

### **Capital Regional District**

625 Fisgard St., Victoria, BC V8W 1R7

### Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, July 14, 2021 1:05 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.** 21-552 Minutes of the June 9, 2021 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of June 9, 2021 be

adopted as circulated.

<u>Attachments:</u> Minutes - June 9, 2021

#### 4. REPORT OF THE CHAIR

#### 5. PRESENTATIONS/DELEGATIONS

Due to limited seating capacity, this meeting will be held by Live Webcast without the public present.

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

#### 5.1. Presentations

**5.1.1.** Presentation: Paul Gerrard (CRD Representative) and Geoff Dickson

(President/CEO), Victoria Airport Authority; Re: Report to Nominators

<u>Attachments:</u> <u>Presentation: VAA Report to Nominators</u>

**5.1.2.** 21-556 Presentation: Jeremy Loveday (Chair), CRD Arts Commission Re: Arts

& Culture 2020 Progress Report

Attachments: Presentation: Arts & Culture 2020 Progress Report

#### 5.2. Delegations

**5.2.1. 21-580** Delegation - Nikki Macdonald; Representing Mount Work Coalition: Re:

Agenda Item 8.5 Biosolids Management - Response to Peninsula

		Biosolids Coalition
5.2.2.	21-581	Delegation - Philippe Lucas; Representing Biosolid Free BC: Re: Agenda Item 8.5: Biosolids Management - Response to Peninsula Biosolids Coalition
5.2.3.	21-582	Delegation - Dave Cowen; Representing Peninsula Biosolids Coalition/The Butchart Gardens: Re: Agenda Item 8.5: Biosolids Management - Response to Peninsula Biosolids Coalition
5.2.4.	21-583	Delegation - Salome Waters; Representing Saanich Eco Advocates: Re: Agenda Item 8.5: Biosolids Management - Response to Peninsula Biosolids Coalition
5.2.5.	21-584	Delegation - Beatrice Gentili-Hittos; Representing Climate Justice Victoria: Re: Agenda Item 6.11: Transportation Priorities Implementation Strategies
5.2.6.	21-585	Delegation - Jane Welton; Representing Greater Victoria Acting Together: Re: Agenda Item 6.11: Transportation Priorities Implementation Strategies
5.2.7.	21-586	Delegation - Frances Litman; Representing Creatively United for the Planet Society: Re: Agenda Item 8.5: Biosolids Management - Response to Peninsula Biosolids Coalition
5.2.8.	21-587	Delegation - Jonathan O'Riordan; Resident of Saanich: Re: Agenda Item 8.5: Biosolids Management - Response to Peninsula Biosolids Coalition
5.2.9.	21-588	Delegation - Winona Pugh; Representing Friends of Tod Creek Watershed: Re: Agenda Item 8.5: Biosolids Management - Response to Peninsula Biosolids Coalition
5.2.10.	21-589	Delegation - Catherine Culley; Representing SEA: Re: Agenda Item 8.5: Biosolids Management - Response to Peninsula Biosolids Coalition
5.2.11.	21-590	Delegation - Jane Devonshire; Representing South Island Climate Action Network: Re: Agenda Item 8.5: Biosolids Management - Response to Peninsula Biosolids Coalition
5.2.12.	21-591	Delegation - Eleanor Calder; Representing Esquimalt Climate Organizers: Re: Agenda Item 8.5: Biosolids Management - Response to Peninsula Biosolids Coalition

#### 6. CONSENT AGENDA

**6.1.** 21-558 Arts & Culture Support Service 2020 Progress Report

 $\underline{\textit{Recommendation:}} \quad \text{The Arts Commission recommends to the Capital Regional District Board:}$ 

That the Arts & Culture 2020 Progress Report be received for information.

(NWA)

<u>Attachments:</u> Staff Report: Arts & Culture 2020 Progress Report Transmittal

Appendix A: Arts & Culture 2020 Progress Report

6.2. <u>21-547</u> Salt Spring Island Sheep Kill Compensation Claim - Musgrave Road

<u>Recommendation:</u> The Electoral Areas Committee recommends to the Capital Regional District Board:

That payment be approved to Mr. Fraser Baldwin and Ms. Julia McKinley, 455

Musgrave Road, Salt Spring Island in the amount of \$1830 which is 75% of the market

value of the total losses.

(NWA)

Attachments: Staff Report: SSI Sheep Kill Compensation Claim-Musgrave Rd

Appendix A: Compensation Excerpt from CRD Bylaw No. 1465

Appendix B: Compensation Claim-J. McKinley & F. Baldwin

Appendix C: Fraser Valley Auctions Market Value Prices

**6.3.** 21-549 Appointment of Officers

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

That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Jessie Binning, Austin Deakin, Lanning Kann, Simon Shepherd, Dale Degagne, Marija Dodos, Brady Papathanasiou, Duane Maglague and Nik Murphy be appointed as

Assistant Bylaw Officers.

(NWA)

Attachments: Staff Report: Appointments of Officers

**6.4.** 21-592 BC Active Transportation Network Planning Grant Program Application

2021

Recommendation: The Electoral Areas Committee recommend to the Capital Regional District Board:

That approval be given to submit a 2021 Active Transportation Network Planning grant application for an update of the Pedestrian and Cycling Master Plan - Salt Spring Island

edition with a focus on a master transportation plan for Ganges Village.

<u>Attachments:</u> Staff Report: BC Active Transportation Grant Application

**6.5.** 21-486 Cancellation of the Provincial Climate Action Revenue Incentive

Program

**Recommendation:** The Environmental Services Committee recommends to the Capital Regional District

Board:

That the Board Chair send a letter to: Premier John Horgan; the Minister of Municipal Affairs; the Minister of Environment and Climate Change Strategy; and UBCM detailing the impact of cancelling the Climate Action Revenue Incentive Program (CARIP) and requesting that the Province engage local governments on the swift replacement of CARIP with a program that provides consistent, non-application based funding, with

first payments received by local governments in 2022.

(NWA)

<u>Attachments:</u> <u>Staff Report: Cancellation of Prov. Climate Action Revenue Incentive Pgm.</u>

Appendix A: Letter from Ministry of Municipal Affairs (May 11, 2021)

**6.6.** 21-211 Capital Regional District External Grants Update

**Recommendation:** The Finance Committee recommends to the Capital Regional District Board:

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

(NWA)

Attachments: Staff Report: CRD External Grants Update

Appendix A: CRD External Grant Dashboard

**6.7.** Regional Housing First Program: Project Update, Second Quarter 2021

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

Board:

That the Regional Housing First Program: Project Update, Second Quarter 2021 report

be received for information.

(NWA)

<u>Attachments:</u> Staff Report: RHFP - Project Update, Second Quarter 2021

Appendix A: RHFP - Project Summary, July 7, 2021

**6.8.** 21-536 Proposed Seagirt Improvement District (SID) Conversion

**Recommendation:** That the Juan de Fuca Water Distribution Commission recommends that the Capital

Regional District Board direct staff to:

1. Commence a service conversion process with the Province to convert the Seagirt Improvement District (SID) to a Capital Regional District (CRD) service which, when concluded, would result in incorporating the SID water infrastructure into the Juan de Fuca Water Distribution Service; and establishing a new service for the purpose of CRD financing of the infrastructure improvements required as a condition of

conversion, and dissolving the SID; and

2. Apply for any available conversion or infrastructure grants on SID's behalf.

(NWA)

<u>Attachments:</u> Staff Report: Proposed Seagirt Improvement District (SID) Conversion

Appendix A: Letter and Attachments from Seagirt Improvement District

Appendix B: Resolution from Seagirt Improvement District

Appendix C: Engineering Takeover Study – Colquitz Engineering

Appendix D: Figure 1 – Required Infrastructure Upgrades

**6.9.** 21-502 Regional Parks - Service Level Review

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

That staff be directed to report back to the Committee as part of the service planning process with a recommended financing option for future investments in land and major capital works that incorporates finance guidelines currently under development.

(NWA)

<u>Attachments:</u> Staff Report: Regional Parks - Service Level Review

**6.10.** <u>21-517</u> Motion with Notice: Ecological Values and Biodiversity in Parks

(Directors Isitt, Holman and Mersereau)

Recommendation:

Whereas one of the two goals of regional parks is "protecting the region's extraordinary biodiversity in perpetuity" and whereas the existing Regional Parks Acquisition Strategy

prioritizes acquisition of park land to protect ecological values:

Therefore be it resolved that staff be directed to report on how ecological values and biodiversity are protected and monitored in regional parks and on the CRD's staffing and resource capacity to evaluate the effectiveness of ecological protection in the regional parks system, including consideration of wildlife habitat and disturbance, biodiversity, impacts of new infrastructure, and the CRD's declared climate emergency.

(NWA)

**6.11.** 21-469 CRD Electric Vehicle Infrastructure Roadmap

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

That this report be received for information.

(NWA)

<u>Attachments:</u> Staff Report: CRD Electric Vehicle Infrastructure Roadmap

Appendix A: CRD Electric Vehicle Infrastructure Roadmap - Dunsky Consulting

Appendix B: Regional Electric Vehicle Infrastructure Roles

**6.12.** <u>21-500</u> Transportation Priorities Implementation Strategies

Recommendation: [At the June 16, 2021 Environmental Services Committee, the following

recommendation carried as amended:]

The Transportation Committee recommends to the Capital Regional District Board: 1. That staff be directed to form a Transportation Advisory Committee, reporting through the Transportation Committee, with senior staff representation from CRD, municipal, electoral area and agency partners to advise on regional transportation

matters requiring coordination;

2. That staff be given the mandate to develop a region-wide approach to transportation demand management, safety policy and implementation of a connected and consistent regional trail network, working through the Transportation Advisory Committee; and

3. That staff be directed to advance advocacy and other implementation actions, as set out in Appendix B, amended to expand the scope of the 'parking and access upgrades' action to encompass access to parks via active transportation and transit and rename it parks access.

