.	Entry into closed area	43.	\$200.00
32.	Prohibited activity	44.	\$200.00

SCHEDULE 28 TO BYLAW NO. 1857

SALT SPRING ISLAND HOUSE NUMBERING BYLAW NO. 1, 1992

(Bl 3195)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to display street number, designated area	6.	\$100.00
2. Fail to display street number, outside of designated area	7.	\$100.00
3. Fail to display street number in a proper manner	8. (1)	\$50.00
4. Fail to display street number in a visible manner	8. (2)	\$50.00

SCHEDULE 29 TO BYLAW NO. 1857

CIVIC ADDRESSING BYLAW (JUAN DE FUCA ELECTORAL AREA) NO. 1, 2004 **(Bl 3195)**

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to display civic number	6. (1)	\$100.00
2. Fail to display civic number in proper manner	6. (1) (i) (ii) (iii) (iv) 6. (3) (i) (ii)	\$50.00
3. Fail to display correct civic number	7. (1)	\$50.00
4. Alter or change civic number without authority	7. (2)	\$50.00

SCHEDULE 30 TO BYLAW NO. 1857

(BI 3195,3796)

SCHEDULE 31 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT COMPOSTING FACILITIES REGULATION
BYLAW NO. 1, 2004

(BI 3418)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to obtain recycler licence	3.1	\$500
2. Operating without recycler licence	3.2	\$500
3. Store materials improperly	5.1	\$500
4. Fail to operate according to regulations	5.2	\$500
5. Fail to operate to control nuisances	6.1	\$500
6. Creating or discharging leachate	6.2	\$500
7. Fail to operate in accordance with licence	6.5	\$200
8. Hinder inspection	11.1	\$250
9. Exceed storage limits	Sch. B 1	\$200
10. Fail to pay licence application fee	Sch. C 1.1 (a)	\$200
11. Fail to pay licence renewal fee	Sch. C 1.2 (a)	\$200
12. Fail to pay licence amendment fee	Sch. C 1.3 (a)	\$200
13. Fail to pay annual administration fee	Sch. C 1.4 (a)	\$200
14. Fail to pay provisional licence fee	Sch. C 1.5 (a)	\$200
15. Handle restricted organic matter improperly	Sch. D 1.1	\$200
16. Cure restricted organic matter improperly	Sch. D 1.2	\$200
17. Fail to use impermeable surface	Sch. D 1.3	\$500
18. Receive unauthorized material	Sch. D 1.4	\$500
19. Exceed combined storage limits	Sch. D 2.2	\$200
20. Fail to report beginning of operation	Sch. D 3.1	\$200

SCHEDULE 32 TO BYLAW NO. 1857

SALT SPRING ISLAND TRANSFER STATION
REGULATION BYLAW NO. 1, 2001

(BI 3418)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to obtain operator licence	2 (a)	\$500
2. Hinder inspection	10 (a)	\$250
3. Fail to pay licence fee	Sch. C 1.1 (a)	\$200
4. Fail to pay licence renewal fee	Sch. C 1.2 (a)	\$200
5. Fail to pay licence amendment fee	Sch. C 1.3 (a)	\$200
6. Fail to pay annual administration fee	Sch. C 1.4 (a)	200
7. Fail to use impermeable surface	Sch. D (a) (i)	\$500
8. Store waste improperly \ Class 1 station	Sch. D (a) (ii)	\$200
9. Store fibre improperly \ Class 1 station	Sch. D (a) (iii)	\$200
10. Store waste improperly \ Class 2 station	Sch. D (b) (i)	\$200
11. Store fibre improperly \ Class 2 station	Sch. D (b) (ii)	\$200
12. Fail to prohibit public access	Sch. D (b) (iii)	\$200
13. Fail to maintain facility	Sch. D (c)	\$200
14. Receive unauthorized materials	Sch. D (d)	\$500
15. Detectable odour beyond site boundary	Sch. D (e)	\$500
16. Fail to submit odour management plan	Sch. D (f)	\$200
17. Discharge leachate	Sch. D (g)	\$500
18. Deposit garbage	Sch. D (h)	\$200
19. Exceed storage limit	Sch. D. (i)	\$200

SCHEDULE 33 TO BYLAW NO. 1857

FIRE REGULATION BYLAW NO. 1, 2007

(BI 3453)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Hindering an officer	4. (a)	\$200.00
2. Cross fire line	4. (b)	\$100.00
3. Drive over hose or equipment	4. (c)	\$500.00
4. Obstruct access to fire hydrant	4. (d)	\$100.00
5. Damage of fire department property	4. (e)	\$300.00
6. Failure to properly secure unoccupied building	6.	\$100.00
7. Class A burning within restricted area	7. (a)(ii)	\$500.00
8. Class A burning more than 3 consecutive days	7. (a)(iii)	\$100.00
9. Class B burning within restricted area	7. (b)(i)	\$100.00
10. Burning green debris	7. (b)(ii)	\$100.00
11. Class B burning more than 4 consecutive days	7. (b)(iii)	\$100.00
12. Class C burning within restricted area	7. (c)(ii)	\$100.00
13. Burning without a valid permit	8. (a)	\$100.00
14. Open burning during prohibited period	8. (b)	\$500.00
15. Failure to extinguish beach or camp fire	8. (c)	\$100.00
16. Failure to extinguish fire	8. (d)	\$100.00
17. Failure to control and/or supervise open burning fire	8. (e)	\$100.00
18. Burning Prohibited Materials	10.	\$100.00
19. Failure to supervise incinerator fire	11. (a)(ii)	\$100.00
20. Improper location of incinerator	11. (a)(iii)	\$100.00
21. Beach fire or campfire in excess of size limits	12. (a)	\$ 50.00
22. Beach fire or campfire not properly contained	12. (b)	\$100.00
23. Beach fire or campfire not properly supervised and controlled	12. (c)	\$ 50.00
24. Operation of industrial or high risk activity when Fire Danger Class at ‘Extreme’ level without exemption	13. (a)	\$ 500.00
25. Insufficient fire fighting tools on site	13. (b)	\$300.00
26. Failure to provide fire watcher	13. (d)	\$300.00
27. Failure to maintain sufficient fuel break	13. (e)	\$300.00
28. Operation of engine without taking necessary precautions	13. (f)(i)	\$300.00
29. Failure to notify Fire Chief of mill waste deposit	14 (a)	\$200.00
30. Mill waste deposit greater than 3 metres	14. (b)	\$300.00
31. Failure to cover mill waste	14. (c)	\$100.00

SCHEDULE 34 TO BYLAW NO. 1857

(BI 3703)

ONSITE SEWAGE SYSTEM MAINTENANCE BYLAW, 2007

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to pump out Type 1 system before December 31, 2010	3.1 (a)	\$150
2. Fail to pump out Type 1	3.1 (b)	\$150
3. Fail to maintain Type 2 or Type 3 system	3.2	\$150
4. Fail to retain and provide records	3.3	\$100

SCHEDULE 35 TO BYLAW NO. 1857

(BI 3818)

TANNING FACILITY REGULATION BYLAW NO.1, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE	
		First Offence	Second and Subsequent Offence(s)
1. Fail to comply with bylaw regulations	2. (2)(a)	\$500.00	\$1000.00
2. Non-compliant tanning equipment	2. (2)(b)	\$500.00	\$1000.00
3. Fail to allow entry for inspection	3. (1)	\$500.00	\$1000.00
4. Fail to provide adequate washing water	4. (1)	\$500.00	\$1000.00
5. Fail to maintain clean premises	4. (2)	\$500.00	\$1000.00
6. Fail to display warning signs	5. (1)(a)	\$500.00	\$1000.00
7. Fail to display proper sign	5. (1)(b)	\$500.00	\$1000.00
8. Fail to provide protective eye wear	5. (2)(a)	\$500.00	\$1000.00
9. Allowing customer to not wear protective eye wear	5. (2)(b)	\$500.00	\$1000.00
10. Improperly designed tanning equipment	5. (3)(a)	\$500.00	\$1000.00
11. Allowing self-service tanning equipment	5. (3)(b)	\$500.00	\$1000.00
12. Fail to maintain tanning equipment	5. (3)(c)	\$500.00	\$1000.00
13. Fail to sanitize eye wear	5. (4)(a)	\$500.00	\$1000.00
14. Fail to sanitize tanning equipment	5. (4)(b)	\$500.00	\$1000.00
15. Allowing customer to sanitize equipment	5. (4)(c)	\$500.00	\$1000.00
16. Fail to provide information to customers	5. (5)(a)	\$500.00	\$1000.00
17. Allow minor to use tanning equipment	6. (1)	\$500.00	\$1000.00
18. Fail to check age identification	6. (2)	\$500.00	\$1000.00

SCHEDULE 36 TO BYLAW NO. 1857

(Bylaw 4094)

CAPITAL REGIONAL DISTRICT CROSS CONNECTION CONTROL BYLAW NO. 1, 2008

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Prohibited cross connection	5.1	\$1,000.00
2. Connection to unacceptable plumbing system	5.2	\$1,000.00
3. Fail to report discovered cross connection	6.1	\$250.00
4. Fail to ensure testing of backflow preventer	7.1	\$1,000.00
5. Fail to report backflow preventer test results	7.2	\$250.00
6. Fail to notify customer of test failure	7.3	\$250.00
7. Fail to notify of repair or replacement	7.4	\$500.00
8. Fail to display proof of testing	7.5	\$100.00
9. Fail to maintain file of test results	7.6	\$100.00
10. By-pass of backflow preventer	8.1	\$1,000.00
11. Removal of backflow preventer	8.2	\$1,000.00
12. Tampering with backflow preventer	8.3	\$1,000.00
13. Fail to install backflow preventer on temporary water service	10.1	\$1,000.00
14. Fail to submit design level survey form	11.	\$250.00
15. Turning on water service without premises isolation	12.	\$1,000.00
16. Fail to provide premises isolation for new severe hazard	13.1	\$1,000.00
17. Fail to provide premises isolation for new unknown occupancy	13.2	\$1,000.00
18. Fail to provide premises isolation for new moderate hazard	13.3	\$500.00
19. Fail to provide premises isolation for new minor hazard	13.4	\$500.00
20. Fail to provide premises isolation for existing severe hazard	14.1 (a) or (b)	\$1,000.00
21. Fail to provide premises isolation for existing moderate hazard	14.2 (a) or (b)	\$500.00
22. Fail to provide premises isolation for existing minor hazard	14.3 (a) or (b)	\$500.00
23. Fail to provide premises isolation for restricted access premises	15.	\$1,000.00
24. Inadequate or expired credentials	29.1 (a), (b) or (c)	\$250.00
25. Fail to register as certified tester	29.2	\$100.00

26. Fail to maintain testing equipment	29.3	\$250.00
27. Fail to calibrate testing equipment	29.4 or 29.5	\$250.00
28. Fail to register as survey specialist	30.1	\$250.00
29. Fail to install or maintain a backflow preventer	31.5	\$1,000.00
30. Fail to comply with direction of Officer	31.6	\$1,000.00

**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 14, 2021**

SUBJECT **Public Hearing Report on Bylaw No. 4380, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020”**

ISSUE SUMMARY

To receive the Report of the Public Hearing held March 9, 2021, for proposed Bylaw No. 4380, and to consider Bylaw No. 4380 for third reading.

BACKGROUND

At its meeting of February 10, 2021, the Capital Regional District (CRD) Board gave first and second reading to Bylaw No. 4830, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020” and passed a resolution to delegate authority to the Regional Director to hold a public hearing with respect to Bylaw No. 4380.

Bylaw No. 4380 (Appendix A) will amend Bylaw No. 2040, “Juan de Fuca Land Use Bylaw, 1992”, by deleting part of Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 from the Rural A-1 (A-1) Zone and by adding part of said lot to the Rural Residential 2 (RR-2) Zone and by adding the remainder to the Agricultural AG-1 (AG-1) Zone for the purpose of creating two additional rural residential parcels.

On March 9, 2021, a public hearing was held for Bylaw No. 4380. There were two people in attendance at the hearing. No written submissions or comments were received regarding Bylaw No. 4380. The Report of the Public Hearing is attached (Appendix B).

ALTERNATIVES

Alternative 1

- a) That the minutes that form the Report of the Public Hearing for Bylaw No. 4380, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020”, which are certified as a fair and accurate summary of the representations that were made at the public hearing held on March 9, 2021, for Bylaw No. 4380, be received;
- b) That Bylaw No. 4380 be read a third time; and
- c) That Bylaw No. 4380 be adopted.

Alternative 2

That the minutes that form the Report of the Public Hearing for Bylaw No. 4380, which are certified as a fair and accurate summary of the representations that were made at the public hearing held on March 9, 2021 for Bylaw No. 4380, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020”, be received.

IMPLICATIONS

Regional Growth Strategy Implications

Section 445 of the *Local Government Act* 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 (OCP) area is consistent with the OCP, it does not proceed to the full CRD Board for a determination of consistency with the RGS. The proposed rezoning is consistent with the policies of the Otter Point OCP.

Referral Process Implications

Bylaw No. 4380 was referred to external agencies, the Otter Point Advisory Planning Commission and to CRD departments in November 2020. Referral comments were returned and the CRD Board gave first and second reading to Bylaw No. 4380 at its meeting on February 10, 2021.

Land Use Implications

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 orthophoto 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.

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.

The CRD Board gave the bylaw second reading, and passed a resolution to delegate authority to the Regional Director to hold a public hearing with respect to Bylaw No. 4380 at its meeting of February 10, 2021. In light of the absence of comment from the public at the Public Hearing, staff recommend that the proposed bylaw be given third reading and adopted.

CONCLUSION

The purpose of this zoning bylaw amendment application is to rezone the subject property to create two additional rural residential parcels. Proposed Bylaw No. 4380 has been read a second time and a public hearing was held on March 9, 2021 for Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020." Staff recommend Alternative 1 to receive the minutes and for the proposed bylaw to be given third reading and adopted.

RECOMMENDATIONS

- a) That the minutes that form the Report of the Public Hearing for Bylaw No. 4380, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on March 9, 2021, for Bylaw No. 4380, be received;
- b) That Bylaw No. 4380 be read a third time; and
- c) That Bylaw No. 4380 be adopted.

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: Proposed Bylaw No. 4380
- Appendix B: Report of the Public Hearing March 9, 2021

Appendix A: 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;

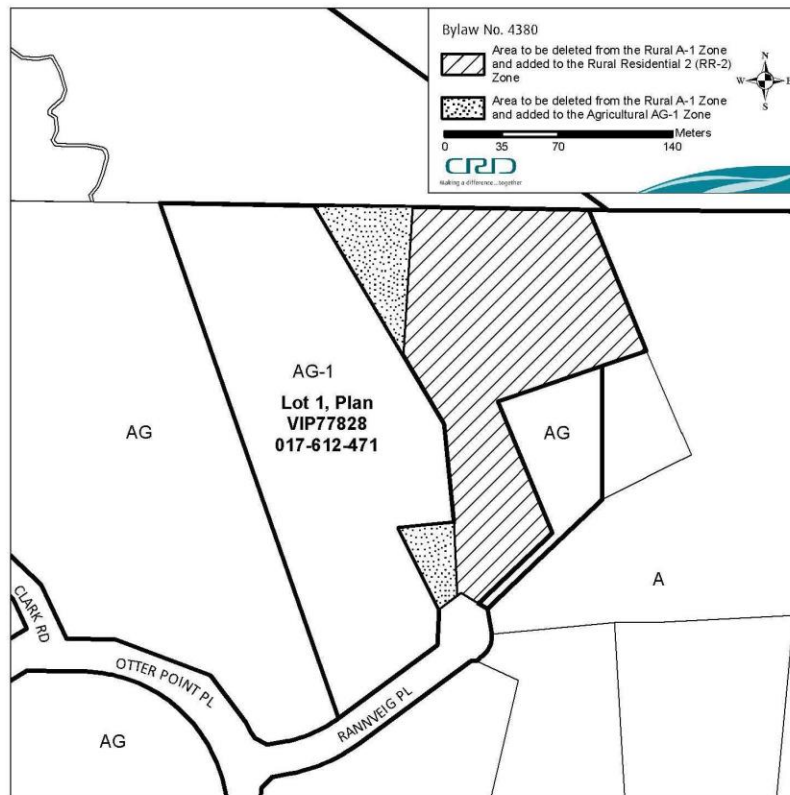
C. SCHEDULE B, MAP No. 2 – OTTER POINT ZONING MAP

- (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.

CRD Bylaw No. 4380

2

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 10th day of February, 2021.

READ A SECOND TIME THIS 10th day of February, 2021.

READ A THIRD TIME THIS 14th day of April, 2021.

ADOPTED THIS 14th day of April, 2021.

CHAIR

CORPORATE OFFICER

Appendix B: Report of the Public Hearing

REPORT OF PUBLIC HEARING

held at the Juan de Fuca Local Area Services Building
3-7450 Butler Road, Otter Point, BC
March 9, 2021 at 7:00 pm

SUBJECT: **BYLAW NO. 4380**, cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 148, 2020"

PRESENT: **Director M. Hicks** (EP), Chair by Resolution of the Capital Regional District Board on Wednesday, February 10, 2021

CRD Staff: I. Lawrence, Manager; JdF Community Planning (EP);
W. Miller, Recorder (EP)

PURPOSE OF THE HEARING:

Bylaw No. 4380 will amend Bylaw No. 2020, "Juan de Fuca Land Use Bylaw, 1992," by deleting part of Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 from the Rural A-1 (A-1) Zone and by adding part of said lot to the Rural Residential 2 (RR-2) Zone and by adding the remainder to the Agricultural AG-1 (AG-1) Zone for the purpose of creating two additional rural residential parcels.

NOTICE: Notices were inserted in two (2) consecutive issues of the Sooke News Mirror appearing on February 25, and March 4, 2021.

ATTENDANCE: 2 EP

EP – Electronic Participation

The Chair declared the public hearing open at 7:00 pm.

The guidelines and procedures of the public hearing and the Notice of Public Hearing were read to those present.