(NI) A ( A )

(NWA)

<u>Attachments:</u> <u>Staff Report: Transportation Priorities Implementation Strategies</u>

Appendix A: Transportation Priority Area Impact Analysis

Appendix B: Transportation Priority Area Implementation Strategies

Appendix C: Transportation Governance Structure Scan

6.13. 21-575 2021 Committee and External Membership Appointments - Update #4

Recommendation: That the Board receive for information the updated 2021 Appointments to Board and

Committees as attached.

(NWA)

Attachments: Updated 2021 Appointments

#### 7. ADMINISTRATION REPORTS

**7.1.** <u>21-521</u> CAO Quarterly Progress Report No.2 - 2021

Recommendation: That the CAO Quarterly Progress Report No. 2 - 2021 be received for information.

(NWA)

Attachments: Staff Report: CAO Quarterly Progress Report No. 2, 2021

Appendix A: Photographs of Corporate Activities and Initiatives

Appendix B: Board Priorities Dashboard Progress Q2, 2021

Appendix C: Board Priorities Dashboard - Summary of Completed Actions

Appendix D: Corporate Climate Change Initiatives

Appendix E: Advocacy Dashboard Progress Q2, 2021

Appendix F: Operating Variance Report Q1, 2021

Appendix G: Capital Variance Report Q1, 2021

Appendix H: Human Resources Trends and Corporate Safety Q1, 2021

**7.2.** AAP Results & Adoption for Bylaws 4393 and 4394 - Florence Lake

Improvement District Conversion to CRD Service

**Recommendation:** 1. That the attached Certificate of Results of Alternative Approval Process for Bylaws

No. 4393 and 4394 (Appendix C) be received;

(NWA)

2. That Bylaw No. 4393 "Florence Lake Water System Local Service Establishment

Bylaw No. 1, 2020" be adopted; and

(NWA)

3. That Bylaw No. 4394, "Florence Lake Water System Local Service Loan

Authorization Bylaw No. 1, 2020" be adopted.

(WA)

Attachments: Staff Report: Florence Lake AAP Results - Bylaws No. 4343 and 4394

Appendix A: Bylaw No. 4393 Appendix B: Bylaw No. 4394

Appendix C: Certificate of Results - Bylaw No. 4393 & 4394

**7.3.** AAP for Bylaw 4379 - Juan de Fuca Water Distribution Loan

Authorization

**Recommendation:** 1) That in accordance with section 86(3) of the Community Charter, the date of August

30, 2021 be confirmed as the deadline by which electoral response, under the regional Alternate Approval process for CRD Bylaw No. 4379, must be submitted to the Capital Regional District by the qualified electors of the Juan de Fuca Water Distribution Local

Service Area;

2) That the attached Notice of Alternative Approval Process (Appendix B) and the

Elector Response Form (Appendix C) be approved; and

3) That the total number of registered electors within the service area is 69,419 and that

10% of that number is 6,942 electors.

(NWA)

<u>Attachments:</u> Staff Report: AAP for Bylaw 4379 - Juan de Fuca Water Loan Authorization

Appendix A: Bylaw 4379 at Third Reading

Appendix B: Notice of AAP - Bylaw 4379

Appendix C: Elector Response Form - Bylaw 4379

7.4. 21-559 AAP for Bylaw 4382 - Regional Water Supply Water Works Facilities

#### Loan Authorization

#### Recommendation:

1) That in accordance with section 86(3) of the Community Charter, the date of August 30, 2021 be confirmed as the deadline by which electoral response, under the regional Alternate Approval process for CRD Bylaw No. 4382, must be submitted to the Capital Regional District by the qualified electors within the Water Supply Local Service Area; 2) That the attached Notice of Alternative Approval Process (Appendix B) and the

Elector Response Form (Appendix C) be approved; and

3) That the total number of registered electors within the service area is 293,733 and

that 10% of that number is 29,374 electors.

(NWA)

Attachments:

Staff Report: AAP for Bylaw 4382 - Regional Water Loan Authorization

Appendix A: Bylaw 4382 at Third Reading
Appendix B: Notice of AAP - Bylaw 4382

Appendix C: Elector Response Form - Bylaw 4382

#### 8. REPORTS OF COMMITTEES

#### **Electoral Areas Committee**

8.1. 21-564 AAP Results & Adoption for Bylaw 4408 - SGI Harbours Service

Loan Authorization

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

1. That the attached Certificate of Results of Alternative Approval Process for Bylaw

No. 4408 (Appendix B) be received; and

(NWA)

2. That Bylaw No. 4408 "Southern Gulf Islands Harbours Service Loan

Authorization Bylaw No. 1, 2021" be adopted.

(WA)

Attachments: Staff Report: SGI Harbours AAP Results - Bylaw No. 4408

Appendix A: Bylaw No. 4408

Appendix B: Certificate of Results - Bylaw No. 4408

**8.2.** Amendment to Bylaw No. 1747 to Expand Port Renfrew Water Local

Service Area

<u>Recommendation:</u> That the Port Renfrew Utility Services Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4442, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021", be introduced and read a first, second, and a third time:

2. That Bylaw No. 4442 be referred to the Inspector of Municipalities for approval;

3. That Bylaw No. 4442 be referred to the Director of the Juan de Fuca Electoral Area for consent:

4. That prior to adoption of Bylaw No. 4442, staff be directed to register a restrictive covenant on the lands to be included in the service area, limiting the number of Single Family Equivalents that can be serviced on the property;

5. That Bylaw No. 4442 be referred to staff for an evaluation of consistency with the Regional Growth Strategy and that staff report back to the Regional Board through the Planning and Protective Services Committee.

(NWA)

Attachments: Staff Report: Amendment To Bylaw No. 1747

Appendix A: Figure 1 – Proposed Water Service Area Inclusion

Appendix B: Proposed Water Service Area Expansion Legal Descriptions

Appendix C: Proposed Bylaw No. 4442

Appendix D: Draft Water Service Covenant

8.3. <u>21-574</u> Bylaw 4441: Contribution Service Establishment for the Pender

Islands Health Care Centre

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

1. Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", be introduced and read a first, second, and third time:

- 2. That CRD staff be directed to implement the elector approval process by way of referendum;
- 3. That Kristen Morley be appointed Chief Election Officer with the power to appoint one or more Deputy Chief Election Officer(s);
- 4. That the wording of the referendum question for the purposes of the ballot shall be as follows:

Are you in favour of the Capital Regional District (CRD) Board adopting Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", authorizing the CRD to establish a service to contribute to the costs incurred by the Pender Islands Health Care Society in operating the Pender Islands Health Care Centre and to raise a maximum annual requisition up to the greater of TWO HUNDRED and THIRTY FIVE THOUSAND DOLLARS (\$235,000) or \$0.1803 per ONE THOUSAND DOLLARS (\$1,000.00) of taxable land and improvements for the purpose of funding the operating costs of the service. YES or NO?

- 5. That general voting be held on Saturday, November 20, 2021, with Advance Voting opportunities held on dates and voting places to be determined by the Chief Election Officer;
- 6. That the synopsis of Bylaw No. 4441, attached as Appendix B, be approved for advertising purposes.

(NWA)

Attachments: Staff Report: Bylaw 4441 - Pender Islands Health Centre

Appendix A: PIHCS Request for New Service

Appendix B: Synopsis of Bylaw 4441

Appendix C: Bylaw 4441

#### **Environmental Services Committee**

**8.4.** 21-471 Repealing the Capital Regional District Recycling Bylaw (Bylaw No. 2290)

#### Recommendation:

The Environmental Services Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4432, "Capital Regional District Recycling Bylaw No. 2, 1995, Repeal Bylaw No. 1, 2021" be introduced and read a first, second time and third time:

2. That Bylaw No. 4432 be adopted.

3. That Bylaw No. 4434 "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 72, 2021" be introduced and read a first, second time and third time;

4. That Bylaw No. 4434 be adopted.

(WA, 2/3 on adoption)

#### Attachments:

Staff Report: Repealing the CRD Recycling Bylaw (Bylaw No. 2290)

Appendix A: Recycling Bylaw No. 2290

Appendix B: Bylaw No. 4432 (Repeal Bylaw)

Appendix C: Bylaw No. 4434 (Amendment Bylaw)

#### **8.5**. 21-503

Biosolids Management - Response to Peninsula Biosolids Coalition

#### Recommendation:

[At the June 16, 2021 Environmental Services Committee meeting, the recommendation and three motions arising carried:]

The Environmental Services Committee recommends to the Capital Regional District Board:

1. That the Regional District support and facilitate where possible the business case process the Township of Esquimalt is doing to explore feasibility and gasification of solid waste and kitchen scraps waste management.

2. That the CRD utilize this process to test biosolids in the gasification process as an option of the final step in the final stage of biosolids for our region.

3. The CRD Board request from the Province the end of Land Application of biosolids on the surface of Hartland Landfill.

4. That this staff report be received for information.

(NWA)

#### Attachments:

Staff Report: Biosolids Management - Resp. to Peninsula Biosolids Coalition

Appendix A: Letter from Peninsula Biosolids Coalition (May 28, 2021)

#### **Finance Committee**

**8.6.** 21-493 Bylaw No. 4436: 2021 to 2025 Financial Plan Bylaw, 2021,

Amendment Bylaw No. 2, 2021

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

1. That Bylaw No. 4436, "2021 to 2025 Financial Plan Bylaw, 2021, Amendment Bylaw No. 2, 2021", be introduced and read a first, second, and third time; and

2. That Bylaw No. 4436 be adopted.

(WA, 2/3 on adoption)

<u>Attachments:</u> Staff Report: Bylaw 4436 Financial Plan Amendment 2, 2021

Appendix A: Bylaw 4436 with Schedules A-B

**8.7.** 21-494 Bylaw No. 4440: Recreation Services and Facilities Fees and

Charges, 2021

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

1. That Bylaw No. 4440, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 15, 2021",

be introduced and read a first, second and third time;

2. That Bylaw No. 4440 be adopted.

(WP - Central Saanich, North Saanich, Sidney, Sooke, JDF EA, SSI EA;

2/3 on adoption)

Attachments: Staff Report: Bylaw 4440 Recreation Fees and Charges 2021-2022

Appendix A: Bylaw No. 4440 Recreation Fees & Charges 2021-2022

Appendix B: List of Changes

**8.8.** 21-495 Bylaw Nos. 4437-4439: Security Issuing Bylaws, Fall 2021

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

1. That Bylaw No. 4437, "Security Issuing Bylaw No. 3, 2021", be introduced and

read a first, second, and third time; and 2. That Bylaw No. 4437 be adopted.