The Chair called three times for further discussion on the bylaw and hearing none closed the public hearing on Bylaw No. 4380 at 7:02 pm.

CHAIR, Director M. Hicks

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MARCH 25, 2021**

SUBJECT Canadian Tire Jumpstart Charities Inclusive Play Project

ISSUE SUMMARY

To provide the Commission with a detailed budget for the proposed Jumpstart multi-sport court and playground relocation project at Panorama Recreation Centre.

BACKGROUND

On January 28, 2021, the Peninsula Recreation Commission directed staff to procure basic site design, project scope and a detailed budget for the proposed Jumpstart multi-sport court and playground relocation project at Panorama Recreation Centre.

Advicas Consultants were hired to provide a Class D estimate on the site preparation required for Panorama's portion of the multi-sport court and the playground relocation (Appendix A). The remaining budget (Appendix B) was compiled from estimates from the licensed play structure installers. The capital plan is attached as Appendix C.

Canadian Tire Jumpstart Charities has provided a gift of \$500,000 to build the multi-sport court, an \$80,000 unrestricted grant and an in kind donation valued at \$24,777 for pour in place rubber surfacing on the playground.

ALTERNATIVES

Alternative 1

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

That the approved Panorama Recreation Service 2021-2025 capital plan and budget be amended in accordance with the revised plan and budget for Project No. 21-07 as presented, and to proceed with the Canadian Tire Jumpstart multi-sport court and relocation of the playground.

Alternative 2

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

IMPLICATIONS

Financial Implications

The total estimated value for this project is \$1,268,238. The budget for this project after in kind and cash contributions is \$663,461. The cost estimate for the site preparation required for multi-sport court and playground relocation, together with construction contingencies, is \$436,540 while the remaining work required for the playground relocation with construction contingencies is \$195,615. The remaining budget consists of design and permit fees as well as project management and design scope contingencies.

Funding the Jumpstart multi-court project from the capital reserve will not impact projects scheduled for the 2021-2025 capital plan, while keeping the capital reserve in excess of \$2,000,000 annually (Appendix D).

It is estimated that the additional net revenue from programs and rentals related to the multi-court court are projected to be \$15,000 annually.

Service Delivery Implications

The multisport facility would allow for inclusive programming for all ages and could include fitness classes, childminding, designated drop-in sport times for youth and adults, children's multisport programs and inclusive sport party options. The majority of programs offered by staff would generate revenue as well as provide some programs at no cost. No additional staff would be required to operate the multi-sport court.

Social Implications

The community engagement summary for the 2016-2020 strategic plan identified three priorities for future facilities, which were artificial turf, multi-sport/use complex, and pickleball. This lead to one of the strategic priorities that was identified in the plan "Develop and implement a collaborative model for evaluating facility needs on the Saanich Peninsula. This may include a multi-use facility and an outdoor artificial turf field".

The National Framework for Recreation in Canada identifies 5 goals with one of the priorities to increase inclusion and access to recreation for populations that face constraints to participation. The proposed multisport facility would remove barriers to being active, providing free options for physical activity/sport and accessibility options. The features of the facility would appeal to all ages, as well as community members with a variety of abilities. It also has the opportunity to facilitate social connectedness and integration of para sports in the community.

CONCLUSION

The Canadian Tire Jumpstart Charities has proposed a project to build a multi-sport court by providing a gift of \$500,000, a grant of \$80,000 and an in kind donation valued at \$24,777. The balance of the project including relocation of the playground is to be funded by the capital reserve fund. Staff have provided a detailed project budget to complete the site preparation for the multi-court and the relocation of the playground. The funding from capital reserves would not impact the capital plan and keep the reserves at an adequate level.

RECOMMENDATION

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

That the approved Panorama Recreation Service 2021-2025 capital plan and budget be amended in accordance with the revised plan and budget for Project No. 21-07 as presented, and to proceed with the Canadian Tire Jumpstart multi-sport court and relocation of the playground.

Submitted by:	Lorraine Brewster, Senior Manager, Panorama Recreation
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Advicas Consultants Report
Appendix B: Project Budget
Appendix C: Capital Plan
Appendix D: Capital Reserve Fund Models



CLASS D ESTIMATE

JUMPSTART MULTI-SPORT COURT SITEWORK PANORAMA RECREATION CENTRE, VICTORIA, BC

March 3, 2021

**Prepared by
Advicas Group Consultants Inc.**

#100-31 Bastion Square
Victoria, BC V8W 1J1 Canada

Office: 250.383.1008
Toll Free: 888.383.1008
Fax: 250.383.1005

admin@advicas.com
www.advicas.com

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APPENDICES

A ESTIMATE BREAKDOWN

per: Advicas Group Consultants Inc.

Prepared by Thong To
Intermediate Quantity Surveyor
(250) 995-5423 tto@advicas.com

Reviewed by Francis Yong, BSc, PQS
Principal
(250) 995-5428 fyong@advicas.com

Advicas Project No. 2021025

INTRODUCTION

This report sets out the estimate of capital construction cost at Issued for Design stage for the proposed Jumpstart Multi-Sport Court Sitework at Panorama Recreation Centre, Victoria, BC.

Project Description

The project comprises the site preparation works for the Jumpstart Multi-Sport Court at Panorama Recreation Centre. The scope includes the removal of asphalt and gravel at existing basketball court and playground site, adding new asphalt surface to the proposed multi-sport court, 3/4" crushed aggregate subgrade to the proposed playground and associated mechanical and electrical site services.

Site Development Area

The site area is the area of the multi-sport court and playground and the total measured area is 2,020 m².

ESTIMATE COSTS

The estimate costs have been developed in current (March 2021) dollars only. The estimated capital construction cost, excluding GST, is **\$373,100** (\$184.70/m²).

A breakdown of the estimate is included in Appendix A.

General Requirements and Fee

The General Requirements provide for all General Contractor's costs associated with the management and supervision of the construction work in accordance with the contract documents and construction schedule. Typical costs include site superintendent/foreman, site set up and demobilization, temporary office and storage, temporary equipment including crane, first aid facilities, bonding, and construction insurance.

The General Contractor's Fee includes office expenses, profit, and attendance on building sub trades; and profit on own forces work.

Escalation

Escalation during Construction Period – the estimate, as is typical, includes any cost increases incurred by the contractor/sub-contractor, and suppliers in conforming to contractor/supplier timelines dictated by the construction schedule. These increases are built into the respective detailed unit rate costs.

Future Escalation – this has been provided in the above Estimate Costs for cost escalation incurred between March 11, 2020 and the current date. Escalation beyond this point is not included and will be based on values given in Table 1 below.

COVID-19 Premium – we are all very much aware of the impact of the COVID-19 virus, and the mandated and recommended regulations introduced by the government to protect the health and safety of all in overcoming this challenge.

We have seen over the past four years a market trend reflecting an annual increase in market price levels in the order of 10% per annum. The advent of COVID-19 has had a major impact on the construction industry. While continuing as a deemed essential service, the new government regulations and guidelines, carried onto the construction site, has translated into the

need to adapt the process of construction completion. This will, and has, attracted additional costs. New items introduced into the construction process have included:

- The requirement for limited sub trades/sub-trade personnel on the site at any one time to maintain/ensure social distancing. This has caused suspected inefficiencies in performance of the work, ultimately adding time to work completion. The overall construction completion schedule will lengthen, attracting an increase in the General Contractor's overall supervision and management costs. The trades themselves, through managing inefficiencies, will incur additional cost.
- The limited sub trade personnel on site will cause all trades to revise their internal schedule to meet their obligations on all projects. We expect this will necessitate the need to build in flexibility on a trade's attendance timeline on site, again lengthening the construction schedule, attracting additional supervision and management costs.
- The setup of wash station facilities on site to provide workers with the necessary facilities to wash hands, sterilize, etc.; employment of staff dedicated to providing ongoing cleaning and sterilization of site offices, equipment, etc. as necessitated throughout the construction.
- Screening of all personnel coming onto site each day.

We have seen a major reduction in projects out on the street requesting tender. From industry bulletins and media, we have noted projects ready for tender, but placed on hold until the market becomes more certain. Those projects that have been tendered have come in significantly under budget, although with a wide range of bids submitted by upwards of eight bidders. This indicates the uncertainty in the market at this time; a potential second COVID-19 wave; future investment in construction infrastructure.

Our viewpoint on movement in construction market price levels given the COVID-19 protocol, and assumptions on a future trend in projects released for tender, applied to the Construction Cost, is presented in the table below.

Table 1 – BUDGET ADJUSTMENT – APPLIED FOR FUTURE ADJUSTMENT IN CONSTRUCTION COST

	COVID-19 PREMIUM	CONSTRUCTION MARKET PRICE INCREASE	TOTAL ESCALATION ON CONSTRUCTION COST
2021	0%	+1.5%	+1.5%
2022	0%	+1.5%	+1.5%
2023	0%	+2.0%	+2.0%
2024	0%	+2.5%	+2.5%

Note: Island average norm 3.5%, equated over the past thirty-five years of construction

BASIS OF THE ESTIMATE

We have assumed that the work will be tendered competitively in one contract.

In all cases the estimates are based upon our assessment of fair value for the work to be carried out. We define fair value as the amount a prudent contractor, taking into account all aspects of the project, would quote for the work. We expect our estimate to be in the middle of the bid range to ensure that funding for the work remains adequate for the duration of the project.

It should be noted that Advicas Group Consultants Inc. does not have control over the cost of labour, materials, or equipment, over the Contractor's methods of determining bid prices, or over competitive market conditions. We define competitive conditions in the project as attracting a minimum of three general contractors' bids with a minimum of two sub-trade tenders,

and suppliers' tenders, within each of the sub-trade categories. Accordingly, Advicas Group Consultants Inc. cannot and does not warrant or represent that bids will not vary from the estimate.

The current construction market is extremely active, bringing with it a volatility in tender price levels. We have seen tenders exceeding budget where there has been a single general contractor bid, or suspected single sub-trade, or supplier bid. Whilst we endeavor to gauge the developing market conditions, it is not always possible to predict industry interest in this project, and the potential for a poor, uncompetitive, response.

Contingency Reserves

Contingency is an allowance specifically identified within our elemental cost analysis to meet unforeseen circumstances and represents an assessment of the financial risk relating to this project. As detailed design information becomes available, this risk will diminish, and the contingency allowances will accordingly reduce.

Design contingency is introduced into the estimated cost at the earliest estimate stage and is a measurement of the amount and detail of the design information available. As the design develops and systems and material selections are fixed, the amount of the contingency allowance is reduced and is absorbed into the measured elements. On completion of contract documents, at tender stage, the allowance is normally reduced to zero.

Our determination of this risk level and the amount of the contingency allowance is the result of many years of cost planning, on over 4,000 construction projects, and of monitoring the increasing design information that occurs during the design phase. The design contingency is not a discretionary cost element.

A design contingency allowance has been included, calculated at 10% of the construction costs, to provide for unforeseen items arising during the design phase.

No allowance has been made for construction contingency. This typically provides for unforeseen items arising during the construction period – such as field conditions, coordination discrepancies – which will result in change orders and extra costs to the contract, other than changes in scope.

No allowance has been made for project contingency. This is a contingency, held by the Client, to be used at his discretion to fund specific Client driven changes to the project scope, conditions, etc.

Taxes

GST is excluded from the estimate.

PST at 7% is included in the estimate.

Documentation

The estimate is based on the following:

- CRD Parks & Environmental Services
– Civil drawings dated February 4, 2021 Received February 18, 2021
- Ryzuk Geotechnical
– Geotechnical Assessment report dated December 22, 2020 Received February 22, 2021
- Emails and telephone discussions with the design team during the preparation of the estimate

Exclusions

The following items are excluded from the capital construction cost:

- Removal and reinstallation of existing playground equipment and hardware
- Children's play equipment
- Gardening tools and equipment
- Rock excavation
- Site furniture
- Site signage
- Parking structure
- Separate prices
- Client Administration costs
- Clerk of Works
- Client Project Manager
- Land acquisition costs
- Material testing
- Premium costs associated with environmental contaminants
- Traffic study costs
- Survey fees
- Financing costs
- Legal fees
- Client Insurances costs
- Development cost charges
- Development permit fees
- Phasing of the work
- Out of hours working
- Consultants' fees and expenses
- Construction contingency
- Project contingency
- Escalation
- GST

APPENDIX A

ESTIMATE BREAKDOWN

	QUANTITY	UNIT	RATE	COST
SUMMARY	2,020	m²	\$184.70	\$373,100
General Sitework				\$250,100
Mechanical Site Services				\$6,300
Electrical Site Services				\$11,700
Z11 General Requirements		15%		\$40,215
Z12 Fee		10%		\$30,832
Z21 Design Contingency		10%		\$33,915
Z22 Escalation				Excluded
GST				Excluded
General Sitework	2,020	m²	\$123.81	\$250,100
Demolitions:				
Proposed multi-sport court:				
Remove existing asphalt	215	m ²	\$10.00	\$2,150
Saw-cut existing asphalt	30	m	\$25.00	\$750
Remove gravel at existing playground site	392	m ²	\$5.00	\$1,960
Remove existing curb	88	m	\$25.00	\$2,200
Remove existing fence	43	m	\$15.00	\$645
Remove existing playground equipment and hardware				By other
Proposed playground:				
Remove existing asphalt at Basketball court	108	m ²	\$10.00	\$1,080
Remove gravel at existing playground site	186	m ²	\$5.00	\$930
Remove existing curb	28	m	\$25.00	\$700
Remove existing fence, set aside	20	m	\$15.00	\$300
Preparation:				
Proposed multi-sport court:				
Site clearance including remove and dispose all unsuitable material, trees, vegetation and concrete pads	1,331	m ²	\$6.00	\$7,986
Excavate to reduce levels	946	m ³	\$50.00	\$47,300
Backfill to make up levels	43	m ³	\$75.00	\$3,225
New trench to install french drainage 4" weeping tile with 3/4 clear gravel surround, 16" depth below grade				
Excavate trench, set aside excavated material	17	m ³	\$20.00	\$340
Backfill trench with excavated material	4	m ³	\$25.00	\$100
3/4 clear gravel surrounding drainage piping	13	m ³	\$70.00	\$910
Remove excavated material off-site	13	m ³	\$30.00	\$390
Geotextile fabric to cover the gravel	168	m ²	\$15.00	\$2,520
New trench to install lighting conduits				
Excavate trench, set aside excavated material	22	m ³	\$20.00	\$440
Backfill trench with excavated material	18	m ³	\$25.00	\$450
Fine sand surrounding conduit	4	m ³	\$60.00	\$240
Remove excavated material off-site	4	m ³	\$30.00	\$120
75mm (3") wide continuous poly duct marker - allowance	86	m	\$2.00	\$172
Proposed playground:				
Site clearance including remove and dispose all unsuitable material, trees, vegetation and concrete pads	345	m ²	\$3.50	\$1,208
Excavate to reduce levels	161	m ³	\$50.00	\$8,050
Hard surface:				
Proposed multi-sport court:				
Geotextile fabric	1,561	m ²	\$10.00	\$15,610
12" aggregate subgrade	468	m ³	\$75.00	\$35,100
New 3" asphalt base of HL3A grade asphalt	1,561	m ²	\$50.00	\$78,050
Tie-in asphalt to existing	27	m	\$25.00	\$675
Line painting/ markings - allowance	1	sum	\$4,000.00	\$4,000
Proposed playground:				
Geotextile fabric	459	m ²	\$10.00	\$4,590
12" aggregate subgrade of 3/4" crushed aggregate	138	m ³	\$75.00	\$10,350
Improvement:				
Proposed multi-sport court:				
Site improvement - allowance	1	item	\$8,000.00	\$8,000
Proposed playground:				
Site improvement - allowance	1	item	\$4,000.00	\$4,000
Reinstallation existing playground equipment and hardware				By other

	QUANTITY	UNIT	RATE	COST
<u>Landscaping:</u>				
Proposed multi-sport court:				
Reinstate existing grass around the new Multi-sport box	377	m ²	\$10.00	\$3,770
Proposed playground:				
Reinstate existing grass around the new Playground	180	m ²	\$10.00	\$1,800
Mechanical Site Services	2,020	m²	\$3.12	\$6,300
Proposed multi-sport court:				
4" weeping tile concrete to perimeter weeping	141	m	\$45.00	\$6,345
Electrical Site Services	2,020	m²	\$5.79	\$11,700
Proposed multi-sport court:				
Conduit:				
Empty 78mmC - to long sides of multi purpose court	94	m	\$76.70	\$7,210
Elbows, bell ends, caps adapters	1	sum	\$1,442.00	\$1,442
Pull boxes for connection to existing conduit/feeders	2	no.	\$1,000.00	\$2,000
<i>Trenching, backfill etc. - see general siteworks</i>				
General Conditions:				
General conditions for Electrical Contractor - demobilization - permits/working drawings - Early Design	1	sum	\$1,065.20	\$1,065
NIC				
Lighting, wiring				



Capital Regional District - Parks & Environmental Services Department
Environmental Engineering Division
STANDARD CAPITAL PROJECT ESTIMATING FORM

05-Mar-21

Project : Panorama Rec Centre - Multi-Purpose Sport Field (Site Preparation)

1.0	Construction		
1.1	Preliminary Construction Cost Estimate (Civil Work)	\$ 373,100	
1.2	Playground Equipment Relocation	73,900	
1.3	Playground Surfacing and Fencing	96,200	
1.4	Electrical Services	6,500	
1.5	Construction Contingencies (10% of Item 1.1-1.4)	54,970	
1.6	Allowance for Design Contingencies (5% of Item 1.1-1.4)	27,485	
1.7	Allowance for Working in Hazardous Conditions (if any)	-	
1.8	Allowance for Inflation during Project	-	
1.9	Sport Court construction	500,000	
1.1	TOTAL ESTIMATED CONSTRUCTION COST		\$ 1,132,155
2.0	Engineering (10%-20% of Line 1.9)		
2.1	In-House PM Services (7% of item 1.9)	\$ 44,251	
2.2	Design Fees (8% of item 1.9)	50,572	
2.3	TOTAL ESTIMATED ENGINEERING COST		94,823
3.0	Administration (Miscellaneous Costs - 1% of Item 1.10 less Item 1.9)		6,322
4.0	Operations (Start-up) Costs - (1% of Line 1.9)		
5.0	Environmental Assessment and Geotechnical Allowances		5,000.00
6.0	SUB-TOTAL		\$ 1,238,300
7.0	Cost of Borrowing		
7.1	MFA Cost of Issue, Interim Finance Costs and Finance Department Charge (4% of Item 6)		-
8.0	Bylaw Contingency		
8.1	Allowance for Changes in Scope	\$ 14,766	
8.2	Allowance for Permits & Fees	15,171.72	
9.0	TOTAL CAPITAL PROJECT BUDGET		\$ 1,268,238
10.0	FUNDING SOURCES		
10.1	Grant provided by Jumpstart		80,000
10.2	In kind contribution from Jumpstart		24,777
10.3	In kind contribution from Jumpstart for Sport Court		500,000
10.0	NET FUNDING FROM CAPITAL RESERVE		\$ 663,461

(Project Manager)_____
(Date)_____
Approved (Senior Manager, Environmental Engineering)

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.44x
Service Name: Panorama Recreation

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
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Funding Source Codes
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ERF = Equipment Replacement Fund
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Funding Source Codes (con't)
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STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
15-01	Study	Inspection - asbestos inventory	Inspection - asbestos inventory	\$20,925	B	Cap	\$20,925	\$20,925	\$0	\$0	\$0	\$0	\$20,925
17-04	Renewal	Dessicant dehumidifier for Ice Plant	Replace Dessicant dehumidifier/socks for Ice Plant due to aging	\$350,000	B	Cap	\$314,357	\$314,357	\$0	\$0	\$0	\$0	\$314,357
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage	\$85,000	B	Cap	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$80,000
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	\$150,000	E	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
18-03	Replacement	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.	\$112,000	B	Res	\$0	\$112,000	\$0	\$0	\$0	\$0	\$112,000
18-08	New	Install Welcome Figure (Aboriginal Art) (grant)	Installation Welcome Figure at Panorama site	\$15,000	S	Grant	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
18-09	Replacement	Replace Weight room HVAC Air handling Unit	Replace Weight room HVAC Air handling Unit due to end of life	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
18-14	New	Install roof safety guide wires - arenas, tennis buildings	Install roof safety guide wires, arenas, tennis buildings for safety of workers	\$168,000	B	Cap	\$151,897	\$151,897	\$0	\$0	\$0	\$0	\$151,897
19-08	Replacement	Replace weight room (stretching area) HVAC	Replace weight room (stretching area) HVAC due to end of life	\$9,000	B	Res	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
19-09	Replacement	Replace Ice Resurfacer	Replace Ice Resurfacer on 5 year cycle	\$209,000	V	ERF	\$0	\$209,000	\$0	\$0	\$0	\$0	\$209,000
19-13	Renewal	Accessibility Upgrades	Upgrades throughout facility for increased accessibility	\$20,000	B	Grant	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$2,453,000	B	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant		B	Grant	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
20-06	Replacement	Replace Ice Resurfacer	Replace Ice Resurfacer on 5 year cycle	\$209,000	V	ERF	\$0	\$209,000	\$0	\$0	\$0	\$0	\$209,000
20-08	Renewal	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life	\$33,600	S	Res	\$0	\$0	\$33,600	\$0	\$0	\$0	\$33,600
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area	\$65,000	S	Res	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area		S	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21-01	Renewal	Roof - Arena A, B & Tennis	Renewal Roof on both arenas and tennis building	\$120,000	B	Res	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
21-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$349,600	E	ERF	\$0	\$349,600	\$0	\$0	\$0	\$0	\$349,600
21-06	Replacement	Vehicle Replacement (Club car)	Replace Club Car due to end of life	\$12,000	V	ERF	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
21-07	New	Multi-Purpose Sport Field	Multi-sport court and playground relocation	\$1,268,238	E	Grant	\$0	\$524,777	\$0	\$0	\$0	\$0	\$524,777
21-07	New				E	Grant	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
21-07	New				E	Res	\$0	\$663,461	\$0	\$0	\$0	\$0	\$663,461
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$110,000	B	Res	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$0	B	Grant	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
22-02	Replacement	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life	\$70,000	S	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
22-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$286,150	E	ERF	\$0	\$0	\$286,150	\$0	\$0	\$0	\$286,150
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	\$325,000	B	Res	\$0	\$310,000	\$0	\$0	\$0	\$0	\$310,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)		B	Grant	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
23-04	Replacement	Replace Fitness Studio HVAC	Replace Fitness Studio HVAC due to end of life	\$50,000	B	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
23-05	Replacement	Swirl pool boiler	Replace Swirl Pool boiler due to end of life	\$30,000	E	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
23-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$150,500	E	ERF	\$0	\$0	\$0	\$150,500	\$0	\$0	\$150,500
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$38,000	V	ERF	\$0	\$38,000	\$0	\$0	\$0	\$0	\$38,000
23-08	Replacement	Replace Utility trailer	Replace Utility trailer due to end of life	\$15,000	V	ERF	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
23-09	Replacement	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life	\$11,000	V	ERF	\$0	\$0	\$0	\$11,000	\$0	\$0	\$11,000
23-13	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacer bay #2	\$20,000	B	Res	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
24-01	Replacement	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life	\$110,000	B	Res	\$0	\$0	\$0	\$0	\$110,000	\$0	\$110,000
24-02	Replacement	Arena Lobby HVAC	Replace Arena Lobby HVAC due to end of life	\$30,000	E	ERF	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
24-03	Replacement	Tennis Ceiling/Wall insulation	Replace Tennis insulation due to end of life	\$93,000	B	Res	\$0	\$93,000	\$0	\$0	\$0	\$0	\$93,000
24-04	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$26,000	B	Res	\$0	\$0	\$0	\$0	\$26,000	\$0	\$26,000
24-05	Replacement	Greenglade Playground	Replace Greenglade playground due to end of life	\$150,000	E	Res	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #:

1.44x

Service Name:

Panorama Recreation

CAPITAL BUDGET FORM

2021 & Forecast 2022 to 2025

Proj. No.

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FIVE YEAR FINANCIAL PLAN

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24-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$324,525	E	ERF	\$0	\$0	\$0	\$0	\$324,525	\$0	\$324,525
24-07	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacers bay #1	\$20,000	E	ERF	\$0	\$0	\$0	\$0	\$20,000	\$0	\$20,000
25-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$418,069	E	ERF	\$0	\$0	\$0	\$0	\$0	\$418,069	\$418,069
25-03	Renewal	Rebuild ice plant compressor	rebuild ice plant compressors #1 & #2	\$25,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
25-04	Replacement	Replace lap pool heater	replacement of lap pool heater	\$50,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
25-05	Replacement	Replacement of underwater lighting	Replacement of underwater lighting in pool	\$50,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
25-06	Renewal	Re-tile pool	Re-tile pool	\$200,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
25-07	Replacement	Replace heating system in tennis courts	Replace heating system in tennis courts	\$60,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
25-09	Replacement	Phone system	upgrade main phone system	\$60,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			GRAND TOTAL	\$8,400,682			\$567,179	\$5,985,017	\$579,750	\$276,500	\$660,525	\$863,069	\$8,364,861

Panorama Recreation
Provisional 2021-2025 Budget
Capital Reserve Fund Schedule

	Actual	BUDGET				
	2020	2021	2022	2023	2024	2025
Beginning balance	3,064,830	3,196,546	2,792,720	2,839,722	3,180,926	3,785,757
Planned capital expenditures	(338,000)	(909,000)	(158,600)	(70,000)	(286,000)	(385,000)
Transfer from operating budget	411,204	505,174	205,602	411,204	890,831	890,831
Interest income	58,512	-	-	-	-	-
Ending balance	3,196,546	2,792,720	2,839,722	3,180,926	3,785,757	4,291,588

Panorama Recreation
Provisional 2021-2025 Budget
Capital Reserve Fund Schedule - Amended to include JumpStart project

	Actual	BUDGET				
	2020	2021	2022	2023	2024	2025
Beginning balance	3,064,830	3,196,546	2,129,259	2,176,261	2,517,465	3,122,296
Planned capital expenditures *	(338,000)	(1,572,461)	(158,600)	(70,000)	(286,000)	(385,000)
Transfer from operating budget	411,204	505,174	205,602	411,204	890,831	890,831
Interest income	58,512	-	-	-	-	-
Ending balance	3,196,546	2,129,259	2,176,261	2,517,465	3,122,296	3,628,127

* includes \$768,237 for JumpStart project, less \$80,000 for grant committed by JumpStart to offset site preparation costs & \$24,777 in kind contribution



Making a difference...together

REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, MARCH 17, 2021

SUBJECT Esquimalt Regional Context Statement Consideration

ISSUE SUMMARY

To review Esquimalt's revised Regional Context Statement (RCS) in relation to the Capital Regional District's (CRD) Regional Growth Strategy (RGS) Bylaw (Bylaw No. 4017).

BACKGROUND

On March 14, 2018 the CRD Board adopted the RGS, Bylaw No. 4017.

On April 11, 2018, the CRD Board approved a framework to guide the evaluation of regional context statements. A RCS, adopted within a municipality's Official Community Plan (OCP), relates OCP provisions to the RGS. As per section 446 of the *Local Government Act* (the *Act*), an OCP in a municipality to which an RGS applies must include an accepted RCS. The *Act* requires that all municipal regional context statements be submitted to the Board within two years of RGS adoption. The *Act* also stipulates that upon receipt of a proposed RCS, the CRD Board must respond by resolution within 120 days to the municipal council to indicate whether or not it accepts the RCS. The Board is deemed to have accepted the RCS if it does not respond within the 120 day period.

On June 13, 2018, the CRD Board approved the Township of Esquimalt's RCS, submitted to fulfill the legislative requirements following adoption of the 2018 RGS.

On June 12, 2019, the CRD Board initiated an RGS amendment to update population and employment projections with 2016 census data. The updated RGS projections are provided at the sub-regional level to provide municipalities with the flexibility to reconcile projections in a municipal OCP with the RGS.

On March 1, 2021, the Township of Esquimalt submitted a minor revision to its RCS for Board acceptance (see Appendix A). The RCS was revised in anticipation of updated sub-regional population projections in Table 1 of the RGS. The Township of Esquimalt has indicated that the revisions are necessary to ensure that the RCS can accurately describe the relationship between its OCP and the RGS in accordance with the legislation.

Staff have evaluated the proposed RCS revision in accordance with the Board-approved "Regional Context Statement Framework", as discussed in the implications section of this report.

ALTERNATIVES

Alternative 1

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

That the Township of Esquimalt regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

Alternative 2

The Planning, and Protective Services Committee recommends to the Capital Regional District Board:

That the Township of Esquimalt regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and not be accepted in accordance with the requirements of section 448 of the *Local Government Act*.



Alternative 3

That the Esquimalt Regional Context Statement Consideration report be referred back to staff for additional information based on Planning and Protective Services Committee direction.

IMPLICATIONS

Regional Growth Strategy Implications

An RGS must include population and employment projections to cover a 20-year period. The proposed revision to the Township of Esquimalt's RCS identifies an updated relationship between the OCP and RGS projections. The RCS now specifies that the RGS projections will not constrain Esquimalt's growth given that such growth continues to align with RGS objectives for the development of complete compact communities. This revision is in keeping with the requirements set out in the Board-approved RCS framework and allows the RCS to demonstrate a good relationship to the RGS.

LGA	RCS Content	Relationship to Legislative Requirement		
		All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
429(2)(b)	Identify how the OCP relates to the projections provided in Table 1 of the RGS.	 RCS references the legislative requirement for 20-year projections and specifies to which sub-region Esquimalt belongs.	 RCS identifies that Esquimalt will densify to create complete, compact communities.	N/A

The referral period for Board acceptance of a RCS is 120 days (July 11, 2021).

Intergovernmental Implications

Board acceptance of the RCS is a key RGS implementation tool as the context statement relates the RGS to a municipality's OCP. The OCP provides policies that guide decisions related to land use, infrastructure, mobility, housing, parks and other content under the authority of a local government. The Township of Esquimalt has indicated that updating the relationship between the RGS projections and the Township's OCP is needed before any changes to the RGS are adopted.

Alignment with Board & Corporate Priorities

Within the CRD's 2019-2022 Corporate Plan, Corporate Priority 11a-2 is to review municipal RCS's for RGS consistency. Consideration of this RCS supports completion of that priority.

CONCLUSION

Provincial legislation requires that a municipal OCP contain an accepted RCS. Board acceptance of the RCS is a key tool for RGS implementation. Staff have reviewed Esquimalt's proposed RCS in accordance with the Board-approved evaluation framework. Esquimalt's RCS demonstrates a good relationship to the RGS and will work toward achieving RGS vision and objectives.

RECOMMENDATION

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

That the Township of Esquimalt regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

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

Appendix A: Proposed Esquimalt Regional Context Statement



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Website: www.esquimalt.ca Email: info@esquimalt.ca

Voice: (250) 414-7100
Fax: (250) 414-7111

File No. 0370-02

Via email to: kmorley@crd.bc.ca

March 2, 2021

Kristen Morley
General Manager, Corporate Services
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 2S6

Dear Ms. Morley:

Re: Proposed Amendment to the Regional Context Statement - Official Community Plan

Please be advised that at its Regular Meeting of Council held March 1, 2021, the Corporation of the Township of Esquimalt Council approved the following resolution:

"That Council authorize the Corporate Officer to forward the proposed amendment to the Regional Context Statement in the Official Community Plan as outlined in Staff Report No. DEV-21-014, to the Capital Regional District's Corporate Officer and furthermore, indicate that Council will discharge its conditional approval, accepting the Regional Growth Strategy Amendment Bylaw No. 4328 per the requirements of Section 438 of the Local Government Act, upon CRD Board acceptance of Esquimalt's revised Regional Context Statement."

As outlined in the attached Staff Report No. DEV-21-014, the Township of Esquimalt Council is requesting that the Regional Context Statement within the Official Community Plan be amended as follows:

Delete the existing Section 3.9 and replace it with the following:

Section 3.9 Population Projections

The provincially mandated population projections over a 20-year time frame for a small population such as Esquimalt's are very difficult to make with any method due to the significant impact that economic, social, and demographic variables have on the outcome over time. For this reason, the Capital Regional District has chosen to base its population projections on a sub-regional scale using a cohort methodology. The Township of Esquimalt is in the Core sub-region with the District of Oak Bay, District of

Saanich, City of Victoria, and Town of View Royal. Cognizant of the individual characteristics of each of these municipalities, the Capital Regional District, and the Township of Esquimalt, agree that the sub-regional population projections will not constrain the Township's future growth and the Township's Official Community Plan is consistent with the Regional Growth Strategy population projections. The Township is working well to achieve regional interests of densification and being a complete compact community and intends to continue doing so.

Please forward the Township's requested amendment to the Capital Regional District (CRD) Board for consideration. Council has agreed to discharge its conditional approval, accepting the Regional Growth Strategy Amendment Bylaw No. 4328 per the requirements of Section 438 of the *Local Government Act*, upon CRD Board approval of Esquimalt's revision to the Regional Context Statement.

Should you require further clarification, please contact me at 250-414-7135 or rachel.dumas@esquimalt.ca.

Yours truly,

A handwritten signature in black ink, appearing to read 'R. Dumas', with a stylized flourish at the end.

Rachel Dumas
Manager of Corporate Services / Corporate Officer

Cc. Bill Brown, Director of Development Services, Township of Esquimalt

Encl.



Making a difference...together

REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, MARCH 17, 2021

SUBJECT Adoption of Regional Growth Strategy Amendment Bylaw No. 4328

ISSUE SUMMARY

To adopt Bylaw No. 4328 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2019".

BACKGROUND

The *Local Government Act* (the *Act*) sets out requirements for the preparation, adoption, implementation and monitoring of Regional Growth Strategies (RGS). Section 436 of the *Act* requires that all municipalities accept a RGS before it can be adopted as a bylaw.

On March 11, 2020, the Capital Regional District (CRD) Board gave first and second reading to a revised RGS Bylaw (Appendix A), updated to reflect revised population, housing and employment projections. On March 13, 2020, the CRD referred the revised RGS Bylaw to municipalities for acceptance as per section 439 of the *Act*. The referral period ended on May 12, 2020. Minor housekeeping edits to the title and citation have been made to the amending bylaw subsequent to the referral.

Ten municipalities and the Cowichan Valley Regional District resolved to accept the revised RGS and two municipalities did not provide a response. Per section 436(6) of the *Act*, a non-response means the municipality is deemed to have accepted the amendment. Input from the Juan de Fuca Electoral Area was provided at informal referral and at second reading. One municipality resolved to not accept the revised RGS.

At the regular meeting of Esquimalt Council held April 6, 2020, Council passed a resolution pursuant to Section 436(4)(b)(ii) of the *Act* not accepting the RGS citing discrepancies with the population projection model and Esquimalt's current and expected development patterns. CRD and Esquimalt staff collaborated on solutions and avoided formal dispute resolution processes. At the regular meeting of Council held June 22, 2020, Council passed a resolution to consider conditional acceptance of RGS Amendment Bylaw 4328 with terms. New priorities arising from the COVID-19 pandemic impacted the timing for completion of this process.

CRD and Esquimalt staff agreed to make arrangements to address the concerns raised by Esquimalt. On March 1, 2021 Esquimalt Council discharged the conditions of its previous motion and resolved to accept the RGS. All municipalities have now accepted the RGS. The full record of municipal acceptance letters is provided in Appendix B.

ALTERNATIVES

Alternative 1

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

- 1) That Bylaw No. 4328 be amended to correct the bylaw title and citation;
- 2) That Bylaw No. 4328, “Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2019”, be read a third time as amended; and
- 3) That Bylaw No. 4328 be adopted.