3. That Bylaw No. 4438, "Security Issuing Bylaw No. 4, 2021", be introduced and

read a first, second, and third time; and 4. That Bylaw No. 4438 be adopted.

5. That Bylaw No. 4439, "Security Issuing Bylaw No. 5, 2021", be introduced and

read a first, second, and third time; and 6. That Bylaw No. 4439 be adopted.

(WA, 2/3 on adoption)

<u>Attachments:</u> Staff Reports: Bylaws 4437-4439 MFA Security Issue Fall 2021

Appendix A: Bylaw 4437 Security Issuing No3-2021CRD

Appendix B: Bylaw 4438 Security Issuing No4-2021Saanich
Appendix C: Bylaw 4439 Security Issuing No5-2021Esquimalt

8.9. <u>21-496</u> Capital Reserve Funding Guidelines

<u>Recommendation:</u> The Finance Committee recommends to the Capital Regional District Board:

That the Capital Reserve Funding Guidelines report be received for information.

(NWA)

<u>Attachments:</u> <u>Staff Report: Capital Reserve Funding Guidelines</u>

Appendix A: CRD Capital Reserves Data Analysis

Appendix B: CRD Capital Reserve Guidelines

Appendix C: Corporate Finance Concepts

#### Juan de Fuca Land Use Committee

**8.10.** 21-461 Zoning Amendment Application for Section 4, Renfrew District

Except Those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and EPP69011 - 12036 West Coast Road

#### Recommendation:

(At its June 15, 2021 meeting the Juan de Fuca Land Use Committee amended the recommendation as noted below.)

The Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4381, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020" directed by the Juan de Fuca Land Use Committee to the Shirley/Jordan River Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR - Archaeology Branch, Island Health, Liquor and Cannabis Regulation Branch, Managed Forest Land Council, Ministry of Environment & Climate Change Strategy - Water Stewardship Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Ministry of Public Safety & Emergency Services - Wildfire Service, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Sooke School District #62, and T'Sou-ke First Nation be approved and the comments received; b) That proposed Bylaw No. 4381, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020" be introduced and read a first time and read a second time; and

- c) That in accordance with the provision of section 469 of the Local Government Act, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4381.
- d) That prior to adoption of the bylaw, the applicant:
- i) Provide confirmation that a Contaminated Site Release has been issued by the Province:
- ii) Provide confirmation that a commercial access permit has been issued by the Province:
- iii) Secure a covenant on title pursuant to Section 219 of the Land Title Act in favour of the CRD requiring that a fire suppression sprinkler system be installed in all buildings and structures;
- iv) Provide confirmation that any outstanding building permits for existing buildings are addressed to the satisfaction of the CRD Chief Building Inspector. (Voting Block A JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

#### Attachments:

Staff Report

Appendix A: Subject Property, Current Zoning and Application Area Map

Appendix B: Wildwood Terrace Neighbourhood Commercial C-1A Zone

Appendix C: Wildwood Terrace 4 Zone

Appendix D: Development Proposal

Appendix E: Proposed Bylaw No. 4381

Appendix F: Referral Comments

**LUC Minutes Excerpt** 

**8.11**. 21-463

Zoning Amendment Application for 9662 West Coast Road (PID:

006-452-230)

#### Recommendation:

(At its June 15, 2021 meeting the Juan de Fuca Land Use Committee amended the recommendation as noted below.)

The Land Use Committee recommends to the Capital Regional District (CRD) Board:

- 1. That the referral of proposed Bylaw No. 4407, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 150, 2021" directed by the Juan de Fuca Land Use Committee to the Shirley/Jordan River Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR Archaeology Branch, FLNR Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Island Health, Ministry of Environment & Climate Change Strategy Hazardous Waste and Forestry, Authorizations South, Ministry of Environment & Climate Change Strategy Water Stewardship Division, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Shirley Volunteer Fire Department, Sooke School District #62, and T'Sou-ke First Nation be approved and the comments received:
- 2. That proposed Bylaw No. 4407, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 150, 2021", as amended, be introduced and read a first time and read a second time; and
- 3. That in accordance with the provisions of section 469 of the Local Government Act, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4407.
- 4. That prior to adoption of proposed Bylaw No. 4407, the following conditions be met:
- i) Removal of the Notice on Title and confirmation that any outstanding building permits for existing buildings are addressed to the satisfaction of the CRD Chief Building Inspector;
- ii) Approval of an access permit to the subject property by the Ministry of Transportation & Infrastructure.

(Voting Block A - JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

#### Attachments:

Staff Report

Appendix A: Subject Property

Appendix B: Forestry AF Zone

Appendix C: Site Plan

Appendix D: Development Proposal

Appendix E: Proposed Bylaw No. 4407

Appendix F: Referral Comments

Amended Proposed Bylaw No. 4407

**LUC Minutes Excerpt** 

#### **Regional Parks Committee**

8.12. 21-501 Adoption of Bylaw No. 4431 (Amendment of CRD Parks Regulation Bylaw No. 1, 2018) and Bylaw No. 4433 (Ticket Information

Authorization Bylaw No. 1857, Schedule 18)

Recommendation:

[At the June 23, 2021 Regional Parks Committee meeting, the recommendation was amended by inserting a new motion as No. 2:]

The Regional Parks Committee recommends to the Capital Regional District Board:

- That Bylaw No. 4431, "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2021", be introduced, and read a first, second and third time:
- 2. That staff examine a potential amendment to account for traditional use.
- 3. That Bylaw Amendment No. 4431 be adopted;
- 4. That Bylaw Amendment No. 4433, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 70, 2021", be introduced, and read a first, second and third time; and
- 5. That Bylaw Amendment No. 4433 be adopted.

(WP - ALL, 2/3 on adoption)

Attachments:

Staff Report: Adoption of Bylaw No. 4431 and Bylaw No. 4433

Appendix A: Bylaw No. 4431 Appendix B: Bylaw No. 4433

Appendix C: Bylaw No. 4225 - showing revisions

Appendix D: Bylaw No. 1857 - showing revisions

**8.13**. 21-498

Elk/Beaver Lake Recreational Use Advisory Committee - Terms of

Reference and Associated Bylaw

Recommendation:

The Regional Parks Committee recommends to the Capital Regional District Board:

1. That the revised Terms of Reference for the Elk/Beaver Lake Advisory  $\,$ 

Committee be approved;

(NWA)

2. That Bylaw No. 4430, "Elk/Beaver Lake and Bear Hill Regional Park Management Plan Bylaw No. 1, 1992, Amendment Bylaw No. 3, 2021", be

introduced, and read a first, second and third time; and

3. That Bylaw No. 4430 be adopted.

(WP - ALL, 2/3 on adoption)

Attachments:

Staff Report: EBLRUAC - TOR and Associated Bylaw

Appendix A: EBLRUAC - Terms of Reference

Appendix B: Bylaw No. 4430

#### 9. BYLAWS

**9.1.** Bylaw 4426 - "Emergency Communication Dispatch Service

Establishment Bylaw No. 1, 2016, Amendment Bylaw No. 2, 2021"

Recommendation: That Bylaw 4426 - "Emergency Communication Dispatch Service Establishment Bylaw

No. 1, 2016, Amendment Bylaw No. 2, 2021" be adopted.

(NWA)

Attachments: Bylaw No.4426

#### 10. NOTICE(S) OF MOTION

**10.1.** <u>21-489</u> Motion with Notice: Partnerships to Protect Old Growth Forests in a

Manner Consistent with Reconciliation (Director Isitt)

#### Recommendation:

[At the June 9, 2021 CRD Board meeting, further deliberation on an amending motion was postponed due to a provincial announcement that afternoon. The amending motion, if passed, would result in the main motion being amended to read:

That the Board endorses the following resolution and directs staff to forward copies to the Premier of British Columbia, the BC Minister of Forests, the BC Minister of Indigenous Relations and Reconciliation, Members of the Legislative Assembly representing constituencies on Vancouver Island, and Association of Vancouver Island and Coastal Communities (AVICC) member local governments, requesting favourable consideration:

Resolution: Partnerships to Protect Old Growth Forests in a Manner Consistent with Reconciliation

BE IT RESOLVED THAT the Capital Regional District expresses its willingness to work with Indigenous governments, the Government of British Columbia, the Government of Canada and other entities to protect old growth forests on southern Vancouver Island in a manner consistent with reconciliation objectives, including consideration of establishing Indigenous Protected and Conserved Areas;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District calls on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation, and to support through conservation financing and other measures the economic transition of affected Indigenous and non-Indigenous workers, communities and companies from unsustainable old-growth logging toward the development of long-term sustainable local economies.]