Alternative 2

That the Adoption of Regional Growth Strategy Amendment Bylaw No. 4328 report be referred back to staff for additional information based on Planning and Protective Services Committee direction.

IMPLICATIONS

Regional Growth Strategy Implications

A RGS must include population, housing and employment projections. Based on input from the Development Planning Advisory Committee (DPAC), the updated RGS projections are provided at the sub-regional level. DPAC supports this approach as it allows flexibility to reconcile projections developed for a municipality’s Official Community Plan (OCP) with the RGS. DPAC was provided with the municipal level projections that make up the sub-regional totals for transparency and practical applications. Municipal level projections should not be used for regional or cross-jurisdictional projects unless the municipality consents to their use.

Intergovernmental Implications

The 2018 RGS was adopted subject to revised population projections being created when new Census data was available. Municipalities should review their context statements to ensure that the relationship between the OCP and the RGS is still valid. If not valid, a new context statement should be submitted as per the legislative requirements of section 448 of the *Act*. Should revisions be needed, municipalities have two years from the date of the amended bylaw adoption to submit a Regional Context Statement to the CRD Board for acceptance. Practically speaking, this means that any revised context statements should be submitted to the Board by April 2023.

Financial Implications

RGS activities and reporting are an ongoing operational activity. Staff time and funds to undertake this work have been allocated accordingly. No additional funding is required.

Service Delivery Implications

Section 445 of the *Act* requires that all regional district bylaws and services adopted following RGS adoption be consistent with the RGS. Should RGS Bylaw No. 4328 be adopted, all new CRD bylaws and services must be consistent with the RGS.

Alignment with Board & Corporate Priorities

Within the CRD’s 2019-2022 Corporate Plan, Corporate Priority 11a is to update the RGS with new population projections. Adoption of this bylaw completes that priority.

CONCLUSION

All municipalities have resolved to accept the RGS. Staff recommend that the bylaw receives third reading and adoption.

RECOMMENDATION

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

- 1) That Bylaw No. 4328 be amended to correct the bylaw title and citation;
- 2) That Bylaw No. 4328, "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2019", be read a third time as amended; and
- 3) That Bylaw No. 4328 be adopted.

Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional & Strategic Planning
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: Bylaw No. 4328 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2019".
- Appendix B: Record of Resolutions to Accept the RGS

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4328

A BYLAW TO AMEND BYLAW NO. 4017 “CAPITAL REGIONAL DISTRICT REGIONAL GROWTH STRATEGY BYLAW NO. 1, 2016”

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

1. Bylaw No. 4017, being the “Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016”, is hereby amended as follows:

A. SCHEDULE A

- (a) By deleting TABLE 1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTIONS and replacing with a new TABLE 1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTION as follows:

TABLE 1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTIONS

	2018			2038			Population Change	
	Population	Dwellings	Employment	Population	Dwellings	Employment	Total	Percentage
Core	266,000	120,100	166,800	304,500	140,400	197,000	38,500	14.5%
Saanich Peninsula	43,000	18,400	21,900	48,600	23,200	29,200	5,600	13.0%
West Shore	83,100	33,000	22,400	125,400	55,000	34,900	42,300	50.9%
Total	392,100	171,600	211,100	478,500	218,500	261,100	86,400	22.0%

Source: BC Stats, 2019

All figures are as of July 1st of the year stated.

First Nations populations are not included in Table 1, as First Nations Reserves are outside the GMPA.

All values are rounded independently. As a result, when sub-regional values are summed the values may not match the GMPA which are independently rounded to avoid cumulative rounding error.

Employment does not include those without a fixed workplace address.

Core includes Esquimalt, Oak Bay, Saanich, Victoria and View Royal

Saanich Peninsula includes Central Saanich North Saanich and Sidney

West Shore includes Colwood, Highlands, Juan De Fuca EA, Langford, Metochosin and Sooke.

2. This Bylaw may be cited as “Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2019”.

READ A FIRST TIME THIS	11	day of	March	2020
READ A SECOND TIME THIS	11	day of	March	2020
AMENDED AT SECOND READING THIS		day of		2021
READ A THIRD TIME THIS		day of		2021
ADOPTED THIS		day of		2021

CHAIR

CORPORATE OFFICER

Referral Responses

Bylaw No. 4328 (RGS Amendment – Population Projections)

BYLAW NO. 4328 (RGS AMENDMENT – POPULATION PROJECTIONS) SUMMARY TABLE		
Municipality	Date Considered	Decision
Central Saanich	April 20, 2020	Accept
Colwood	April 14, 2020	Accept
Esquimalt	March 1, 2021	Accept
Highlands	April 6, 2020	Accept
Langford	N/A	Deemed accepted
Metchosin	April 27, 2020	Accept
North Saanich	April 6, 2020	Accept
Oak Bay	N/A	Deemed accepted
Saanich	March 23, 2020	Accept
Sidney	April 14, 2020	Accept
Sooke	April 14, 2020	Accept
Victoria	April 23, 2020	Accept
View Royal	April 21, 2020	Accept
Juan de Fuca Land Use Committee	Received input through informal process	N/A
Cowichan Valley Regional District	March 25, 2020	Accept

NOTE: Per section 436(6), municipalities who have not provided a response are considered to be in support of the proposed amending bylaw.



1903 Mt. Newton Cross Road | Saanichton, BC Canada | V8M 2A9 | 250.652.4444

April 23, 2020

File No. 0400-60/20

Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Attention: Kristen Morley, Corporate Officer

Dear Ms. Morley,

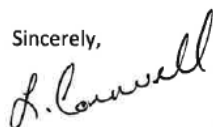
Re: Bylaw No. 4328 – RGS Amendment for Municipal Acceptance

At their April 20, 2020 Regular Meeting, the Municipal Council of the District of Central Saanich passed the following motion:

That Council accept Bylaw No. 4328- Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019.

Should you have any questions with respect to the above, please do not hesitate to contact the undersigned at 250-544-4202.

Sincerely,



Liz Cornwell,
Corporate Officer



CRD EXECUTIVE OFFICE

Received

MAY 01 2020

File: 6440-40

Date: April 16, 2020

Via email: crdchair@crd.bc.ca

Colin Plant, Chair, Capital Regional District Board
Capital Regional District
625 Fisgard Street
PO Box 1000
Victoria, BC V8W 2S6

Dear Chair Plant:

Re: Bylaw 4328 – RGS Amendment Referral for Municipal Acceptance

At the regular meeting of Council held April 14, 2020, Colwood Council considered the Capital Regional District's request for the City to consider giving consent to the Regional Growth Strategy amendment as outlined in Capital Regional District Bylaw No. 4328.

The proposed amendment updates the population, dwelling unit and employment projections in Table 1 of the Regional Growth Strategy. The City of Colwood has no concerns with the proposed amendment and I am pleased to share that Colwood Council adopted the following resolution:

R2020-101 THAT the City of Colwood accepts the Regional Growth Strategy Amendment proposed by CRD Bylaw No. 4328.

If you require any further information, please do not hesitate to contact me.

Sincerely,

Rob Martin,
Mayor

COLWOOD CITY HALL

3300 Wishart Road
Colwood, BC V9C 1R1

CONTACT

Phone: 250.294.8144
Fax: 250.478.7516

OFFICE HOURS

8:00 am – 4:30 pm
Monday – Friday
except stat holidays

cc: Robert Lapham, Chief Administrative Officer, CRD (rlapham@crd.bc.ca)
Kevin Lorette, General Manager, Planning and Protective Services, CRD (klorette@crd.bc.ca)
Emily Sinclair, Senior Manager, Planning and Protective Services, CRD (esinclair@crd.bc.ca)
Jeff Weightman, Planner, Regional and Strategic Planning, CRD (jweightman@crd.bc.ca)
Iain Bourhill, Director of Long-Range Planning & Sustainability, City of Colwood



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Website: www.esquimalt.ca Email: info@esquimalt.ca

Voice: (250) 414-7100
Fax: (250) 414-7111

File No. 0370-02

Via email to: kmorley@crd.bc.ca

March 2, 2021

Kristen Morley
General Manager, Corporate Services
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 2S6

Dear Ms. Morley:

Re: Proposed Amendment to the Regional Context Statement - Official Community Plan

Please be advised that at its Regular Meeting of Council held March 1, 2021, the Corporation of the Township of Esquimalt Council approved the following resolution:

"That Council authorize the Corporate Officer to forward the proposed amendment to the Regional Context Statement in the Official Community Plan as outlined in Staff Report No. DEV-21-014, to the Capital Regional District's Corporate Officer and furthermore, indicate that Council will discharge its conditional approval, accepting the Regional Growth Strategy Amendment Bylaw No. 4328 per the requirements of Section 438 of the Local Government Act, upon CRD Board acceptance of Esquimalt's revised Regional Context Statement."

As outlined in the attached Staff Report No. DEV-21-014, the Township of Esquimalt Council is requesting that the Regional Context Statement within the Official Community Plan be amended as follows:

Delete the existing Section 3.9 and replace it with the following:

Section 3.9 Population Projections

The provincially mandated population projections over a 20-year time frame for a small population such as Esquimalt's are very difficult to make with any method due to the significant impact that economic, social, and demographic variables have on the outcome over time. For this reason, the Capital Regional District has chosen to base its population projections on a sub-regional scale using a cohort methodology. The Township of Esquimalt is in the Core sub-region with the District of Oak Bay, District of

Saanich, City of Victoria, and Town of View Royal. Cognizant of the individual characteristics of each of these municipalities, the Capital Regional District, and the Township of Esquimalt, agree that the sub-regional population projections will not constrain the Township's future growth and the Township's Official Community Plan is consistent with the Regional Growth Strategy population projections. The Township is working well to achieve regional interests of densification and being a complete compact community and intends to continue doing so.

Please forward the Township's requested amendment to the Capital Regional District (CRD) Board for consideration. Council has agreed to discharge its conditional approval, accepting the Regional Growth Strategy Amendment Bylaw No. 4328 per the requirements of Section 438 of the *Local Government Act*, upon CRD Board approval of Esquimalt's revision to the Regional Context Statement.

Should you require further clarification, please contact me at 250-414-7135 or rachel.dumas@esquimalt.ca.

Yours truly,

A handwritten signature in black ink, appearing to read 'RDumas', is written over a horizontal line.

Rachel Dumas
Manager of Corporate Services / Corporate Officer

Cc. Bill Brown, Director of Development Services, Township of Esquimalt



File: 5280.30

April 17, 2020

CRD Chair Plant and Board Members
Capital Regional District
625 Fisgard Street
PO Box 1000
Victoria, BC V8W 2S6

Dear Chair Plant and Board Members:

Re: BYLAW 4328 – RGS AMENDMENT REFERRAL FOR MUNICIPAL ACCEPTANCE

Thank you for your correspondence dated March 13, 2020 requesting municipal acceptance to Bylaws 4328.

At the Council meeting held April 6, 2020, Council of the District of Highlands passed the following motion:

That Council accept, as per section 436 of the Local Government Act, Bylaw No. 4328, Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019.

Yours truly,

A handwritten signature in black ink, appearing to read "Ken Williams".

Ken Williams, Mayor
District of Highlands

From: tammie van swieten [<mailto:tvanswieten@metchosin.ca>]

Sent: Thursday, April 30, 2020 12:14 PM

To: Kelly Timms

Cc: Tina Hansen ; Lisa Urlacher

Subject: RE: Letter from CRD Board Chair Colin Plant Re: Bylaw 4328 – RGS Amendment Referral for Municipal Acceptance

Good Afternoon, please see resolution below made at Council's Special Council meeting on April 27, 2020. Please let me know if you require anything further.

a) CRD Bylaw No. 4328 – RGS Amendment Referral for Municipal Acceptance

Moved and Seconded by Councillors Mackinnon and Kahakauwila that Council accept the Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019 (Bylaw No. 4328).

Carried

Tammie Van Swieten
Deputy Corporate Officer
District of Metchosin
4450 Happy Valley Road
Victoria, BC V9C 1S3
tvanswieten@metchosin.ca
Tel: 250-474-3167



April 7, 2020

Colin Plant, Chair
Capital Regional District Board
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 2S6

Dear Chair Plant:

Re: Bylaw 4328 – RGS Amendment Referral for Municipal Acceptance

Thank you for your correspondence to Mayor and Council on behalf of the Board. At meeting held April 6, 2020, North Saanich Council received your correspondence along with proposed CRD Bylaw 4328 and adopted the following resolution:

That "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019" (Bylaw No. 4328) to amend the population, dwelling unit and employment projections in Table 1 of the Regional Growth Strategy be accepted by the District of North Saanich Council.

I trust the above is satisfactory, please contact the undersigned if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Kingsley".

Curt Kingsley
Deputy CAO / Director of Corporate Services

District of Saanich
Legislative Services Division t. 250-475-1775
770 Vernon Ave. f. 250-475-5440
Victoria BC V8X 2W7 saanich.ca



File: 1310-40

March 30, 2020

Via email: kmorley@crd.bc.ca

Kristen Morley, General Manager, Corporate Services,
Corporate Officer
Capital Regional District
625 Fisgard Street
Victoria BC V8W 1R7

Dear Ms. Morley:

Re: Bylaw 4328 - Regional Growth Strategy Amendment Referral for Municipal Acceptance

This letter confirms that at their meeting held March 23, 2020, Saanich Council considered Bylaw No. 4328 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019" and resolved as follows:

"That Council accept, as per section 436 of the Local Government Act, Bylaw No. 4328 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019".

If you require further clarification, please contact me at 250-475-5494, Ext. 3500.

Sincerely,

A handwritten signature in blue ink, appearing to read "Angila Bains".

Angila Bains, B.A., CMC
Manager, Legislative Services

/sh

cc: Mayor and Council
Paul Thorkelsson, CAO



TOWN OF SIDNEY

2440 Sidney Avenue, Sidney, British Columbia V8L 1Y7
Phone: 250-656-1184 Fax: 250-655-4508
Email: admin@sidney.ca Website: www.sidney.ca



April 15, 2020

VIA EMAIL: kmorley@crd.bc.ca

Kristen Morley
General Manager, Corporate Services
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

Dear Ms. Morley:

Subject: CRD Bylaw No. 4328 - Regional Growth Strategy Bylaw No. 1, 2018, Amendment No. 1, 2019

Further to the Board Chair's letter of March 13, 2020, this is to advise that Town Council, at a meeting held on April 14, 2020, considered the above subject bylaw for adoption in accordance with Section 436 of the *Local Government Act* and resolved as follows:

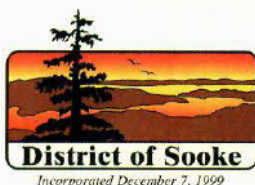
That Council accept the proposed CRD Bylaw No. 4328 - Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment No. 1, 2019.

We trust the above is satisfactory.

Yours truly,



Sandi Nelson
Corporate Officer



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: 250-642-1634 • Fax: 250-642-0541 • Email: info@sooke.ca • Website: www.sooke.ca

File No. 0400-90

April 16, 2020

Jeff Weightman, Planner
Regional and Strategic Planning
Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Dear Mr. Weightman:

**RE: CRD Bylaw 4328 – 2018 Regional Growth Strategy Bylaw 4017 Amendment -
Referral for Municipal Acceptance**

Please be advised that at the April 14th, 2020 Regular Council Meeting, Council passed the following resolution:

THAT Council direct staff to respond to the CRD referral dated March 13, 2020 with a letter of acceptance for Bylaw No. 4328 "*Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019*".

CARRIED

The undersigned hereby certifies the above resolution to be a true copy of the resolution passed by the District of Sooke on the dates noted.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mushata", is written over the printed name.

Carolyn Mushata
Corporate Officer

**Legislative
Services
Department**

Legislative
Services

#1 Centennial Square
Victoria
British Columbia
V8W 1P6

Tel (250) 361.0571
Fax (250) 361.0348
www.victoria.ca



April 24, 2020

Colin Plant, Chair
Capital Regional District Board
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

To Whom It May Concern:

Re: Regional Growth Strategy Amendment Referral for Municipal Acceptance

I am writing to advise you that Victoria City Council passed the following motion at the April 23, 2020 Council Meeting:

That Council:

- 1. Accept the Regional Growth Strategy amendment, as set out in the Capital Regional District's Bylaw No. 4328 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019" (Bylaw No. 4328) as per section 436 of the Local Government Act.*
- 2. Direct staff to provide the Capital Regional District Board with a letter confirming the City of Victoria's acceptance of the Capital Regional District Bylaw No. 4328.*

If you require further information concerning the matter, please contact me at 250.361.0346 or by email at chavelka@victoria.ca.

Yours truly,

A handwritten signature in dark ink, appearing to read "Christine Havelka".

Christine Havelka
Deputy City Clerk

CH/mh

cc. K. Hoesel, Director of Sustainable Planning and Community Development



TOWN OF VIEW ROYAL

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6
Ph. 250-479-6800 • Fx. 250-727-9551 • E. info@viewroyal.ca • www.viewroyal.ca

April 22, 2020

Capital Regional District
625 Fisgard Street
PO Box 1000
Victoria, BC
V8W 2S6

Attention: Colin Plant, Chair, CRD Board

Dear Chair Plant:

RE: Bylaw No. 4328 – RGS Amendment Referral for Municipal Acceptance

Thank you for your letter dated March 13, 2020 regarding Bylaw No. 4328 Capital Regional District Regional Growth Strategy Bylaw No 1, 2018, Amendment Bylaw No. 1, 2019. This letter is to inform you that your correspondence was received at the April 21, 2020 Council meeting and the following resolution was passed:

"THAT the Town of View Royal accept Bylaw No. 4328 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019" (Bylaw No. 4328) as referred by the Capital Regional District and in accordance with section 436 of the Local Government Act."

If you have any questions regarding the above matter, please do not hesitate to contact this office.