That the Board endorses the following resolution and directs staff to forward copies to the Premier of British Columbia, the BC Minister of Forests, the BC Minister of Indigenous Relations and Reconciliation, Members of the Legislative Assembly representing constituencies on Vancouver Island, and Association of Vancouver Island and Coastal Communities (AVICC) member local governments, requesting favourable consideration:

Resolution: Partnerships to Protect Old Growth Forests in a Manner Consistent with Reconciliation

WHEREAS the District of Highlands, District of Metchosin, District of Saanich and City of Victoria have gone on record calling for the Government of British Columbia to protect old growth forests in a manner consistent with the objective of reconciliation with Indigenous peoples;

AND WHEREAS Ancient high productivity old-growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and preservation of biological diversity;

AND WHEREAS Less than 3% of the original high productivity old growth forests in British Columbia remain standing, and of this residual land base, 75% is slated to be eliminated through industrial logging operations;

AND WHEREAS the Government of British Columbia's Old Growth Review Panel recommended in April 2020 that the Province defer development of old growth forests where "ecosystems are at very high and near-term risk of irreversible biodiversity loss" until a new strategy is implemented;

AND WHEREAS Alternatives exist to increase protection of biological diversity and employment, through the immediate and just transition to sustainable management of second-growth forests with expanded value-added processing and manufacturing;

THEREFORE BE IT RESOLVED that the Capital Regional District endorses the position of the District of Highlands, District of Metchosin, District of Saanich and City of Victoria calling on the Government of British Columbia to protect old growth forests on Vancouver Island in a manner consistent with reconciliation objectives;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District expresses its willingness to work with Indigenous governments, the Government of British Columbia, the Government of Canada and other entities to protect old growth forests on southern Vancouver Island in a manner consistent with reconciliation objectives, including consideration of establishing Indigenous Protected and Conserved Areas;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District calls on the Government of British Columbia to work with Indigenous and non-Indigenous communities to implement recommendations of the Old Growth Strategic Review and defer old-growth logging pending implementation of the panel's recommendations;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District calls on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation, and to support through conservation financing and other measures the economic transition of affected Indigenous and non-Indigenous workers, communities and companies from unsustainable old-growth logging toward the development of long-term sustainable local economies. (NWA)

#### Attachments:

Motion with Notice: Partnerships to Protect Old Growth Forests

Attachment 1: A New Future for Old Forests: Old Growth Strategic Rvw. (2020)

Attachment 2: Statement from Pacheedaht First Nation (April 2021)

Attachment 3: Letter From Elder Bill Jones, Pacheedaht First Nation (2020)

Attachment 4: Letter from District of Highlands (May 2021)

Attachment 5: Resolution adopted by District of Metchosin (May 2021)

Attachment 6: Resolution adopted by District of Saanich (April 2021)

Attachment 7: Letter from City of Victoria (April 2021)

Attachment 8: Letter from City of Nanaimo (March 2021)

Attachment 9: Letter from District of Tofino (May 2021)

Attachment 10: Letter from City of Powell River (March 2021)

Attachment 11: Resolution adopted by City of Port Moody (March 2021)

#### 11. NEW BUSINESS

#### 12. MOTION TO CLOSE THE MEETING

#### **12.1.** <u>21-579</u> 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. [2 items]
  - 3. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter.
  - 4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [5 items]
  - 5. Under Legal Advice under Section 90 (1)(i)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)



### **Capital Regional District**

625 Fisgard St., Victoria, BC V8W 1R7

#### **Meeting Minutes**

#### **Capital Regional District Board**

Wednesday, June 9, 2021

1:10 PM

6th Floor Boardroom 625 Fisgard Street Victoria, BC

#### PRESENT:

C. Plant (Chair), R. Mersereau (Vice-Chair), D. Blackwell, S. Brice, J. Brownoff (for F. Haynes) (2:01 pm) (EP), B. Desjardins, L. Helps, M. Hicks, G. Holman, D. Howe (EP), B. Isitt, J. Loveday, R. Martin (EP), R. Mersereau, K. Murdoch, G. Orr (EP), J. Ranns (EP), D. Screech, L. Seaton, M. Tait (EP), N. Taylor, K. Williams, R. Windsor (EP), G. Young

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services (EP); K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; D. Fairbairn, Wastewater Treatment Project Board Chair; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: F. Haynes, C. McNeil-Smith

The meeting was called to order at 1:05 pm

#### 1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. APPROVAL OF THE AGENDA

The Chair requested that agenda be amended as follows:

- Agenda item 9.1. be moved to be considered as agenda Item 7.1.a.
- Agenda item 9.2. be moved to be considered as agenda Item 7.1.b.

MOVED by Director Blackwell, SECONDED by Director Mersereau, That the agenda for the June 9, 2021 meeting of the Capital Regional District Board be approved as amended. CARRIED

#### 3. ADOPTION OF MINUTES

**3.1.** 21-467 Minutes of the May 26, 2021 Capital Regional District Board Meetings

MOVED by Director Helps, SECONDED by Director Brice, That the minutes of the May 26, 2021 Capital Regional District Board meetings be approved. CARRIED

#### 4. REPORT OF THE CHAIR

Welcome to "Junuary" where the weather seems to vacillate between mid-summer and early winter on a near-daily basis. I find, and I suspect you may have too, that my emotions have also been quite high and low lately. High because the province is making great advances with COVID vaccinations and low because of the recent discoveries in Kamloops and more recently the hate crime in London, Ontario. It has caused me to think a lot. I don't have an easy synopsis of that thinking to share with you all today. I'm not sure any of us do. All of you know I'm a school teacher in my other life and it has been in the discussions with students recently that I believe I have may have found my bearings. You see, when students are given terrible information, they almost always behave in the following way: They acknowledge it's wrong and is horrible. They then move to what can they do to make it better? And I tell them to get involved, pledge to become voters and to talk with and write letters to politicians who make decisions. I tell them to write people like us. This gives me hope because I know everyone at this table values the input we receive from residents. I teach one Indigenous student who recently said, you can't have reconciliation without truth. Justice Murray Sinclair said something similar recently. I find this statement to be very piercing and impactful. And so I'll conclude this part of my remarks by offering that perhaps we as elected officials must continue to pursue the truth in all our work and especially in the work we are so committed to doing with First Nations in the region, province and country. Today we are going to be dealing with a Notice of Motion that has proven to be quite controversial amongst Directors and has found interest in the media. I would ask that we maintain a high level of debate. As I said last meeting, we can be hard on the issues, but let us not be hard on the people around this table. Each of us was elected to serve by our community and our diversity of opinion should not be seen as a negative. And finally, I hope that this meeting will be the last one where we are requesting Directors to participate remotely. Hopefully by July, the Provincial Health Orders and our CRD safety plan can accommodate us all being in the same room. Now let's get on with our meeting.

#### 5. PRESENTATIONS/DELEGATIONS

#### 5.1. Presentations

#### **5.1.1.** 21-488

Presentation: Ian Robertson (CEO) and Christine Willow (Chair), Greater Victoria Harbour Authority; Re: Member Agency Report

C. Willow and I. Robertson presented the Greater Victoria Harbour Authority's Member Agency Report.

Discussion ensued regarding:

- Financial implications
- Public amenities
- Capital projects

The Board thanked them for their presentation.

#### 5.2. Delegations

There were no delegations.

#### 6. CONSENT AGENDA

		MOVED by Director Seaton, SECONDED by Director Mersereau, That consent agenda items 6.1. through 6.9. be approved. CARRIED
6.1.	<u>21-455</u>	Minutes of the May 19, 2021 Core Area Wastewater Treatment Project Board
		That the minutes of the Core Area Wastewater Treatment Project Board meeting of May 19, 2021 be adopted as circulated.  CARRIED
6.2.	<u>21-449</u>	Appointment of Officers
		That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Anna Kebaien and Robert Bakewell be appointed as Assistant Bylaw Officers.  CARRIED
6.3.	<u>21-483</u>	BC Energy Step Code - Status Update
		That the BC Energy Step Code - Status Update report be received for information. CARRIED
6.4.	<u>21-384</u>	Enerkem Facility Update
		That this report be received for information. CARRIED
6.5.	<u>21-451</u>	Inclusive Governance & Decision-Making Update
		That this report be received for information. CARRIED
6.6.	<u>21-452</u>	Intercultural Skills Training for Board Directors
		That staff be directed to work with the Board and First Nations representatives to develop and offer Intercultural Skills Training for CRD Directors and Alternate Directors.  CARRIED
6.7.	<u>20-756</u>	First Nations Cultural Honorarium Policy
		That this report be received for information. CARRIED
6.8.	<u>21-444</u>	Union of BC Municipalities Strengthening Communities' Services Grant

Application

That the CRD Board authorize staff to prepare and submit an application, negotiate and accept the terms, and receive funds through the Union of BC Municipalities Strengthening Communities' Services Program to support the activities outlined in the proposal presented in Appendix A. CARRIED

**6.9.** <u>21-388</u> Greater Victoria Drinking Water Quality - 2020 Annual Report

That the Greater Victoria Drinking Water Quality 2020 Annual Report be approved.

CARRIED

#### 7. ADMINISTRATION REPORTS

**7.1.** 21-450 Ed MacGregor Memorial Bursary 2021

The Chair spoke to Item 7.1.

MOVED by Director Mersereau, SECONDED by Director Screech, That the Capital Regional District Board receive the 2021 Ed MacGregor Memorial Bursary staff report for information. CARRIED

**7.1.a.** 21-472 Bylaw 4374 - "Liquid Waste Management Core Area and Western Communities Service Loan Authorization Bylaw No. 1, 2020"

MOVED by Director Blackwell, SECONDED by Director Seaton, That Bylaw 4374 "Liquid Waste Management Core Area and Western Communities Service Loan Authorization Bylaw No. 1, 2020" be adopted. CARRIED

**7.1.b.** 21-490 Bylaw 4375 - "Liquid Waste Management Core Area and Western Communities Service Loan Authorization Bylaw No. 2, 2020"

MOVED by Director Blackwell, SECONDED by Director Seaton, That Bylaw 4375 "Liquid Waste Management Core Area and Western Communities Service Loan Authorization Bylaw No. 2, 2020" be adopted. CARRIED

**7.2.** Bylaw Nos. 4424 and 4425: Temporary Borrowing for Liquid Waste Management Core Area and Western Communities

N. Chan spoke to Item 7.2.

MOVED by Director Blackwell, SECONDED by Director Seaton,
1. That Bylaw No. 4424, "Temporary Borrowing Liquid Waste Management Core
Area and Western Communities Service Bylaw No. 1, 2021" be introduced and
read a first, second, and third time.
CARRIED

MOVED by Director Blackwell, SECONDED by Director Seaton, 2. That Bylaw No. 4424 be adopted.