Sincerely,
TOWN OF VIEW ROYAL

Elena Bolster
Deputy Corporate Officer



175 Ingram Street
Duncan, BC V9L 1N8
www.cvrld.bc.ca

Office: 250.746.2500
Fax: 250.746.2513
Toll Free: 1.800.665.3955

CRD EXECUTIVE OFFICE
Received

APR 21 2020

April 15, 2020

Colin Plant, Chair
Capital Regional District
625 Fisgard Street
PO Box 1000
VICTORIA BC V8W 2S6

Dear Mr. Plant:

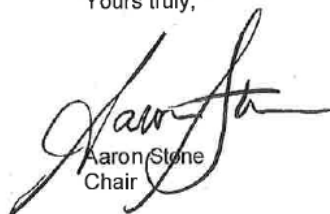
Re: Capital Regional District Regional Growth Strategy Bylaw No. 4328

The Cowichan Valley Regional District (CVRD) Board, at its regular meeting of March 25, 2020, passed Resolution No. 20-156 as follows:

"That the Capital Regional District (CRD) be advised that as per Section 436(4) of the Local Government Act, the CVRD accepts CRD Bylaw No 4328, cited as Capital Regional District Regional Growth Strategy Amendment Bylaw No. 1, 2019."

On behalf of the CVRD Board of Directors, I offer best wishes to you and your colleagues at the Capital Regional District.

Yours truly,



Aaron Stone
Chair

MT/lm

pc: Bob Lapham, CAO

COWICHAN VALLEY REGIONAL DISTRICT



Making a difference...together

REPORT TO REGIONAL HOUSING TRUST FUND COMMISSION MEETING OF THURSDAY, APRIL 08, 2021

SUBJECT Additional Grant Request for Michigan Square

ISSUE SUMMARY

A recommendation to the Capital Regional District (CRD) Board is needed in response to a request from the Regional Housing First Program (RHFP) Partnership for an increase of \$525,000 to the grant from the Regional Housing Trust Fund (RHTF) in order to support an additional 35 units of affordable rental housing within the proposed development at 330 Michigan Street, located in the City of Victoria.

BACKGROUND

On October 14, 2020, the CRD Board approved the following resolution:

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

The grant approved in October 2020 supports the development of affordable rental units in Building A of the project. See Table 1 below for more detail on the unit mix and funding stream.

Table 1 - Unit Summary (Building A)

Unit Type	# of Units	Projected Rent	Funding
Studio Unit (Shelter Rate)	3	\$375	RHFP
One Bedroom (Shelter Rate)	12	\$375	
Subtotal RHFP Units	15		
One Bedroom (Affordable)	8	\$1,250	RHTF
Two Bedroom (Affordable)	4	\$1,800	
Two Bedroom (Near Market)	20	\$2,000	
Three Bedroom (Near Market)	6	\$2,480	
Subtotal Affordable Rental	38		
Total Units	53		

Since receiving Board approval, the entire Michigan redevelopment project has been approved as a RHFP project which renders all affordable rental housing units eligible for additional RHTF grant funding. In its entirety, the project now includes a total of 73 affordable rental units, eligible for RHTF funding. See Table 2 for more detail on the unit mix and funding streams for the additional units.

Table 2 - Unit Summary (Building B)

Unit Type	# of Units	Projected Rent	Funding
Studio Unit (Shelter Rate)	4	\$375	RHFP
One Bedroom (Shelter Rate)	4	\$375	
Two Bedroom (Shelter Rate)	1	\$570	
Subtotal RHFP Units	9		
One Bedroom (Affordable)	9	\$739	RHTF
Two Bedroom (Affordable)	11	\$960	
Three Bedroom (Affordable)	2	\$1,380	
Two Bedroom (Near Market)	11	\$1,950	
Three Bedroom (Near Market)	2	\$2,000	
Subtotal Affordable Rental	35		
Total Units	44		

For additional background, see the Letter of Request in Appendix A.

ALTERNATIVES

Alternative 1

The Regional Housing Trust Fund (RHTF) Commission recommends to the Capital Regional District Board:

That a grant in the amount of \$525,000 to the Capital Region Housing Corporation be approved to support the development of 35 additional units of affordable rental housing at 330 Michigan Street, Victoria, subject to meeting the terms of the RHTF Grant Funding Agreement.

Alternative 2

That the Additional Grant Request for Michigan Square report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The status report of the RHTF service provided in Table 3 demonstrates that the fund has the capacity to fulfill this request.

Table 3 - RHTF Service Financial Status

Current RHTF Status	Amount
Total Funds Available in 2021	\$4,209,929
Grant Funds Approved for Other Projects	
Croftonbrook (IWAV)	(\$264,000)
Cedar Grove (Cool Aid Society)	(\$600,000)
Charters (M'akola Housing)	(\$330,000)
Drennan and Sooke (M'akola Housing)	(\$765,000)
Michigan Square I (CRHC)	(\$570,000)
Sub Total	(\$2,529,000)
Total Remaining for New Grants	\$1,680,929

Payments on all outstanding grant approvals are expected in the coming fiscal year as each project advances toward construction commencement over the next few months.

Social Implications

This project will provide 24 units of independent housing to help address the needs of people experiencing chronic homelessness in the region. Providing a grant to support the development of the 73 affordable rental units will help address the needs of low and moderate income populations as defined by the RHFP Definitive Agreement, many of whom continue to experience substantial hardship within the current rental market.

Service Delivery Implications

Management and operation of these additional units of housing will be the responsibility of the Capital Region Housing Corporation (CRHC) and increases in service delivery demands are being facilitated through CRD and CRHC corporate and budget planning processes.

CONCLUSION

The RHTF Commission has limited Letters of Intent and applications for grants to RHFP projects. The CRHC, through the redevelopment of Michigan Square, is providing an opportunity to expand its existing affordable housing stock and include units at provincial assistance shelter rates to address chronic homelessness. The mixed-market approach outlined in the application aligns with the RHFP model. The proponent's experience and long history in the development and operation of affordable housing makes this an appropriate project to be funded.

RECOMMENDATION

The Regional Housing Trust Fund (RHTF) Commission recommends to the Capital Regional District Board:

That a grant in the amount of \$525,000 to the Capital Region Housing Corporation be approved to support the development of 35 additional units of affordable rental housing at 330 Michigan Street, Victoria, subject to meeting the terms of the RHTF Grant Funding Agreement.

Submitted by:	John Reilly, MSW RSW, Manager Housing Initiatives and Programs
Concurrence:	Don Elliott, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Letter of Request - Michigan Square Funding Increase

January 25, 2021

RE: Michigan Square RHTF Increase

We are pleased to submit this request for an increase in funding for the Michigan Square Redevelopment project through the Regional Housing Trust Fund Program (RHTF).

Background

The redevelopment is comprised of two 4 storey apartment units that will provide 97 new Affordable Rental Units within the heart of the James Bay neighbourhood in Victoria. In October 2020, the CRD Board approved the recommendation of the Regional Housing Trust Fund Commission to award a grant of \$570,000 to support the development of 38 units of affordable rental housing units within the Michigan Square redevelopment within the 53 unit westerly building of Michigan Square.

Funding Increase

The CRD is requesting an additional \$525,000 in RHTF Grant funding to be allocated towards the easterly 44 unit building that will accommodate an additional 35 affordable rental housing units. The project requirements and financial information remain consistent with the details provided in the original application. Below is a breakdown of the unit size and affordability anticipated within the 44 unit building.

Unit Type	# of Units	Unit Size (sq ft)	Ant. Monthly Rent
Studio Unit (Shelter Rate)	4	380	\$375
One Bedroom (Shelter Rate)	4	490	\$375
Two Bedroom (Shelter Rate)	1	730	\$570
One Bedroom (Affordable)	9	490	\$739
Two Bedroom (Affordable)	11	730	\$960
Three Bedroom (Affordable)	2	730	\$1380
Two Bedroom (Near Market)	11	730	\$1950
Three Bedroom (Near Market)	2	1045	\$2,000
Total Units	44		

Conclusion

The enclosed provides the Michigan Square proposal details, including a detailed analysis of the project client target, location, equity requests and contributions that are supported by a 10 year budget.

Sincerely,



Don Elliott, Senior Manager, Regional Housing, Capital Region Housing Corporation

A Zero Waste Review of the Capital Regional District's Draft Solid Waste Management Plan



February 10, 2021

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1 CONTEXT

Under the *Environmental Management Act*, the Province of BC requires that each Regional District develop and implement a Solid Waste Management Plan (SWMP). These plans are to be renewed every ten years (previously every five years but now with an effectiveness review at five years) and require public consultation before submission to the Ministry of the Environment and Climate Change Strategy (the Ministry) for ministerial approval.

The Capital Regional District (CRD) last updated SWMP is from 1995 and though it has been amended over the years, the 2020 draft SWMP represents the first update since then.

This report is a review of the draft SWMP from a Zero Waste perspective, which is to greatly decrease the need for landfill expansion through minimizing waste with all of the concurrent benefits. The report will outline what Zero Waste is and why it should be pursued, followed by a review of the draft SWMP using the Zero Waste Hierarchy and a discussion of solid waste system funding.

2 ZERO WASTE

2.1 Definition

Zero Waste is “The conservation of all resources by means of responsible production, consumption, reuse, and recovery of products, packaging, and materials without burning and with no discharges to land, water, or air that threaten the environment or human health.”¹ This Zero Waste International Alliance (ZWIA) definition is peer-reviewed and is in contrast to “Zero Waste to Landfill” which is an industry-created definition meant to promote burning of waste and often requires no changes in separation of materials nor reduction of waste. Many organizations, including the City of Victoria, are using the ZWIA definition to provide the vision of what their actions are driving towards. While some may focus on the elimination of waste at the end of pipe, the key aspect is the conservation of resources and eliminating problematic materials and products, starting at the design stage. The highest level of recognition as a Zero Waste Community by ZWIA is when a local government has reduced disposal (to landfills, incineration and the environment) by 90% or more but communities are encouraged to embark on the process beginning with the level “Working Towards Zero Waste”.²

2.2 Zero Waste Hierarchy

To aid in understanding the scope of policies and strategies that are part of Zero Waste plans and to evaluate them, ZWIA developed a hierarchy (see Appendix A). The Zero Waste hierarchy defines each level of the hierarchy and includes the guiding questions, principles and definitions. Zero Waste is more than just having no waste but includes systemic changes to our ways of producing and consuming materials starting at the top of this hierarchy.

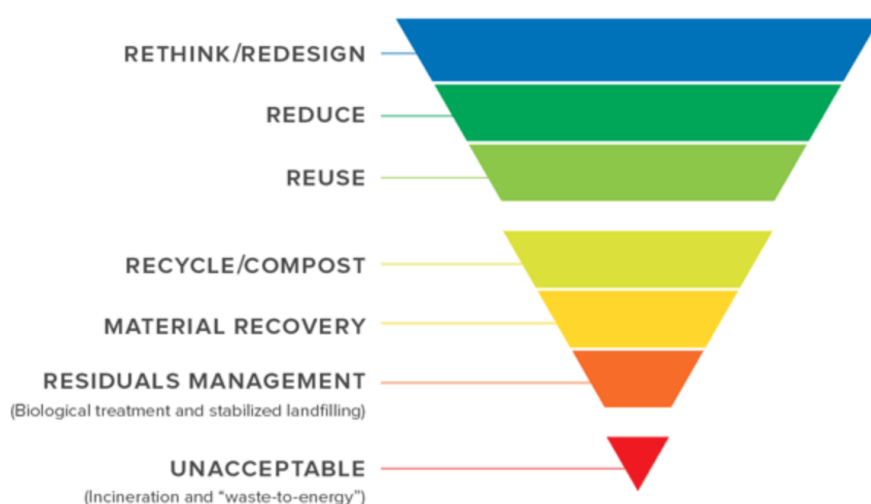
The levels of the hierarchy are shown in Figure 1. The upper levels of the hierarchy are larger to emphasize that the most benefit in terms of the guiding principles arises from actions taken in these areas. The top three levels help to prevent waste while recycling and composting put the materials back in the useful loop. Material recovery

¹ Zero Waste International Alliance (2018). Definition accessed at <http://zwia.org/zero-waste-definition/>.

² Zero Waste International Alliance (2014). Zero Waste Community Certification. Accessed at <http://zwia.org/zero-waste-community-certification/>.

can put further materials back in the loop or sequester materials that would be harmful to recirculate (such as mercury or asbestos). Residuals management looks at what can be learned from what remains to continually improve Zero Waste systems. Destructive disposal systems are deemed unacceptable for many reasons. They destroy materials and thus the materials and the embodied energy³ are lost; the technology is usually very expensive to both build and operate, and takes years to build so the opportunity costs⁴ are high; all atoms going in must come out in some form and sometimes new more harmful molecules (such as dioxins and furans) are formed so pollution is a concern, and pollution reduction or capture technologies are expensive and do not fully mitigate the issue; the energy produced is often carbon-based with significant greenhouse gas impacts; and there is still residual waste to manage in landfills. This clear stance is in contrast to the pollution prevention hierarchy still used by the Province⁵ which has the steps of Reduce, Reuse, Recycle, Recovery (materials and/or energy) and then Residuals Management. The Zero Waste Hierarchy was developed, in part, based on the experience of Europe where waste to energy or incineration was used extensively at significant expense but with harmful consequences and no real reduction in the throughput of materials.⁶ Both hierarchies are designed to be planning tools, starting at the top, and the provincial website states that “once all achievable opportunities at a higher level have been taken, only then should the next level be looked at.”⁷

Figure 1 Zero Waste Hierarchy



³ Embodied energy is the energy all along the lifecycle that it took to make and deliver the products.

⁴ Opportunity costs are what other actions were not taken due to the resources (staff, time or money) being spent elsewhere.

⁵ Ministry of Environment and Climate Change Strategy (2020). 5R pollution prevention hierarchy. Accessed at <https://www2.gov.bc.ca/gov/content/environment/waste-management/zero-waste>.

⁶ GAIA (2020). 5 reasons why Europe’s garbage burning is a big problem. Accessed at <https://www.no-burn.org/europewasteburning/>.

⁷ Ministry of Environment and Climate Change Strategy (2020). 5R pollution prevention hierarchy. Accessed at <https://www2.gov.bc.ca/gov/content/environment/waste-management/zero-waste>.

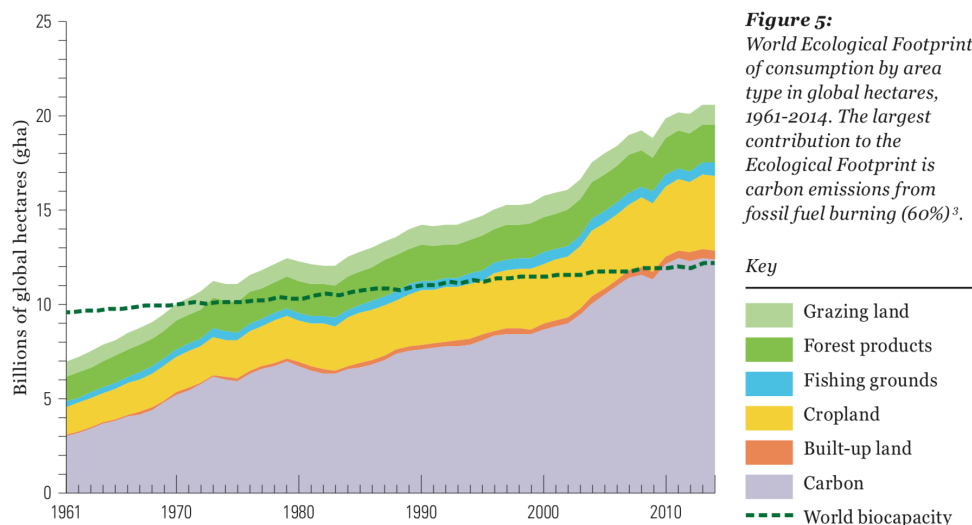
2.3 Circular Economy

A related concept to Zero Waste is the Circular Economy, with both having roots in the Cradle to Cradle concept of McDonough and Braungart.⁸ Like Zero Waste, the Circular Economy also looks to design out waste and pollution, keep materials and products in use and regenerate natural systems.⁹ Both concepts propose to move from a linear take-make-waste system to a circular model. This concept helps to highlight the employment and economic opportunities from reducing material throughput and waste and has growing momentum. The provincial waste planning guideline recommends both concepts be part of solid waste management plans.¹⁰

2.4 Why Zero Waste

As noted, Zero Waste is about more than having no materials for disposal, it is about reducing our footprint on the planet. Consumption patterns globally are not sustainable (see Figure 2 below).¹¹ Collectively humans use more than one planet's worth of area to provide goods and absorb wastes. This results in an ecological deficit where resources are not replenishing nor wastes absorbed to match the rate of consumption of materials or production of wastes. Growing and extracting materials and producing products has resulted in habitat and species loss, diminished soil quality, increased energy and water use, greenhouse gas emissions and other forms of pollution as well as the resulting solid waste. In addition to these ecological symptoms, there are also social ones such as inequity, injustices and human health risks. We are all starting to see the consequences of this, locally and globally.

Figure 2 Ecological Footprint of Consumption



⁸ McDonough, W. & Braungart, M. (2002). Cradle to Cradle: Remaking the Way We Make Things. More info at <https://mcdonough.com/cradle-to-cradle/>.

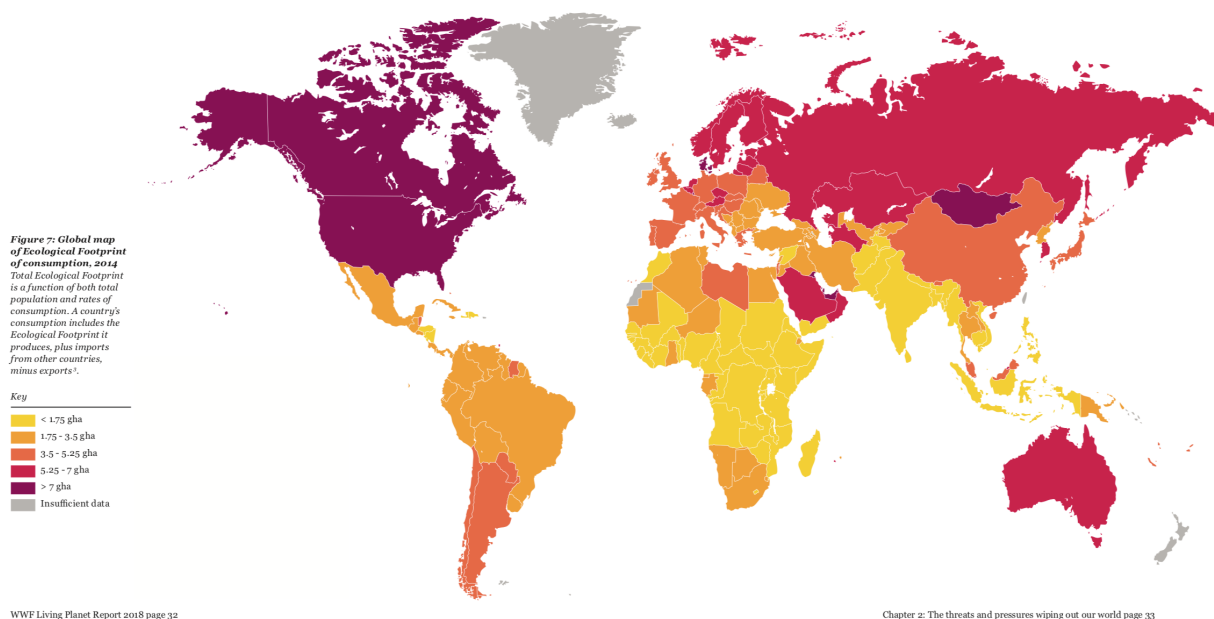
⁹ Ellen MacArthur Foundation (2020). Accessed at <https://www.ellenmacarthurfoundation.org/circular-economy/concept>

¹⁰ BC Ministry of Environment (2016). A Guide to Solid Waste Management Planning. Accessed at <https://www2.gov.bc.ca/assets/gov/environment/waste-management/garbage/swmp.pdf>. Page 16.

¹¹ World Wildlife Fund (2018). Living Planet Report 2018. Accessed at https://wwf.panda.org/knowledge_hub/all_publications/living_planet_report_2018/

Figure 3 below¹² shows that Canada and the US use a disproportionate amount of resources and so need to do more than other regions to decrease consumption of materials and production of wastes. To remedy this, we need to change to Zero Waste and Circular Economy systems. We also need all parties to do their part, whether it is federal, provincial and municipal governments, and businesses pursuing Zero Waste Strategies to citizens choosing purchases wisely and sharing or renting items.

Figure 3 Global Map of Ecological Footprint of Consumption



In addition to the environmental and social reasons to pursue Zero Waste, there is also a strong business case for it as a report commissioned by the Ministry showed with a net economic benefit, an increase in GDP and generation of income tax revenue.¹³ There are many jobs and business opportunities that come with the pursuit of Zero Waste.

There is momentum building for Zero Waste and Circular Economy initiatives globally. In the EU, many cities have signed on to the Circular Cities Declaration.¹⁴ The federal and provincial governments are also planning to take more steps and both have had recent papers out for feedback on some of their next steps. The CRD is well-placed to be a leader in this with the City of Victoria pushing for Zero Waste, Saanich's recent adoption of a plastic bag ban, neighbouring Regional Districts setting good examples, expertise within local academia and the community, a growing number of Zero Waste businesses, and broad support from citizens and environmental groups.

¹² Ibid.

¹³ Hood, I. (2013). Zero Waste Business Case. Accessed at https://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/zero_waste_business_case_draft.pdf.

¹⁴ Circular Cities (n.d.). European Circular Cities Declaration. Accessed at https://circularcitiesdeclaration.eu/fileadmin/user_upload/Images/Pages/Images/Circular_City_Declaration/CircularCitiesDeclaration.pdf.

2.5 Role in Climate Change

Key elements of direct emissions from the solid waste management system include gas released from landfills (usually methane and carbon dioxide as a result of organic materials breaking down in anaerobic conditions) and transportation of materials from collection until the final destination. Landfill gas can be captured but the draft plan notes that only 68% was captured in 2018 at the Hartland Landfill. Ministry best practices aim for 75%¹⁵ of the gas (though some systems report higher capture rates) meaning that significant amounts of gas, at least half of it methane, escape. This is especially problematic as methane is a very powerful GHG with a shorter lifespan (an impact of 84-87 global warming potential over a 20 year time span rather than 28-36 of 100 year time span is used).¹⁶ There can also be significant emissions from burning of waste but this is not the case in the CRD at this time.¹⁷

Greenhouse gas (GHG) emissions are often looked at from a sector perspective as dictated by the Community Energy and Emissions Inventory protocol and from this view waste makes up 9% of the 2017 CRD emissions with buildings (36%) and on-road transportation (55%) making up the remainder. However, when looking at emissions from a systems perspective as Figure 4 below shows where all of the upstream emissions for the provision of goods, food and other consumption are included, it is apparent that choices of consumption and wastefulness have a bigger impact on GHGs. When the full ecological footprint is considered, it is clear that consumption choices have a very large impact.¹⁸ This figure shows the comparison for the City of Victoria, which was one of the pilot communities for developing this tool, though other studies have found similar if not identical results.¹⁹

¹⁵ BC Ministry of Environment (2011). Technologies and Best Management Practices for Reducing GHG Emissions from Landfill Guidelines. Accessed at <https://www2.gov.bc.ca/gov/content/environment/waste-management/garbage/landfills>.

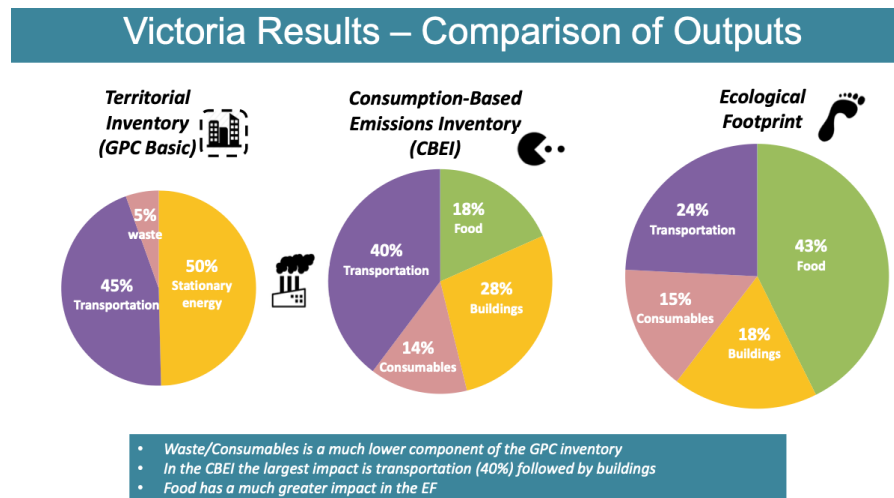
¹⁶ US EPA (2020). Understanding Global Warming Potentials. Accessed at <https://www.epa.gov/ghgemissions/understanding-global-warming-potentials#Learn%20why>.

¹⁷ Using data from Metro Vancouver's financial plan and 2019 Biennial report, despite handling only ¼ of the region's solid waste, the Burnaby incinerator's operating costs were more than double the cost per tonne of the landfill and emitted more than double the GHGs per tonne of the landfill.

¹⁸ Moore, J. & Hallsworth, C. (2018). ecocity Footprint Tool -Pilot Project Results Webinar. Accessed at <https://static1.squarespace.com/static/5ba7f601a09a7e3943945c4e/t/5bd28b31a4222fa1ffa274d3/1540524851172/Tool+Results+Webinar.pdf>.

¹⁹ Stolaroff, J. (2009). Products, Packaging and US Greenhouse Gas Emissions. Accessed at https://www.researchgate.net/publication/237808802_Products_Packaging_and_US_Greenhouse_Gas_Emissions#pf5.

Figure 4 Global Protocol for Community Emissions (GPC) versus Consumption-Based Emissions Inventory (CBEI) versus Ecological Footprint



Because these upstream emissions are not counted in the current scope of the local government reporting, they are usually ignored and so both climate action and solid waste plans often do not include strategies to address them. They still exist however, and a study for the C40 Cities suggested “urban consumptions-based emissions must be cut by at least 50% by 2030 to maintain the possibility of keeping global temperature rise below 1.5 C.”²⁰ Of the cities examined for that study, 85% of the emissions associated with goods and services consumed within their boundaries are imported from elsewhere. This same report goes on to advocate for ambitious action in the next ten years, noting the need for high income urban areas to reduce the climate impact of consumption by 2/3 in the next decade. While each of these studies uses slightly different methodologies and cover different geographies, the bottom line is that consumption of materials, including food, has a GHG impact at each stage of the process from growing or extracting resources to manufacturing to sales to home or business to disposal. By reducing wasteful and unnecessary consumption, GHGs can be reduced more significantly than with a sole focus on waste diversion (recycling or composting) and far, far more than any energy recovery system would. The Closing the Loop report found that aggressive Zero Waste policies could save 6.2 million tonnes of CO₂e by 2040 while creating 7000 new green jobs in BC.²¹ The City of New York’s One NYC 2050 Plan also acknowledges that “carbon neutrality necessitates New York City achieving zero waste.”²² The City of Amsterdam’s Circular Strategy

²⁰ C40 Cities (2019). New Research Shows How Urban Consumption Drives Global Emissions. Accessed at https://www.c40.org/press_releases/new-research-shows-how-urban-consumption-drives-global-emissions.

²¹ Lee, M., Legg, R., Maxwell, S. and Rees, R. (2013). Closing the Loop -Reducing Greenhouse Gas Emissions and Creating Green Jobs Through Zero Waste in BC. Accessed at <https://pics.uvic.ca/sites/default/files/uploads/Closing%20the%20Loop...pdf>.

²² The City of New York (2019). One NYC 2050 Building a Fair and Strong City. Accessed at <http://1w3f31pzvdm485dou3dppkcq.wpengine.netdna-cdn.com/wp-content/uploads/2020/01/OneNYC-2050-Full-Report-1.3.pdf>

notes that a circular economy is needed to stay within planetary boundaries and is part of their path to climate neutrality.²³ They also use doughnut economics²⁴ and recognize the need for social justice.

This realization that consumption drives a significant portion of GHG regardless of where the actual emissions may occur is why many progressive communities are looking at adopting consumption-based emissions inventories to help them better understand their impact and develop suitable strategies. Looking at waste and GHGs with this lens changes the focus from the traditional one: what we discard from our homes, institutions and businesses, to what we choose to consume, how we do that (owning versus sharing, reusable versus disposable), how long we keep the items in use and then how we discard them.

As noted in the Regional Climate Action Strategy,²⁵ which includes a goal to minimize waste generation, there are many co-benefits of climate action and similarly there are also many co-benefits from pursuing Zero Waste which go beyond less waste and GHGs.

The Ministry's guidelines for solid waste planning recommend that plans address the climate impacts of waste. According to the CRD website,²⁶ "in February 2019, the Capital Regional District (CRD) Board identified Climate Action & Environmental Stewardship as a priority for the region and approved a motion to declare a climate emergency... The CRD is developing and implementing strategies to address this issue." A strengthened Solid Waste Management Plan could be one of those strategies.

Finally, it is important to acknowledge that while GHGs alter the global climate, the impacts can be seen locally, here in BC experienced as increased forest fires and smoke, altered rainfall patterns (droughts and floods) and loss of species, which will have knock-on effects and costs to many communities and businesses. It is through our collective global action to reduce the GHG emissions that the local impacts can be minimized.

3 REVIEW OF DRAFT PLAN

The draft SWMP was reviewed through the lens of Zero Waste and using the Zero Waste Hierarchy. Each level of the hierarchy is noted below as well as the plan direction and supporting systems.

3.1 Plan Direction

The plan adopts and strengthens the guiding principles (including Zero Waste and the Circular Economy) that are recommended by the Ministry.²⁷

²³ Municipality of Amsterdam (2020). Amsterdam Circular 2020 -2025 Strategy. Accessed at http://carbonneutralcities.org/wp-content/uploads/2020/06/Amsterdam-Circular-2020-2025_Strategy_HighRes.pdf.

²⁴ Doughnut economics aims to have an economy that is within the ecological boundaries of the planet while providing the basic needs of its citizens (social boundaries).

²⁵ CRD Regional Climate Strategy (2017). Accessed at https://www.crd.bc.ca/docs/default-source/crd-document-library/plans-reports/climate/2017-04-12_regionalclimateactionstrategy_final.pdf?sfvrsn=da2e32ca_18.

²⁶ CRD (2019). Climate Action webpage. Accessed at <https://www.crd.bc.ca/project/climate-action>.

²⁷ BC Ministry of Environment (2016). A Guide to Solid Waste Management Planning. Accessed at <https://www2.gov.bc.ca/assets/gov/environment/waste-management/garbage/swmp.pdf>.

The goals for the plan are to:

1. To surpass the provincial per capita waste disposal target and aspire to achieve a disposal rate of 125 kg/capita/year.
2. To extend the life of Hartland Landfill to the year 2100 plus.
3. To have informed citizens that participate effectively in proper waste management practices.
4. To ensure that the CRD's solid waste services are financially sustainable.

As the preface of this section states these are aspirational, these goals could be far more inspiring. The guiding principles include a Zero Waste approach and so the aspirational target should be Zero Waste, rather than 125 kg/capita/year. If that goal is seriously pursued then the lifespan of the Hartland Landfill could be greatly extended and its role could be more as a hub for materials, research and education than for waste disposal. The role of citizens in a Zero Waste and circular economy system should be more than as correct sorters of materials, but instead as active participants developing a vibrant circular economy that minimizes material throughput and environmental harms while maximizing local benefits. Businesses, institutions and other sectors should also be actively engaged. It is appropriate to ensure the long-term financial stability of the solid waste services.

The plan uses the pollution prevention hierarchy which covers many of the same aspects as the Zero Waste Hierarchy but misses the top level where the systemic rethink and redesign considerations are included. The pollution prevention hierarchy includes energy recovery as acceptable (unlike the Zero Waste one and places it above residual management).

From a starting point of 382 kg/capita in 2019, targets for the per capita disposal rate are set at 340 kg or less for the third year, 285 kg for the fifth year and 250 kg for the tenth year. It also should be noted that the CRD has been close to the provincial target of 350 kg/capita for two of the past five years and so while this may be a stretch target for some regions, it may not be rigorous enough for others including the CRD.

The importance of stretch goals can be seen from history. In 1989, BC set a goal to reduce the average per capita disposal rate by 50% by the year 2000.²⁸ During those years, waste disposal per capita in the CRD fell from 654 kg/capita to 399 kg/capita. The target of 327 kg was not reached but the drop was significant. Since then the per capita number has fluctuated between 352 and 454.

In comparison, the City of Victoria has a target of 50% less waste disposed by 2040 and fully circular by 2050.²⁹ Victoria represents 1/3 of the waste going to the Hartland Landfill. The C40 Cities has a Zero Waste Declaration (to which Vancouver is a signatory) which sets a goal of 50% less waste disposed by 2030 (compared to 2015).³⁰ The equivalent for the CRD would be 172 kg/capita. The C40 Declaration also sets targets for waste generation (as in all materials discarded which includes waste, recycling and organics) to be 15% less and for diversion to increase to 70% by 2030. The cities commit to biannual public reporting. While the CRD draft plan does not show the diversion rate, Figure 1 of Zero Waste Victoria shows that its diversion rate is 51%.³¹ The Regional District of Nanaimo (RDN)

²⁸ Government of Canada (2006). An Analysis of Resource Recovery Opportunities in Canada and the Projection of Greenhouse Gas Emission Implications. Accessed at <https://www.rcbc.ca/files/u3/RR-opport-data-report.pdf>.

²⁹ City of Victoria (2020). Zero Waste Victoria. Accessed at <https://www.victoria.ca/EN/main/residents/climate-change/waste-reduction.html>.

³⁰ C40 Cities (n.d). Advancing Towards Zero Waste Declaration. Accessed at <https://www.c40.org/other/zero-waste-declaration>.

³¹ Same as footnote 28

had comparable waste per capita to the CRD (347 kg in 2014 -RDN to 369 kg for the CRD) and yet their target is far more aggressive at 109 kg by 2027.³²

Recommendations:

- Adopt Zero Waste as the goal and engage all sectors of society in pursuing this.
- Adopt the Zero Waste Hierarchy as a guide.
- Adopt stronger targets (similar to the Regional District of Nanaimo).
- Gather information and add targets for reduced waste generation and waste diversion that at least match the C40 Zero Waste Declaration.

3.2 Rethink/Reconsider

Under the rethink/reconsider level of the hierarchy, the CRD draft plan includes some good measures. Developing and implementing a purchasing policy can encourage production of products made from reused, recycled or sustainably-harvested renewable, non-toxic materials and products that are durable, repairable, reusable, fully recyclable or compostable, and easily disassembled. The purchasing policy could also improve the market for the finished compost material. This should be developed in partnership with member municipalities as noted but also regional districts, universities, the provincial government, and institutions to maximize the impact. The CRD could join the [Canadian Collaboration for Sustainable Procurement](#) to maximize the impact and reduce the work involved in research. An annual report back to the Board as happens for the City of Vancouver is recommended. Incentives are another key component and the plan includes a fund for waste reduction (action 2B) and Pay As You Throw (PAYT) for tipping fees. A key one needed is to have higher tipping fees (more on tipping fees in section 4), ideally matching the CVRD fees to prevent waste migration and provide stronger disincentive to wasting. Additional fees will help to fund programs. The CRD has differential fees (free for recycling and Household Hazardous Waste (and lower for yard waste than garbage)³³ however the charge for kitchen scraps is higher than for waste which would encourage putting kitchen scraps in the waste. In addition, there is no surcharge or penalty for mixed waste loads such as for the Sunshine Coast, Whistler and Squamish, where fees may be double if the waste has a significant amount of banned materials (including recyclables and organics). The Regional District of Kootenay Boundary charges five times the tipping fee for loads with banned recyclable materials.³⁴ In addition to PAYT at the landfill, the CRD should work with member municipalities to have PAYT at the curb and elsewhere that makes it progressively more expensive by weight or volume to waste.