CARRIED

MOVED by Director Blackwell, SECONDED by Director Seaton,

3. That Bylaw No. 4425, "Temporary Borrowing Liquid Waste Management Core Area and Western Communities Service Bylaw No. 2, 2021" be introduced and read a first, second, and third time.

CARRIED

MOVED by Director Blackwell, SECONDED by Director Seaton,

4. That Bylaw No. 4425 be adopted.

**CARRIED** 

#### 8. REPORTS OF COMMITTEES

#### **Electoral Areas Committee**

**8.1.** Livestock Injury Compensation Service Separation for Electoral Area Participation

MOVED by Director Hicks, SECONDED by Director Holman,

- 1. That Bylaw No. 4416, Animal Control Service Establishing Bylaw, 2021, be read a first, second, and third time;
- 2. That Bylaw No. 4416 be referred to the Ministry for approval. CARRIED

MOVED by Director Hicks, SECONDED by Director Holman,

- 3. That Bylaw No. 4417, Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021 be read a first, second and third time.
- 4. That Bylaw No. 4417 be referred to the Ministry for approval. CARRIED

MOVED by Director Hicks, SECONDED by Director Holman,

- 5. That Bylaw No. 4418, Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021 be read a first, second and third time.
- 6. That Bylaw No. 4418 be referred to the Ministry for approval. CARRIED

MOVED by Director Hicks, SECONDED by Director Holman,

- 7. That Bylaw No. 4419, Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021 be read a first, second and third time.
- 8. That Bylaw No. 4419 be referred to the Ministry for approval. CARRIED

MOVED by Director Hicks, SECONDED by Director Holman,

9. That Bylaw No. 4264, Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 11, 2021, be read a first, second, and third time. CARRIED

MOVED by Director Hicks, SECONDED by Director Holman,

10. That staff report back on Ministerial approval of Bylaws No. 4416, 4417, 4418, and 4419 when received.

**CARRIED** 

#### **Environmental Services Committee**

**8.2.** Amendment to Hartland Landfill Tipping Fee and Regulation Bylaw (Bylaw No. 3881)

Discussion ensued regarding fee differentials.

MOVED by Director Desjardins, SECONDED by Director Taylor,

1. That Bylaw No. 4420, "Hartland Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 3, 2021", be introduced and read a first, second time and third time.

**CARRIED** 

MOVED by Director Desjardins, SECONDED by Director Taylor,

2. That Bylaw No. 4420 be adopted.

**CARRIED** 

#### **Governance Committee**

8.3. 21-466 Family Court Committee - Update of Review of Status and Governance

Discussion ensued regarding:

- Society modeling
- Meeting frequency

Director Loveday declared a personal conflict and recused himself from the meeting at 1:44 pm.

MOVED by Director Murdoch, SECONDED by Director Desjardins,

- 1. That staff report back with a draft Commission Bylaw that delegates an administrative level of authority to the Victoria Family Court and Youth Justice Committee, including the power to issue grants, and that the Commission Bylaw addresses the mandate, governance and structural changes recommended by the CRD in its letter of February 26, 2021;
- 2. That staff consider additional resources and support to assist the Committee with meeting management in the 2022 Service Planning process; and
- 3. Prior to reporting back to the Governance Committee, to invite comment from the Victoria Family Court and Youth Justice Committee on the proposed delegation bylaw.

**CARRIED** 

Director Loveday returned to the meeting at 1:45 pm.

#### **Hospitals and Housing Committee**

**8.4.** 21-445 3656 Raymond Street Housing Agreement Rescission Bylaw

Discussion ensued regarding rezoning.

MOVED by Director Helps, SECONDED by Director Brice,

1. That Bylaw No. 4427, "Resale Control and Housing Agreement Rescission Bylaw (3656 Raymond Street South), 2021" be introduced and read a first, second and third time.

**CARRIED** 

MOVED by Director Helps, SECONDED by Director Brice, 2. That Bylaw No. 4427 be adopted.

CARRIED

#### Juan de Fuca Land Use Committee

8.5. 21-335 Juan de Fuca Development Fees and Procedures Bylaw Amendment

MOVED by Director Hicks, SECONDED by Director Blackwell,

1. That Bylaw No. 4385, "Juan de Fuca Area Development Fees and Procedures Bylaw No. 3, 2018, Amendment Bylaw No. 1, 2021" be introduced, read a first, a second and a third time.

**CARRIED** 

MOVED by Director Hicks, SECONDED by Director Blackwell, 2. That Bylaw No. 4385 be adopted.

CARRIED

#### **Regional Housing Trust Fund Commission**

**8.6.** 21-442 Prosser Application

Discussion ensued regarding support services.

MOVED by Director Screech, SECONDED by Director Brice,
That a grant in the amount of \$615,000 to the Capital Region Housing Corporation
be approved to support the development of 41 units of affordable rental housing
at 1909 Prosser Road, Central Saanich, subject to meeting the terms of the
Regional Housing Trust Fund Grant Funding Agreement.
CARRIED

#### **Saanich Peninsula Water Commission**

**8.7.** Bylaw No. 4411: Saanich Peninsula Water Supply Water Works Facilities Loan Authorization Bylaw

MOVED by Director Orr, SECONDED by Director Windsor,

- 1. That Bylaw No. 4411, cited as "Saanich Peninsula Water Supply Water Works Facilities Loan Authorization Bylaw No. 1, 2021", be introduced and read a first, second and third time; and
- 2. That Bylaw No. 4411 be referred to the Inspector of Municipalities for approval, and if received, to proceed with elector approval by way of the municipal consent process.

CARRIED

#### 9. BYLAWS

Bylaw No's. 4374 and 4375 were considered under Item 7.1.a. and 7.1.b.

#### 10. NOTICE(S) OF MOTION

**10.1.** 21-489 Motion with Notice: Partnerships to Protect Old Growth Forests in a Manner Consistent with Reconciliation (Director Isitt)

MOVED by Director Isitt, SECONDED by Director Taylor,

That the Board endorses the following resolution and directs staff to forward copies to the Premier of British Columbia, the BC Minister of Forests, the BC Minister of Indigenous Relations and Reconciliation, Members of the Legislative Assembly representing constituencies on Vancouver Island, and Association of Vancouver Island and Coastal Communities (AVICC) member local governments, requesting favourable consideration:

Resolution: Partnerships to Protect Old Growth Forests in a Manner Consistent with Reconciliation

WHEREAS the District of Highlands, District of Metchosin, District of Saanich and City of Victoria have gone on record calling for the Government of British Columbia to protect old growth forests in a manner consistent with the objective of reconciliation with Indigenous peoples;

AND WHEREAS Ancient high productivity old-growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and preservation of biological diversity;

AND WHEREAS Less than 3% of the original high productivity old growth forests in British Columbia remain standing, and of this residual land base, 75% is slated to be eliminated through industrial logging operations;

AND WHEREAS the Government of British Columbia's Old Growth Review Panel recommended in April 2020 that the Province defer development of old growth forests where "ecosystems are at very high and near-term risk of irreversible biodiversity loss" until a new strategy is implemented;

AND WHEREAS Alternatives exist to increase protection of biological diversity and employment, through the immediate and just transition to sustainable management of second-growth forests with expanded value-added processing and manufacturing;

THEREFORE BE IT RESOLVED that the Capital Regional District endorses the position of the District of Highlands, District of Metchosin, District of Saanich and City of Victoria calling on the Government of British Columbia to protect old growth forests on Vancouver Island in a manner consistent with reconciliation objectives;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District expresses its willingness to work with Indigenous governments, the Government of British Columbia, the Government of Canada and other entities to protect old growth forests on southern Vancouver Island in a manner consistent with reconciliation objectives, including consideration of establishing Indigenous Protected and Conserved Areas;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District calls on the Government of British Columbia to work with Indigenous and non-Indigenous communities to implement recommendations of the Old Growth Strategic Review and defer old-growth logging pending implementation of the panel's recommendations;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District calls on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation, and to support through conservation financing and other measures the economic transition of affected Indigenous and non-Indigenous workers, communities and companies from unsustainable old-growth logging toward the development of long-term sustainable local economies.

Director Isitt spoke to Item 10.1.

Discussion ensued regarding:

- Old growth logging
- First Nations relations
- United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP)
- Advocacy
- Funding
- Objectives of motion
- Political climate
- Climate emergency
- Protection of old growth

MOVED by Director Taylor, SECONDED by Director Isitt,

That the main motion be amended to remove the following:

WHEREAS the District of Highlands, District of Metchosin, District of Saanich and City of Victoria have gone on record calling for the Government of British Columbia to protect old growth forests in a manner consistent with the objective of reconciliation with Indigenous peoples;

AND WHEREAS Ancient high productivity old-growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and preservation of biological diversity;

AND WHEREAS Less than 3% of the original high productivity old growth forests in British Columbia remain standing, and of this residual land base, 75% is slated to be eliminated through industrial logging operations;

AND WHEREAS the Government of British Columbia's Old Growth Review Panel recommended in April 2020 that the Province defer development of old growth forests where "ecosystems are at very high and near-term risk of irreversible biodiversity loss" until a new strategy is implemented;

AND WHEREAS Alternatives exist to increase protection of biological diversity and employment, through the immediate and just transition to sustainable management of second-growth forests with expanded value-added processing and manufacturing;

THEREFORE BE IT RESOLVED that the Capital Regional District endorses the position of the District of Highlands, District of Metchosin, District of Saanich and City of Victoria calling on the Government of British Columbia to protect old growth forests on Vancouver Island in a manner consistent with reconciliation objectives;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District calls on the Government of British Columbia to work with Indigenous and non-Indigenous communities to implement recommendations of the Old Growth Strategic Review and defer old-growth logging pending implementation of the panel's recommendations.

The Chair ruled the amendment in order.

Director Murdoch challenged whether the Chair be sustained in the ruling permitting the amendment to the motion.

**SUSTAINED** 

Opposed: Blackwell, Brice, Desjardins, Hicks, Martin, Murdoch, Orr, Screech, Seaton, Tait, Windsor

Chair Plant noted that if the amendment were passed, the main motion as amended would read:

That the Board endorses the following resolution and directs staff to forward copies to the Premier of British Columbia, the BC Minister of Forests, the BC Minister of Indigenous Relations and Reconciliation, Members of the Legislative Assembly representing constituencies on Vancouver Island, and Association of Vancouver Island and Coastal Communities (AVICC) member local governments, requesting favourable consideration:

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Discussion ensued regarding postponement due to the Provincial announcement made that afternoon while the Capital Regional District Board meeting was in session.

MOVED by Director Isitt, SECONDED by Director Screech,

That the consideration of the amending motion be postponed to July 14, 2021 meeting of the Capital Regional District Board.

**CARRIED** 

Opposed: Blackwell, Desjardins, Hicks, Martin, Mersereau, Murdoch, Orr, Plant, Seaton, Tait, Windsor

That the Board endorses the following resolution and directs staff to forward

copies to the Premier of British Columbia, the BC Minister of Forests, the BC Minister of Indigenous Relations and Reconciliation, Members of the Legislative Assembly representing constituencies on Vancouver Island, and Association of Vancouver Island and Coastal Communities (AVICC) member local governments, requesting favourable consideration:

Resolution: Partnerships to Protect Old Growth Forests in a Manner Consistent with Reconciliation

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AND WHEREAS Less than 3% of the original high productivity old growth forests in British Columbia remain standing, and of this residual land base, 75% is slated to be eliminated through industrial logging operations;

AND WHEREAS the Government of British Columbia's Old Growth Review Panel recommended in April 2020 that the Province defer development of old growth forests where "ecosystems are at very high and near-term risk of irreversible biodiversity loss" until a new strategy is implemented;

AND WHEREAS Alternatives exist to increase protection of biological diversity and employment, through the immediate and just transition to sustainable management of second-growth forests with expanded value-added processing and manufacturing;

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AND BE IT FURTHER RESOLVED THAT the Capital Regional District calls on the Government of British Columbia to work with Indigenous and non-Indigenous communities to implement recommendations of the Old Growth Strategic Review and defer old-growth logging pending implementation of the panel's recommendations;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District calls on the Government of British Columbia to allocate funding to enact deferrals in an

economically just manner, in the full spirit of reconciliation, and to support through conservation financing and other measures the economic transition of affected Indigenous and non-Indigenous workers, communities and companies from unsustainable old-growth logging toward the development of long-term sustainable local economies.

(NWA)

#### 11. NEW BUSINESS

There was no new business.

#### 12. MOTION TO CLOSE THE MEETING

#### **12.1.** <u>21-474</u> Motion to Close the Meeting

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

The Capital Regional District Board recessed and went into Closed session at 3:20 pm.

#### 13. RISE AND REPORT

The Capital Regional District Board rose from its closed session at 4:02 pm without report.

#### 14. ADJOURNMENT

MOVED by Director Mersereau, SECONDED by Director Helps, That the June 9, 2021 Capital Regional District Board meeting be adjourned at 4:02 pm. CARRIED

CHAIR
CERTIFIED CORRECT:
CORPORATE OFFICER



# Report to Nominators Presentation

## **Capital Regional District**

**July 14, 2021** 





### **Air Transport Research Society**

### Victoria International Airport wins global award



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







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



### **BC's Top 100 Employers**







### **Rick Hansen Foundation**





### **Airports Service Quality**





with <2 million passengers



### Best Airport Hygiene – North America

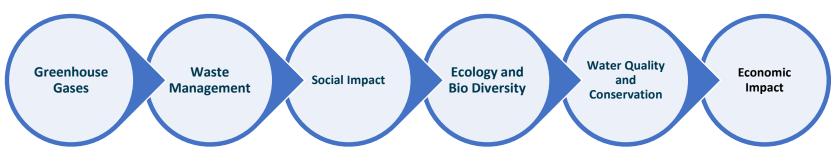




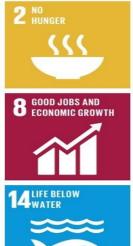


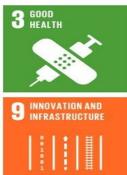
### **Sustainability Plan**

• Six Sustainability Priorities:































### **Lower Hold Room Expansion**



# **Lower Departures Expansion**



victoriaairport.com









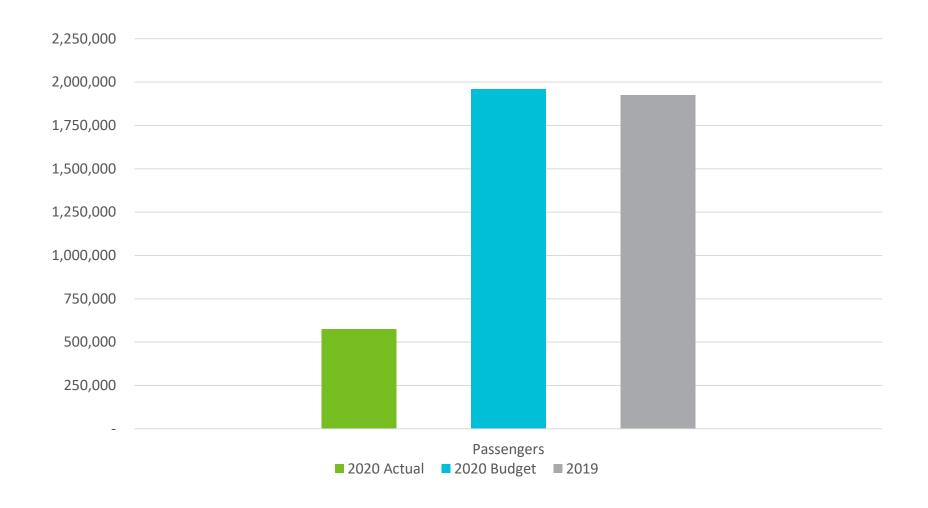
# **Economic Impact Pre-Pandemic**

# Annual Ongoing Economic Impact of Victoria International Airport, 2017

			<u>-S-</u>	~	
Impact	Emplo Jobs	yment FTEs	Wages (\$ Millions)	GDP (\$ Millions)	Output (\$ Millions)
Direct	2,800	2,500	\$170	\$230	\$540
Indirect	1,100	1,000	\$60	\$100	\$200
Induced	800	700	\$40	\$90	\$140
Total	4,700	4,200	\$270	\$420	\$880

Note: Totals may not sum due to rounding

# 2020 Passengers





# **Management Response**

- Traffic decreases up to 98%
- Revenue from \$40 million to \$17 million
- Operating costs cut 27%
- Capital programs reduced over 50% except for safety or substantial completion
- CEWS and rent relief appreciated but relatively small by comparison

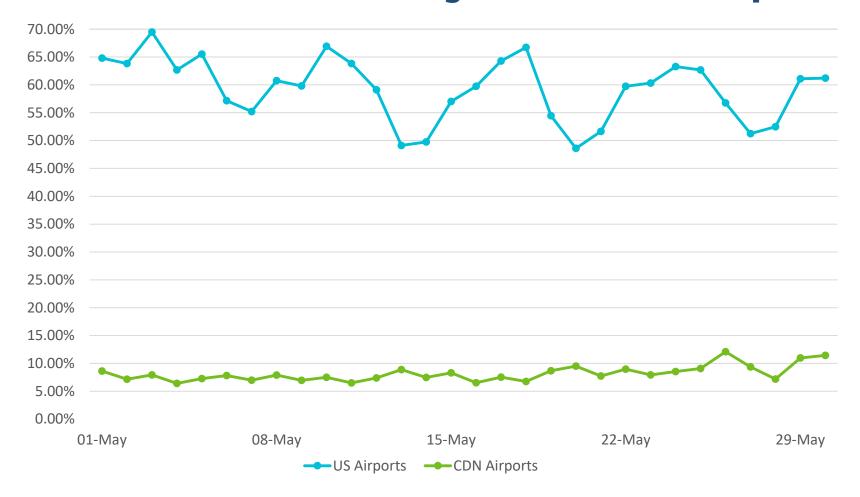


# April 2020 – June 2021, Passengers as a % of 2019





# May 2021 Passengers as a Percentage of May 2019 Passengers - US and CDN Airports





## **New Routes**

New Saskatoon, Winnipeg and Ottawa



ULCC Flair Airlines
Kitchener/Waterloo, Calgary



Swoop Toronto and Edmonton





**Land Development** 



# **Western Canada Marine Response Corporation**







# **Titan Boats**





# **World Fuels**





# **Blue Heron Aviation Park**





# **York Development**



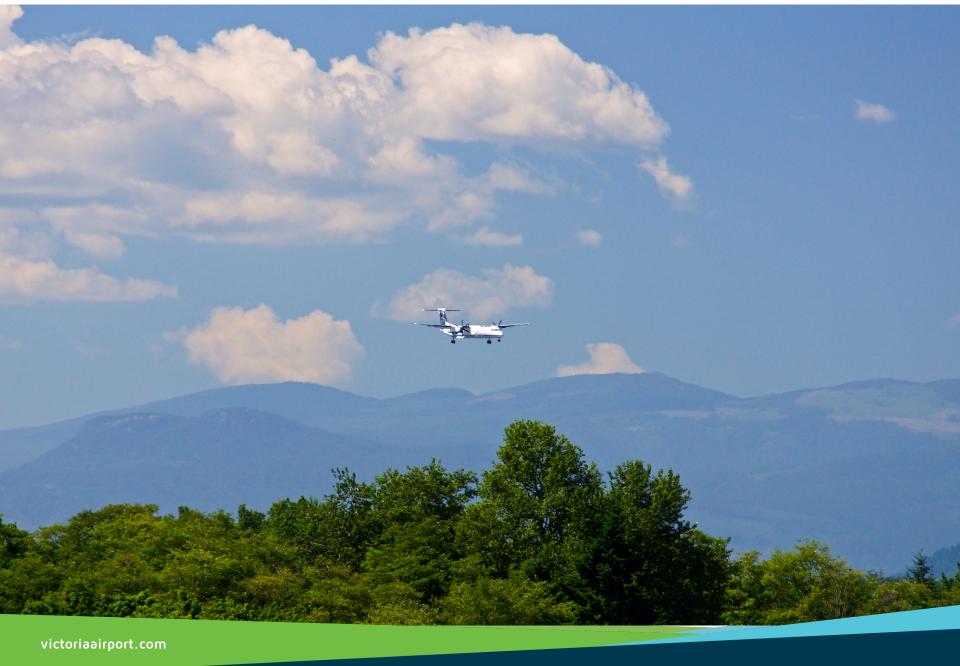
victoriaairport.com



## **Future**

- Airline fleets and ability to recover
- Cost of travel
- Business and conference travel
- Economic recovery, consumers willingness to travel
- Health passports, bio screening, touchless technologies