Other areas that need addressing for fees are for tires and unsecured loads. The fees for rimmed tires may be a disincentive. Work should be done with Tire Stewardship BC and the Ministry to ensure that the Extended Producer Responsibility (EPR) program is covering all costs associated with their products including the handling of rimmed tires so that the landfill does not need to charge fees to the end user. Unsecured loads can create litter enroute to the disposal facilities. One way to prevent this is to charge an additional fee for loads arriving unsecured as is done by many other regional districts.

³² Regional District of Nanaimo (2018). Regional District of Nanaimo: Solid Waste Management Plan -Planning for the Future of Our Waste -Road to 90% Waste Diversion. Accessed at https://www.rdn.bc.ca/sites/default/files/inline-files/2018%20SWMP%20Amendment_1.pdf.

³³ CRD (2020). User Guide Hartland Depot. Accessed at https://www.crd.bc.ca/docs/default-source/recycling-waste-pdf/hartlanduserguide.pdf?sfvrsn=88e2c3ca_8.

³⁴ Regional District of Kootenay Boundary (n.d.). Garbage, Compost & Recycle. Accessed at <https://rdkb.com/Utilities-Waste/Garbage-Compost-Recycle/Landfill#mckelvey>.

In 3.8 Residual Management, the need for understanding what remains in the waste will be highlighted but this information should feed back into systems change. Items that are not recyclable nor compostable need to be identified and this feedback needs to inform the federal and provincial directions for what materials may need to be phased out or regulated into an EPR program.

This plan can help to increase the local economy, through procurement policy and fostering local businesses that reduce waste. The plan could include actions to measure and promote this. For example, the Vancouver Economic Commission reports on the green local jobs created through the Greenest City Action Plan.³⁵ There could also be a specific working group to develop the Local Circular Economy that goes beyond Plan Monitoring Advisory Committee members and engages citizens, businesses, academia and others to develop Zero Waste businesses beyond what the CRD already has. The CRD is well-placed to do this given that there is a wealth of expertise (the University of Victoria and the Provincial Government is within its boundaries), there are numerous environmental non-governmental groups like One Planet Saanich, and that there are already a host of Zero Waste businesses in place.³⁶ It is key to get the mindset of citizens and businesses to change. This can come from education programs, bans on single use and commonly wasted items, and be part of solutions designed to encourage people to consume less.

Leading by example is another key strategy. Leadership can be demonstrated through in-house programs such as employee education; increased use of electronic documents; double-sided copying and printing and only when necessary; decreased use of non- recyclable paper; use of cloth towels or electric hand dryers in rest rooms; and where packaging is required in food operations, using only reusable and recyclable containers. Use of standard signage and bins in appropriate collection areas can also decrease the corporate waste.

Recommendations

- Increase tipping fees to align with neighbouring regional districts, ensure kitchen scraps are at a lower fee than the waste and add a mixed waste fee at double or more the regular waste tipping fee to encourage waste diversion.
- Work to address fees on rimmed tires.
- Add a fee for unsecured loads.
- Add an action to promote the local circular economy potential.
- Develop a program for the CRD corporate entity to model Zero Waste actions.
- Join the Canadian Collaboration for Sustainable Procurement.
- Have the CRD lead by example.
- Work with federal and provincial government on policies to reduce material throughput and waste.

3.3 Reduce

Strategy #1 Continue and Enhance Education Programs

Reduction is critical area for change and source reduction and the elimination of problematic materials should be the main focus. Reducing the materials at the source can then be supported by behaviour change components, not just incorporated but as the key driver for new and existing programs. The expansion of education to multifamily and ICI sectors is good as is expanding the K-12 programs to include the circular economy. While supporting

³⁵ Vancouver Economic Commission (2018). Green Economy. Accessed at <https://www.vancouvereconomic.com/focus/green-economy/>.

³⁶ Project Zero (2020). Accessed at <https://www.project-zero.ca/resources>.

environmental stewardship recognition is noted, it should include awards, labelling, accreditation and other forms of public recognition. In addition to the actions already listed, these could be added as well:

- Partner with other jurisdictions to share materials (for example, consider rolling out Think Thrice -Metro Vancouver's textiles campaign).
- Create targeted behaviour change campaigns based on the needs shown in the waste composition studies.
- Monitor results with ongoing waste audits and modify campaigns based on the feedback.
- Consider partnering with other organizations (not just product stewards): environmental groups, universities, the Ministry, and others to test out pilot programs. Share the results with other jurisdictions.
- Instead of just engaging residents on solid waste matters, work to promote the Zero Waste concept and increase avoidance of waste-generating materials and products, and diversion for all residents and businesses. Help citizens to understand the environmental footprint of their purchases and how to evaluate different options.
- Consider a waste or sustainability-focused newsletter like the Regional District of Nanaimo and City of Vancouver have.
- Foster and promote the refill, reuse, sharing, rental, and repair businesses in the region.
- Enhance and encourage more repair cafes such as those in Sooke, Fairfield and North Saanich.
- Conduct a toxics reduction campaign to reduce the amount of hazardous materials used.

Strategy #2 Encourage Waste Prevention

The actions in this strategy are also key for waste reduction and include promoting reduced consumption and consumer responsibility, supporting single-use item reduction efforts, promoting better packaging options and advocacy. These actions are sound but it is unclear how extensive they will be or not. Additional actions could include :

- Ensuring access to drinking water instead of bottled water by mapping it out as [Metro Vancouver](#) has done
- Developing a regional reusable cup share programs as the [City of Freiburg](#) has and use the same model for takeout containers.
- Working with local partners to develop and promote sharing services such as for reusable mug and takeout containers as well as other services.
- Work to reduce waste at the source and eliminate problematic materials including bans where possible.
- Collaborating with other local governments (and non-governmental organizations) to increase the efficacy of the advocacy to higher levels of government.
- Develop a plastic reduction strategy to reduce the use of plastics, plastic waste and microplastics. Collaborate with other governments as well as businesses. The next ten years will be a critical time for this.
- Developing a program to encourage renovation of buildings over demolition.

Strategy #3 Support Reduction of Avoidable Food Waste

A strategy addressing food waste is sound and could be strengthened by setting a food waste reduction target. The actions to support residential and ICI food waste reduction, and food recovery organizations, as well as advocating for clarity and education on best before dates are suitable but the degree of action is unclear.

Given the large percentage of single family homes and the amount of kitchen scraps and yard waste generated, consideration should be given to:

- Continue with the Love Food Hate Waste program but strengthen its implementation.

- Work with partner organizations to decrease food waste.
- Develop a program to increase wildlife-friendly backyard composting. This is considered reduction as the material does not need to be collected nor transported and it can replenish the nutrients in the gardens.
- Grasscycling and xeriscaping can also be encouraged to reduce the amount of yard waste.

3.4 Reuse

Strategy # 4 Support Reuse Activities in the Region

This strategy has actions to continue support for reuse organizations; support of rental, reuse and sharing programs; and investigating free stores at facilities. Other actions should include:

- Develop a sharing economy strategy that identifies the top priorities³⁷ could result in the option to borrow a wide-range of items like York Region's [Lendary](#). Support local sharing systems or set up ones to fill in the gaps (bikes, tools, cars, toys, kitchen gadgets).
- Hosting a [ReBuild it Centre](#) at Hartland.
- Mapping out local resources for sharing, rental, reuse, and repair. See [Portland](#) as an example.
- Hosting or supporting local repair cafes like in [Metro Vancouver](#).
- Set reuse/refill targets across CRD buildings/spaces and invest in infrastructure for this.
- Support reusable diapers systems as household hygiene is a significant waste segment.
- Advocate for the Right to Repair, mandatory warranties, time frames for parts availability, requirements for online manuals, and plans for components
- Advocate for EPR programs to be responsible for supporting repair and reuse of their products (where suitable).
- Ask for federal and provincial investment in reuse, repair, refill, etc. and circular systems for scaling local initiatives.
- Incentivize house moving and construction material reuse through regulatory strategies, enforcing limits on waste generation and expanding environmental obligations. This should be done in partnership with member municipalities.

3.5 Recycle

Table A of the Waste Composition study³⁸ (which is a more detailed look at the data in Figure 4.2 of the draft plan) shows that over 50% of the waste is comprised of materials that are banned or could be recycled. This highlights the needs for more education and enforcement of the bans. Products and packaging covered under the Canadian Council of Ministers of the Environment Canada-wide Action Plan for Extended Producer Responsibility³⁹ represent 61% of the waste and highlights the need for the Ministry to follow through on its 2009 commitment to require producer responsibility systems for Institutional, Commercial and Industrial (ICI) Packaging and Printed Paper (PPP); textiles and carpet; furniture; and construction and demolition materials (though the target date was 2017). The Ministry took a step towards parts of this with its recent Discussion Paper but the CRD must continue to play a strong role in pushing for complete and speedy delivery of the Canada-wide Action Plan.

³⁷ One Earth (2015). Local Governments and the Sharing Economy. Accessed at http://www.localgovsharingecon.com/uploads/2/1/3/3/21333498/localgovsharingecon_report_full_oct2015.pdf.

³⁸ Tetrattech (2016). 2016 Solid Waste Stream Composition Study. Accessed at https://www.crd.bc.ca/docs/default-source/recycling-waste-pdf/WasteCompositionStudy2016.pdf?sfvrsn=baab36ca_4.

³⁹ Canadian Council of Ministers of the Environment (2009). Canada-wide Action Plan for Extended Producer Responsibility. Accessed at https://www.ccme.ca/files/current_priorities/waste/pn_1499_epr_cap_e.pdf.

Many of the strategies in the CRD draft plan relate to recycling for different waste generating sectors (residential - single family and multifamily; ICI; construction and demolition; and public spaces). They are noted here along with ways to enhance the plan.

Strategy #7 Increase Residential Diversion

Actions for this strategy include promoting diversion, working with service providers to support depot diversion, encouraging local processing and markets and developing tools for event recycling. Additions could include:

- For events, the CRD should work with member municipalities to require zero waste plans to be part of event permitting process.
- The grey box system for glass collection, such as the City of Vancouver uses, should be examined to see if this could increase diversion.
- Work with service providers to do more checks, education and enforcement of disposal bans at point of collection.

Strategy #8 Increase Multi Family Diversion

Actions include supporting diversion through education, working with partners to develop source separation requirements, developing a policy guide and collaborating with stakeholders to support recycling. These are all suitable and good examples exist elsewhere that can be used.

- A review should be done to make sure the Recycle BC program covers all the appropriate multifamily buildings in the CRD.

Strategy #9 Increase ICI Diversion

Actions include providing resources such as a business waste reduction liaison, advocating EPR for ICI packaging and paper, creating a toolkit, encouraging municipalities to require waste management plans with business licenses, developing policy for ICI space and access requirements, working with partners on source separation requirements and investigating disposal ban enforcement of generators. These are all suitable and good examples exist elsewhere that can be used.

Strategy #10 Support Existing and New EPR Programs

These actions are to advocate for expanded EPR programs, standardized programs and return-to-retail opportunities. It also looks to work with the stewards to increase consumer awareness of programs. Advocacy is the main element for this and the CRD can also:

- Work to ensure that the EPR programs are fully delivering on their obligations including doing more on the first levels of the hierarchy.
- Ask that the Province meet its commitments to the Canada-wide Action Plan for EPR in a timely fashion.
- Work with other local governments to ensure the programs are as effective as possible and that local governments have a voice in program delivery and plans.

Strategy 12# Increase Construction, Renovation and Demolition Material Diversion

The actions include a clean wood waste ban and looking at surcharges for mixed waste loads along with programs for hazardous materials. In addition to this, the CRD could:

- Develop a Construction and Demolition materials hub at Hartland (as the City of Vancouver is investigating).
- Form a Construction and Demolition working group to determine best practices
- Require deconstruction not demolition (building on [Metro Vancouver's model bylaw](#)).
- Charge a waste levy on materials to drive diversion and track data.
- Ask the provincial government to work towards a building code that incorporates future deconstruction needs and factors in embodied carbon and to create a deconstruction step code.
- Work with province to include design guidelines in Building Code to ensure adequate space for waste sorting in new developments (both in unit and in building). [Whistler](#) is an example of a jurisdiction that has worked with existing buildings.

Strategy #13 Encourage Proper Public Space Waste Management Activities

The actions include developing educational materials, promoting alternatives to illegal dumping, developing a regional approach to prevention and bylaws, work on reporting systems and investigate large bulky item disposal. Other actions should include:

- For bulky disposal, the CRD should advocate for the promised EPR programs for furniture, mattresses and carpet and ensure that programs for bulky items have a pickup component.
- The CRD asking that the Recycle BC program is required by the Ministry to deliver service in public spaces as noted in the Recycling Regulation.

Additional Recommendations:

- Developing common regional signage to assist in correct sorting of materials. This should be done in conjunction with member municipalities, businesses and EPR programs. An example of this has been done by the [Squamish-Lillooet Regional District](#).
- Banning materials before EPR programs exist. For example, Metro Vancouver have banned mattresses from their facilities and this ensures materials for the mattress recycling businesses that have arisen.
- Working with service providers to provide biweekly service for curbside garbage collection and weekly service for organics pickup. This has proven to reduce waste in other regions.⁴⁰
- Targeting funding towards recycling materials that are not currently recycled by encouraging non-profit and private sector innovation such as in the RDN's plan.
- Educate around and enforce the bans. Feedback at each step of the process (at collection, at transfer and at the landfill) is essential to help educate waste generators on how to reduce their waste. This will require partnership with other organizations that deliver these waste collection and management services. This could require friendly waste educators monitoring collection runs and cameras on waste trucks checking each tip.

3.6 Compost

The 2016 Waste Composition study⁴¹ (Table A, page 2) shows that 10% of the total waste was avoidable food waste and another 1.6% was of donatable quality. Another 7% was the type of material that could have been composted in backyard composters. These components are 18.6% of the waste compared to all organics at 21.1% of the waste stream. This shows that a strong focus on food waste prevention and a program to encourage backyard composting could significantly reduce the amount of organics that need to be collected and processed.

⁴⁰ Clean 50 (n.d). City of Surrey -Rethink Waste!. Accessed at <https://clean50.com/projects/city-of-surrey-rethink-waste/>.

⁴¹ Tetrattech (2016). 2016 Solid Waste Stream Composition Study. Accessed at https://www.crd.bc.ca/docs/default-source/recycling-waste-pdf/WasteCompositionStudy2016.pdf?sfvrsn=baab36ca_4.

This could reduce the costs for that infrastructure. It also highlights the risk in relying on the energy from organic material if the infrastructure is not scaled appropriately. The goal of composting should be high grade compost to support regenerative agriculture. This not only reduces waste but can help to support food security and resilience.

Strategy #11 Increase Organics Diversion and Processing Capacity

This strategy addresses some of the present issues and has actions to promote diversion, develop a processing facility, support compost markets and to develop guidelines for use of compostable products and packaging.

Recommendations:

- Consider also decentralized composting for high generation areas.
- Processing for the rest scaled to consider the reduction through reduced food waste and backyard composting.
- Education and enforcement for bans.
- Identify and develop other end market.

3.7 Recovery

While no specific strategies were in the plan under recovery, further work to reduce the use of hazardous materials and increase the coverage of hazardous materials under EPR programs should be done.

3.8 Residual management

Two strategies were noted under residual management. The Zero Waste Hierarchy recommends using existing landfills and managing them well (using best practices for gas, leachate, monitoring, etc.). This plan follows these recommendations.

Strategy #14 Optimize Landfill Gas Management

Capturing landfill gas helps to reduce the impacts of past mistakes (putting organics in the waste) but no system captures all of the emissions and there is still a loss of nutrients from the soil. There is also a risk that the drive to capture landfill gas takes precedence over the more beneficial reduction of organic waste and composting what remains. Caveats on this strategy are to ensure that the need to fulfill the contract with Fortis does not conflict with organics reduction strategies and that food waste prevention, back yard composting, support of practices to decrease yard waste, and other strategies higher up the hierarchy take precedence over the production of landfill gas. Ensure the systems are scaled appropriately to the intended volume of organic materials, not the current level.

Strategy #15 Enhance Hartland Disposal Capacity

The actions include reviewing ban enforcement levels (subject to recycling market conditions), use best practices at the landfill, develop design options to maximize capacity and conduct research into emerging technologies. One of the key ways to preserve capacity is to increase ban enforcement levels (not just review them) and to add new bans. As much of the material could be diverted already, strengthening this system along the disposal chain will be key. The CRD is to be commended for planning ahead but given that this plan is for ten years with an effectiveness review at five years, it may be premature to be developing additional capacity, especially when capacity can last longer through more aggressive Zero Waste policies. Phase 2 is expected to last until 2045 but this can be greatly

extended it by adopting the recommendations above. The less waste produced and the longer the existing landfill space can last, the lower the impact on the surrounding area.

Consider the waste that remains as a key source of information on the effectiveness of the plan's actions. This information should be used to then add or adjust actions or continue what is effective. This information should be used to tweak these programs, develop new ones or to share with higher levels of government and other stakeholders so that they can make appropriate changes as well. It can also be used to provide feedback to other entities. For example, the Zero Waste Research Center in Capannori found that the coffee pods were a problematic material so they worked with the producer to find a biodegradable solution.⁴² EPR programs also have an interest in understanding the effectiveness of their programs so partnerships should include their support for waste composition studies, for which the data should be made public. It is also important to understand, gather data on, and ensure the same standards are met for waste flowing to outside the region. Victoria's Zero Waste plan also notes the need for improved regional waste flow data disclosure.

Recommendations

- Conduct regular waste audits and biannual waste composition studies. Work with EPR programs to have them pay for their share of waste composition studies. Make the data public. Make changes based on results.
- Understand and restrict waste flows outside of the region.
- Delay work on landfill expansion and pursue Zero Waste actions instead.
- Mandate clear bags for waste as soon as possible.
- Ensure the public is aware of the progress (or not to date) through publishing the annual report along with advertising and creative means such as a waste thermometer at the landfill.