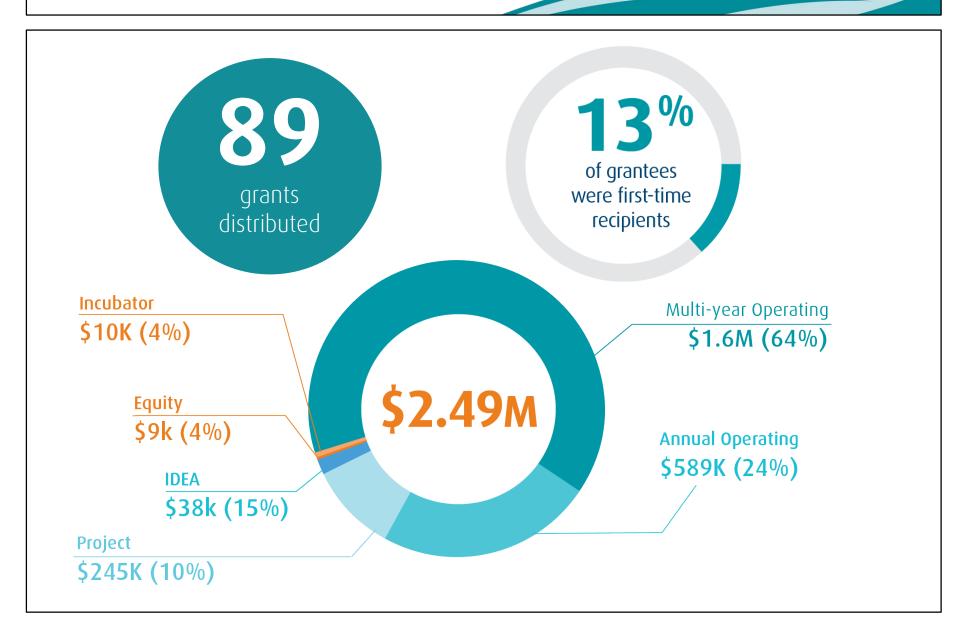






### **2020 ARTS & CULTURE FUNDING**





# **2020 GRANT RECIPIENTS GENERATED:** with 3318 3377 472,120 jobs events participants audiences participated virtually Victoria Symphony at UVic's Farquhar Auditorium

## **2020 PROGRESS HIGHLIGHTS**

- Maintained consistent funding through the COVID-19 pandemic
- Equity and Incubator grants became core programs

- Committed to applying an equity lens to operations and granting
- Communicated benefits of Service to non-participating jurisdictions



## **ARTS COMMISSION**







# REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, JULY 14, 2021

#### SUBJECT Arts & Culture Support Service 2020 Progress Report

#### **ISSUE SUMMARY**

The Arts Commission reports annually to the CRD Board on the outcomes of annual activities of the Arts & Culture Support Service through their annual progress report. The 2020 report is provided for information.

#### **BACKGROUND**

At their meeting of June 23, 2021, the Arts Commission received the Arts & Culture 2020 Progress Report for information and directed the Arts Commission Chair to present and circulate the report at the July CRD Board meeting for information.

#### **IMPLICATIONS**

Alignment with Board & Corporate Priorities

The Arts & Culture 2020 Progress Report documents community outcomes related to CRD Board initiatives 12a, 12b and 12c.

#### **CONCLUSION**

The Arts & Culture 2020 Progress Report provides statistics and community stories that provide information on the outcomes of the Arts & Culture Support Service's funding programs and outreach activities as they relate to Board initiatives and to the service's 2019-2023 Strategic Plan.

#### **RECOMMENDATION**

The Arts Commission recommends to the Capital Regional District Board: That the Arts & Culture 2020 Progress Report be received for information.

Submitted by:	James Lam, Manager, Arts & Culture Support Service		
Concurrence:	e: Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer		
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer		

#### ATTACHMENT(S)

Appendix A: Arts & Culture 2020 Progress Report.



CRD Arts and Culture acknowledges that it works on the Traditional Territory of the Ləkwənən peoples. It recognizes and respects the First Nations governments across this region — Ləkwənən (Songhees) and Xwsepsum (Esquimalt) Nations, the WSÁNEĆ Nations, including WJOŁEŁP (Tsartlip), BOKEĆEN (Pauquachin), STÁUTW,(Tsawout) WSIKEM (Tseycum) out on the Saanich Peninsula and Gulf Islands, to the west Sc'ianew (Beecher Bay), T'Sou-ke, and Pacheedaht, and MÁLEXEŁ (Malahat) and Pune'laxutth' (Penelekut) Nations, all of whom have lived on these lands since time immemorial.

We are committed to respectfully and appropriately engaging these First Nations communities in regional arts and culture strategies, decision-making and shared interests, recognizing that the attitudes, policies and institutions of colonization have changed Indigenous peoples' longstanding relationships with their artistic and cultural practices.

#### **VISION**

The arts are central to life in the region.

#### **MISSION**

To support, promote and celebrate the arts.

- **3** FOREWORD
- **4** MESSAGE FROM THE CHAIR
- **8** 2020 FUNDING
- **10** GOALS & PROGRESS
- **12** ENVISIONING A REGIONAL SUPPORT SERVICE STRATEGY
- **14** THE ARTS IN 2020
- **23** GRANT RECIPIENTS
- 27 ABOUT CRD ARTS & CULTURE

Cover: SNAFU's performance of *Epidermis Circus* to a drive-in audience in Phillips Back Parking Lot, Victoria, BC. Ingrid Hansen performs puppetry on the hood of a car while Director Britt Small shields her with an umbrella. *Photo: Jam Hamidi* 

FOREWORD MESSAGE FROM THE CHAIR



"People don't have to like abstract art, but they shouldn't be so stupid as to think it's worthless." I can't remember who said this, but I'd like to thank them for saying it.

With the 2020 Progress Report, I'm concluding nineteen years with the Arts & Culture Support Service, which will mark the end of my time with the CRD. For some wild reason public sector support of the arts continues to lag behind other social goods like parks and recreation. The good news is that over the past two decades the number of CRD jurisdictions participating in the service has increased from four to nine, reflecting the growth in the acknowledgment and awareness of the artistic, social and economic importance that arts and culture have for the region.

As in previous years, we continue to report on the outcomes resulting from CRD Arts & Culture Support funding programs. The ongoing commitment to the sector, even through a pandemic, flows from the vision that "Arts are central to life in the region." Through data and statistics, as well as through quotes, stories and interviews from a selection

of funded organizations, we provide a glimpse into what making art was like during a time of tumultuous change.

Over the last year, COVID-19 compelled arts organizations to radically change the way they present and produce work. Largely moving online, they were forced to assess and reinvent their relationship to audiences. Now poised to move from business-as-possible to business-as-transformed, the way forward is murky but optimistic.

During this same period, attention to issues of equity, diversity and inclusion in the arts, as in society as a whole, have signaled the need for significant change to the status quo. In the realm of arts funding, we are due for a re-examination of who we fund and why and we can anticipate some discomfort as we work through complex situations. Actions that are not merely performative and support true inclusion will be required to align our systems to reflect the reality of a diverse arts sector and community.

JAMES LAM MANAGER, CRD ARTS & CULTURE In the year since I wrote my last message for this report, we have collectively been transformed by the COVID-19 pandemic. For even the luckiest amongst us, it may still have been a difficult year marked by isolation and stress. But for the most part, we have persevered.

Arts organizations were unable to gather and were faced with the loss of space, audience and revenue. Even so, they found ways to reimagine their programming through physically distanced and online platforms. Artists, volunteers, administrators and boards collectively practiced the creativity that is the hallmark of the arts. Within this report, you'll see a few stories of the ingenuity and resilience of the people who came together to create and deliver art and culture to our communities, bringing us safely together in challenging times.

At the CRD Arts and Culture Support Service, we have similarly continued in our role as a funder and champion of the arts. I'm proud that the Arts Commission provided consistent funding throughout the last year. In a time when earned revenue was

nearly impossible to generate and with phased reopening presenting additional challenges, local government support was more important than ever for the arts and culture ecosystem.

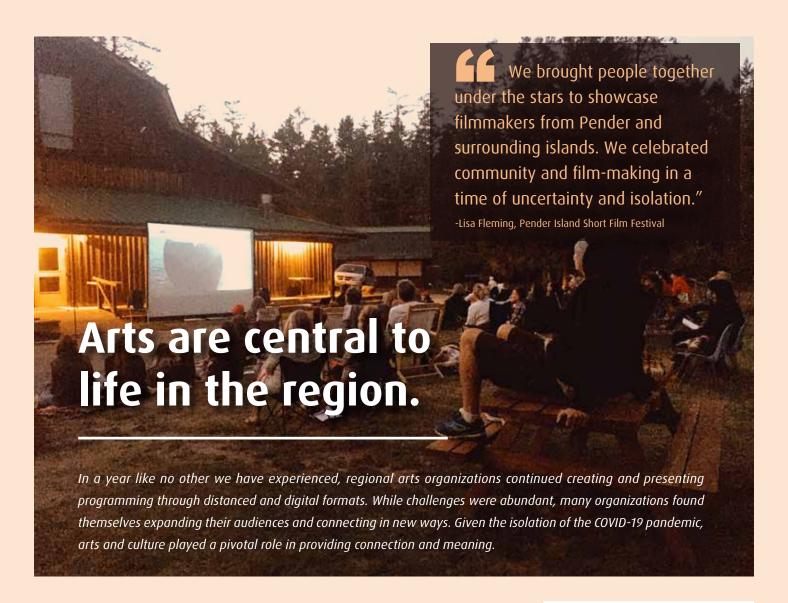
We have also continued to seek full participation across the CRD for the Arts Service, communicating its many benefits to the region.