3.9 Unacceptable

The Zero Waste hierarchy does not promote burning of waste. Backyard burning is noted as a debris management option but an analysis should be done to see if this material is suited for the organics management facility as such facilities may be short of chipped wood.

The CRD is also to be commended for not pursuing thermal technologies for waste destruction in this plan however the plan does mention investigating emerging technologies. While it is unclear what the scope of these technologies may be, it is important to note some examples from other regional districts where they have been clearer in their opposition to waste-to-energy technologies. The Squamish-Lillooet Regional District Solid Waste and Resource Management Plan states that thermal treatment of mixed waste is excluded from consideration for future management of residual waste.⁴³ The Fraser Valley Regional District notes in its plan that it "does not support the use or inclusion of incineration as a method of "recovery" and goes on to outline that the rationale is because it still requires landfilling, produces toxic residuals and air emissions, produces GHGs, wastes energy and natural resources, creates a demand for waste, imposes long-term financial burdens on local government and there are safer, smarter ways to manage non-recyclable material.⁴⁴ The RDN notes it will "continue to review and

⁴² Zero Waste Europe Cities state of ZW (2020). https://zerowastecities.eu/wp-content/uploads/2020/12/zwe_report_state-of-zero-waste-municipalities-2020_en.pdf.

⁴³ Squamish-Lillooet Regional District (2016). SLRD Solid Waste and Resource Management Plan. Accessed at <https://www.slrld.bc.ca/sites/default/files/pdfs/UES/recycling-composting-solidwaste/SWRMP/SLRD%20SWRMP%202016-03-16.pdf>.

⁴⁴ Fraser Valley Regional District (2015). Solid Waste Management Plan Update 2016-2026. Accessed at <https://www.fvrd.ca/assets/Services/Documents/Garbage/SWMP.pdf>.

consider alternative technologies that are consistent with the Zero Waste Hierarchy and goal.”⁴⁵ The Sunshine Coast Regional District adopted the Zero Waste Definition and a report noted that waste incineration would be contrary to their SWMP.⁴⁶

Recommendation:

- Include clear language to prevent the use of destructive thermal technologies for managing waste.

3.10 Supporting Systems

In addition to the hierarchy there are some strategies that provide supporting systems to achieving Zero Waste and for which there are two strategies that would fall under this category.

Strategy # 5 Support Local Governments in Working Towards Zero Waste

This strategy includes actions for developing model language for bylaws, best practices, OCPs and economic development strategies; identifying need and zoning for solid waste facilities; enabling local recycling infrastructure; use of PAYT; and the use of clear bags. The CRD could also:

- Encourage more local governments to follow Victoria’s example and create their own Zero Waste plans, tackle different strategies, and share the results. Collaboratively, local governments working on Zero Waste could engage with senior levels of government to work on road blocks they encounter.
- Work with local governments to encourage or mandate waste audits in the ICI sector.

Strategy # 6 Continue and Enhance Policy Development

This strategy includes model procurement policies, expanding material bans, investigating waste management facility licensing, investigating regulatory mechanisms for material management and looking at options for debris.

There also need to be:

- An inclusion of a requirement to report data with the licensing of waste management service providers and facilities.
- Interregional cooperation -working with other regional districts to share best practices and collaborate on advocacy.
- Membership in the National Zero Waste Council and other entities to foster Zero Waste systems.

Overall there are many sound strategies in this plan but the big question is how far and how quickly will they go. Appendix E of the draft plan shows that many new strategies (such as supporting renting/sharing/reuse programs and increasing residential, multifamily and ICI diversion will not be implemented until after year 5. The effectiveness of the plan will come down to resources dedicated to implementation. The key will be adequate staff time, scope and financial resources dedicated to solid waste. Frequently, regional districts will develop sound plans and then consistently underfund or ignore them until the next crisis in disposal capacity results. Sound management of solid waste requires early, ample and consistent efforts to minimize waste to preserve the

⁴⁵ See footnote 28.

⁴⁶ Sunshine Coast Regional District (2019). Special Infrastructure Services Committee agenda. Accessed at <https://www.scrd.ca/files/File/Administration/Agendas/2019/2019-JAN-25%20ISC%20Agenda%20Package%20-%20Special.pdf>.

remaining disposal capacity as long as is possible. This remaining capacity should be highly valued and decisions should factor in the ever-increasing costs to replace such an asset. This valuation should drive spending now to delay or prevent those future expenses.

A comparison with the RDN plan shows the difference in costs per capita. The RDN notes the difference between the status quo at 68% diversion to its Zero Waste strategy of 90% diversion was \$10.03. The additional costs for the CRD plan at \$3,245,000 represent \$7.76 per capita.

Other Recommendations:

- Outline what the five-year plan review will include like the RDN plan.
- The climate strategy also notes many outreach programs and campaigns with other partners -the same needs to happen for the SWMP.
- Value the remaining landfill space.
- Increase funding and staff time to support this plan to ensure it can achieve higher targets.

4 FUNDING

Funding the plan adequately is important. The source of funds can come from tipping fees, grants, revenue from landfill gas and payments from EPR programs. It can also be funded through utility fees and taxes as many utilities are.

It is important to understand the multiple roles of tipping fees. The first is to fund the solid waste services. A high tipping fee with lower fees for source separated materials like yard and garden waste, food scraps and recyclables (also known as variable tipping fees) can be a strong incentive to recycle and compost rather than waste. Consideration of tipping fees in nearby regions is also important to avoid waste migration. Setting tipping fees lower than neighbouring districts can result in waste coming into the region. There are also some concerns that a very high tipping fee may result in illegal dumping but there are many factors that contribute to illegal dumping and the fees are not always the key driver. Tipping fees also need to continually increase both to maintain the level of incentive and to fund the system. Appendix F includes estimates of future financial requirements and revenue but appears to assume the tipping fees would remain static for ten years.

There are other sources of revenue as well. As more products and packaging are covered by EPR programs, the CRD should ensure that it is fairly compensated for services it provides to these programs and should work in collaboration with other regional districts through the BC Product Stewardship Council to ensure that local governments are also compensated for the materials that end up in the waste stream despite the programs. There is mention in the plan of developing markets for the finished compost material which could also provide revenue. The RDN is proposing a disposal levy to offset the regional district's fixed costs of solid waste system (particularly for materials shipped out of the region) with a discounted tipping fee offered to licensed haulers. In some cases, there are grants available such as the ones recently offered for organics management facilities by the provincial and federal governments. Fines may be another revenue source but not one that should be relied upon.

When regions pursue Zero Waste in a system funded mainly through tipping fees, there can be concerns that success will mean that there is inadequate income to fund the fixed costs of the solid waste system. To avoid the conflict between a goal of Zero Waste and an adequately funded system it is important to include a mix of funding sources that is adjusted as the waste is reduced. Some funds should come from property taxes and utility fees to ensure that there is a source of stable funding. These can start at a low level and can increase as the amount of waste decreases but initially the tipping fees need to be similar to neighbouring regions and high enough to

encourage waste diversion. If the revenue is higher than expected due to more waste than intended, these additional funds should be put towards additional programs to address the problem areas.

Looking at Zero Waste more broadly, the CRD can also encourage grants from other funding parties to local organizations to support Zero Waste and create a hub in the region.

Recommendations:

- Fund part of the solid waste system through property taxes and utility fees.
- Raise tipping fees to match the CVRD rates.
- Adjust funding sources as waste levels change.
- Consider a levy and discount system similar to the RDNs.
- Ensure EPR programs pay their way.
- Apply for grants and support other local partners applications as well.
- Ensure fines are applied after education measures and that they are sufficient to change behaviour.

5 SUMMARY

In general, the plan has many good strategies but a lot of them are to “investigate” possible actions rather than a firm commitment to enact them by a certain date. The plan also relies on existing staff to a fair degree to enact them. A stronger plan would have Zero Waste as the strong consensual vision and more aggressive interim targets, a commitment to the strategies listed as well as others recommended above and significantly more funding directed to achieving this vision. Rather than a focus on the need to expand the landfill, the emphasis must be on engaging the whole CRD community with broad and engaging partnerships to preserve existing space as long as possible, with regular community updates on progress, public annual reports and using the five year plan effectiveness review intervals as critical decision points to galvanize further actions if the new targets are not achieved. The degree to which these strategies will be effective will depend on the resources put towards them and the commitment to achieving Zero Waste.

APPENDIX A ZERO WASTE HIERARCHY

Zero Waste Hierarchy of Highest and Best Use 7.1

Purpose

The Zero Waste Hierarchy describes a progression of policies and strategies to support the Zero Waste system, from highest and best to lowest use of materials. It is designed to be applicable to all audiences, from policy-makers to industry and the individual. It aims to provide more depth to the internationally recognized 3Rs (Reduce, Reuse, Recycle); to encourage policy, activity and investment at the top of the hierarchy; and to provide a guide for those who wish to develop systems or products that move us closer to Zero Waste. It enhances the Zero Waste definition by providing guidance for planning and a way to evaluate proposed solutions.

Zero Waste Definition

Zero Waste: The Conservation of all resources by means of responsible production, consumption, reuse, and recovery of all products, packaging, and materials without burning them and without discharges to land, water, or air that threaten the environment or human health.

Guiding Questions

Rethink/Redesign	What has led us to our present linear use of materials and thus, what needs to evolve to move towards a closed loop model? How do we re-design systems to avoid needless and/or wasteful consumption?
Reduce	What supports the use of less material and less toxic material?
Reuse	What supports the better use of those products we already have in ways that retain the value, usefulness and function?
Recycle/Compost	How do we ensure materials are put back in the materials cycle?
Material Recovery	What was salvaged from mixed waste?
Residuals Management	What is still left and why? What do we need to take out of the system that should not have been circulated in the first place? How do we manage what is left in a flexible manner that continues to encourage movement towards Zero Waste?
Unacceptable	What systems and policies encourage wasting and should not occur?

***Guiding Principles**

Closed Loop Systems	Design systems to be closed loop rather than linear in their use of resources
Close to Source	Processes to occur as close to the source as practical
Conservation of Energy	More energy can be saved, and global warming impacts decreased, by reducing waste, reusing products, recycling and composting than can be produced from burning discards or recovering landfill gases. ¹
Do Not Export Harm	Avoid the export of toxic or potentially toxic waste or materials, as well as materials with limited or undefined recycling markets that will be landfilled or incinerated in other regions.
Engage the Community	Promote changes and systems that work with communities to facilitate meaningful and sustained participation, increase understanding, and influence behaviour change and perceptions
Highest and Best Use	Creating and keeping materials and products for a use as high on the hierarchy as possible and in the useful loop as long as possible. Keeping materials from being downcycled where the number of future uses or options are limited. Source separate items and materials to the extent necessary to ensure clean and marketable products and materials for reuse, recycling and composting streams.
Information & Improvement	Collect information on systems and use as feedback for continuous improvement
Local Economies	Support the growth and expansion of local economies (production, repair, and processing) in order to reduce greenhouse gases from transportation, improve accountability, and increase repair and parts opportunities
Materials Are Resources	Preserve materials for continued use and use existing materials before harvesting virgin natural resources
Minimize Discharges	Minimize all discharges to land, water or air that threaten the environment, or human health, including climate changing gases
Opportunity Costs	Consider opportunity costs of investments and ensure investments occur as high as possible on the Hierarchy
Precautionary Principle	Ensure that a substance or activity which poses a threat to the environment is prevented from adversely affecting the environment, even if there is no conclusive scientific proof linking that particular substance or activity to environmental damage
Polluter Pays	Whoever causes environmental degradation or resource depletion should bear the “full cost” to encourage industries to internalize environmental cost and reflect them in the prices of the products
Sustainable Systems	Develop systems to be adaptable, flexible, scalable, resilient, and appropriate to local ecosystem limits

¹ Source: <http://zwia.org/standards/zw-community-principles/>,

Zero Waste Hierarchy

1	Rethink/Redesign	Design and purchase products from reused, recycled or sustainably-harvested renewable, non-toxic materials to be durable, repairable, reusable, fully recyclable or compostable, and easily disassembled
2		Shift funds and financial incentives to support a Circular Economy** over the harvesting and use of virgin natural resources
3		Enact new incentives for cyclical use of materials, and disincentives for wasting
4		Facilitate change in how end users' needs are met from "ownership" of goods to "shared" goods and provision of services
5		Support and expand systems where product manufacturing considers the full life-cycle of their product in a way that follows the Zero Waste Hierarchy and moves towards more sustainable products and processes. Producers take back their products and packaging in a system that follows the Zero Waste Hierarchy.
6		Identify and phase out materials that cause problems for Closed Loop Systems*
7		Facilitate and implement policies and systems to encourage and support Local Economies*
8		Re-consider purchasing needs and look for alternatives to product ownership
9		Provide information to allow for informed decision-making
10		Eliminate or avoid systems that drive needless consumption
11	Reduce	Plan consumption and purchase of perishables to eliminate or avoid discards due to spoilage and non-consumption
12		Implement Sustainable Purchasing** that supports social and environmental objectives as well as local markets
13		Minimize quantity and toxicity of materials used
14		Minimize ecological footprint required for product, product use, and service provision
15		Choose products that maximize the usable lifespan and opportunities for continuous reuse
16		Choose products that are made from materials that are easily and continuously recycled
17		Prioritize the use of edible food for people
18		Prioritize the use of edible food for animals
19	Reuse	Maximize reuse of materials and products
20		Maintain, repair or refurbish to retain Value**, usefulness and function
21		Remanufacture with disassembled parts; dismantle and conserve "spare" parts for repairing and maintaining products still in use
22		Repurpose products for alternative uses
23	Recycle/Compost	Support and expand systems to keep materials in their original product loop and to protect the full usefulness of the materials
24		Maintain diversion systems that allow for the highest and best use of materials, including organics
25		Recycle and use materials for as high a purpose as possible
26		Develop resilient local markets and uses for collected materials wherever possible
27		Provide incentives to create clean flows of compost and recycling feedstock
28		Support and expand composting as close to the generator as possible (prioritizing home, on site or local composting)

29		Whenever home/decentralized composting is not possible, consider industrial composting, or if local conditions require/allow, anaerobic digestion
30	Material Recovery	Maximize materials recovery from mixed discards and research purposes after extensive source separation
31		Recover energy using only systems that operate at Biological Temperature and Pressure**
32	Residuals Management	Examine materials that remain and use this information to refine the systems to rethink, reduce, reuse, and recycle in order to prevent further discards
33		Ensure minimization of impacts by means of biological stabilization of fermentable materials.
34		Encourage the preservation of resources and discourage their Destructive Disposal or dispersal
35		Plan systems and infrastructure to be adjusted as discards are reduced and its composition changes
36		Minimize Gas Production and Release** and maximize gas collection
37		Use existing landfill capacity and maximize its lifespan. Ensure it is Responsibly Managed.**
38		Contain and control toxic residuals for responsible management
39	Unacceptable	Don't support policies and systems that encourage the Destructive Disposal of organics and/or the destruction of recyclables
40		Don't support energy and Destructive Disposal systems that are dependent upon the continued production of discards
41		Don't allow the Incineration** of discards
42		Don't allow toxic residuals into consumer products or building materials

****Definitions:**

Biological Temperature and Pressure

The ambient temperature and pressure that occurs naturally without the use of added energy, or in any case not above 100 degrees Celsius or 212 degrees Fahrenheit. ²

Circular Economy

An industrial economy that is, by design or intention, restorative and in which material flows are of two types, biological nutrients, designed to re-enter the biosphere safely, and technical nutrients, which are designed to circulate at high quality without entering the biosphere. Materials are consistently reused rather than discharged as waste.

Closed Loop System

A system not relying on matter exchange outside of the system, as opposed to open loop where material may flow in and out of the system.

Destructive Disposal

Discarded materials placed in a landfill or in an Incineration** facility

Diversion

An activity that removes a material from Destructive Disposal.

² Unless higher temperatures are required, not to exceed 150 degrees Celsius, as a pretreatment (e.g. to control diseases, or reduce pathogens) to be then subject to composting or Anaerobic Digestion; the pretreatment should never be used to destroy materials.

Incineration

Incineration is a form of Destructive Disposal via combustion or thermal conversion/treatment of discarded materials into ash/slag, syngas, flue gas, fuel, or heat. Incineration includes facilities and processes that may be stationary or mobile, may recover energy from heat or power and may use single or multiple stages. Some forms of incineration may be described as resource recovery, energy recovery, trash to steam, waste to energy, energy from waste, fluidized bed, catalytic cracking, biomass, steam electric power plant (burning waste), pyrolysis, thermolysis, gasification, plasma arc, thermal depolymerization, refuse derived fuel, or chemical processing of plastics to fuel.

Minimize Gas Production and Release

Keeping out source-separated organics and biologically stabilizing the materials that go into landfill. For existing landfill cells that already contain unstabilized organics, the gas production should be minimized by keeping out rainwater and not recirculating leachate. Minimize methane release by permanently capping closed cells with permanent covers and installing gas collection systems within months of closure (not years). Maintain high suction on collection wells and do not damp down wells or rotate off the wells to stimulate methane production. Filter toxins in the gas into a solid medium that is containerized and stored on site. Note that this is not considered a renewable energy.

Problematic for a Closed Loop System

Materials that make it hard to recycle or compost the materials themselves or other materials. These may be contaminants for a material (like some forms of biodegradable plastics or stickers on fruit and vegetables) or materials that clog processing systems (like plastic bags)

Responsibly Managed Landfills

Manage landfills to minimize discharges to land, water or air that threaten the environment and human health. This must include plans for closure and financial liability.

Sustainable Purchasing

The purchase of goods and services that take into account the economic value (price, quality, availability and functionality) and the related environmental and social impacts of those goods and services at local, regional, and global levels.

Value

The importance, worth, or usefulness of something that may be economic, social, environmental, or sentimental.