Finally, the Arts Commission has made a commitment to applying an equity lens to our operations and granting. It is impossible to ignore inequities in all of our systems and addressing this within the CRD funding model is a priority.

As we head into the next year with great optimism, transformed with new insights and a clarity of priorities, I believe we will see our regional arts organizations in a new and even brighter light — continually providing sustenance, community and renewal.

## JEREMY LOVEDAY CHAIR, CRD ARTS COMMISSION

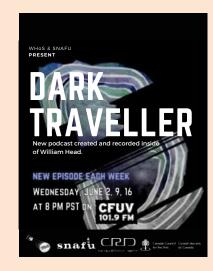




"It was such a thrill to successfully engage new audience members in a way that did not just say, 'All are welcome here,' but rather, 'This was created with you in mind." Tiffany Tjosvold Embrace Arts Foundation on the production of Chilly

Coastline gained a lot of attention from the composers whose music we were playing, as well as new fans across the world. As a result, we now have new amazing musicians around the world who want to work with us!"

Roberta Rowbottom, Coastline Youth Music Society



with parts of myself that I thought were lost forever. I have found creativity and inspiration through the process and the people."

William Head on Stage Podcast participant "It was so rewarding to see people's smiling eyes over their masks at events."

April Ingram, One Wave Gathering, Pacific People's Partnership

"

This became the only summer gig that was not cancelled. I was so impressed with the responsive dynamics of the crew who were constantly updating to the most current safety protocols. Wonderment catalyzed a series of new pieces from me that I am grateful for." Adham Shaikh,2013 Emmy Nominee

sham Shaikh,2013 Emmy Nominee & Wonderment 2020 headliner

It was a highlight of a weird year."

virtual audience member, Victoria Festival of Authors "I feel passion when playing or making music. Heck, it even joys me to say that word (music). I feel like I finally found my place when playing. I don't usually fit in much. I'm shy about making friends. But I think music helps with that. I think music could change the world."

youth member of Harmony Project Sooke's Drumline Corps

"The series provided a respite from the worries of the pandemic — many attendees stated that the events were the highlight of their summer."

Soren Henrich, Friends of Bowker Creek Society

"I'm so grateful to have been given the opportunity to connect with women like myself with trauma in a safe, happy and deeply fulfilling way."

participant in Victoria Women's Transition House, Healing through the Arts workshop

"The response to our online work of *Into the WIRE* was breathtaking. Our page was flooded with comments that spoke to feelings catharsis, community and the importance of art during these times."

Dyana Sonik-Henderson

Executive Director and dancer. Broken Rhythms

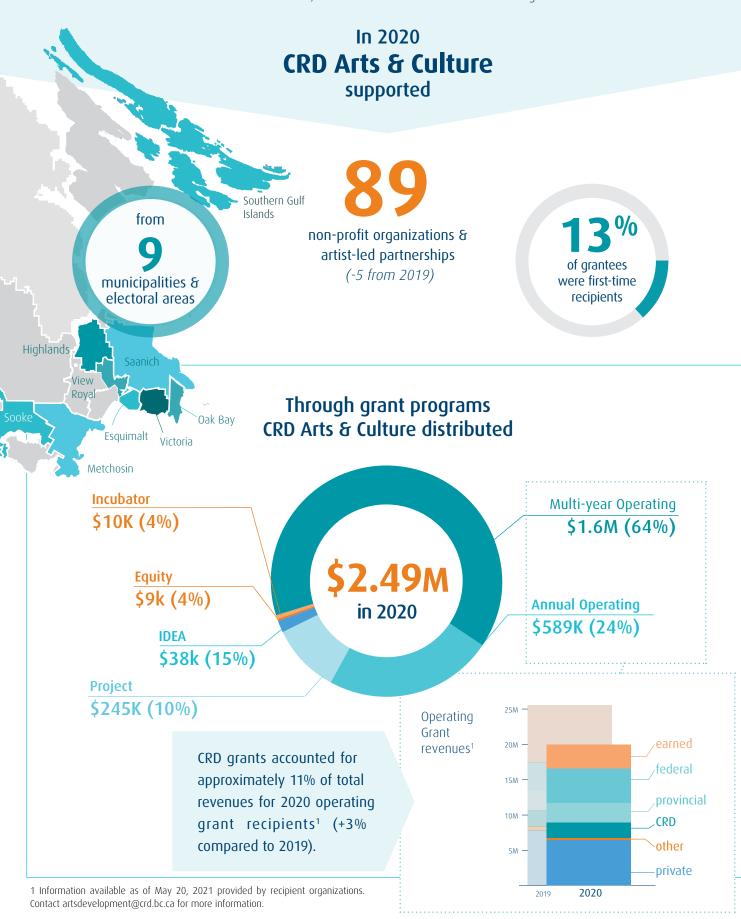
"People were so happy to see and hear live music outdoors! A few people of Balkan and Turkish background recognized some of the songs the band performed and sang and danced along in socially distanced space."

Robert Benaroya Caravan World Rhythms Society

**Left top:** Pender Island Short Film Festival, *photo: Lauren Mann* 

**Left bottom:** poster for William Head on Stage podcast, *Dark Traveller*, artwork: Carolyn Moon

**Above:** Vase made at Victoria Women's Transition House workshop, *Healing through the Arts*  CRD Arts & Culture is a sub-regional service supported by nine participating jurisdictions, providing grants to non-profit organizations for the development of local arts programming and artistic, social and economic benefits for the region.



#### CRD Arts & Culture supports non-profit arts organizations through grant programs.

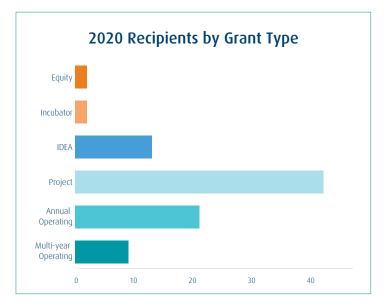
**Operating Grants** support arts organizations of regional significance whose primary mandate is public arts programming through annual and multi-year grants, recognizing the contribution these organizations make to the region's economy, visibility and quality of life.

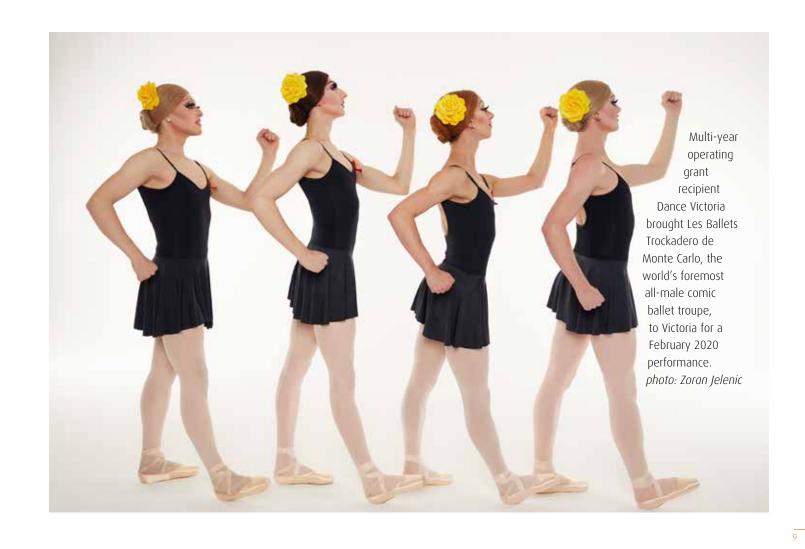
**Projects, Series and Extended Programming Grants** support arts organizations in producing or presenting art projects, ranging from the production or presentation of a one-time event to extended programming.

**IDEA (Innovate, Develop, Experiment, Access) Grants** encourage new, innovative or developmental arts projects and one-time events by organizations without an arts mandate.

**Equity Grants** support arts initiatives by applicants from communities that are at risk of exclusion or have difficulty accessing support for systemic reasons.

**Incubator Grants** assist in the acceleration of organizations and art projects by funding needs such as short-term staffing, mentoring, workspace, and training.





CRD Arts & Culture
Strategic Plan
2020-2023 outlines
the following goals:

1 Increase community awareness.

Build appreciation and knowledge of regional arts, benefits of arts, and value of public-sector funding through CRD Arts & Culture 2 Encouragejurisdiction participation& funding.

Encourage all CRD jurisdictions to participate as contributing members in CRD Arts & Culture Make access equitable.

Increase representation of art forms funded by CRD Arts & Culture

4 Sustain creativity.

Enable growth of the arts and foster a culture of creativity by arts organizations in the region

• Provided consistency with the Arts Commission committing to the

continuation of funding through the COVID-19 pandemic

S Respond to granting needs.

Ensure CRD Arts & Culture programs are responsive to community need

2020 Progress Highlights

- Developed Arts at a Distance digital newsletter
- Grew followers on all social media platforms
- Presented funding information sessions through virtual events
- Communicated benefits of CRD
   Arts & Culture to non-participating jurisdictions, presenting to Colwood and Sidney city councils
- Participation from jurisdictions remained stable with North Saanich making a donation
- Arts Commission committed to developing an equity lens on all CRD Arts & Culture programming
- After three years as pilot programs, Equity Grants & Incubator Grants became core programs



# **Envisioning a regional arts** support strategy

The CRD Arts & Culture is a sub-regional service supported by jurisdictions that have opted into the service. Since its inception in 2001, participation in CRD Arts & Culture has grown from four municipalities to eight municipalities and one electoral area.

In October 2019, the CRD Board directed the Arts Commission to report on the potential for region-wide participation in CRD Arts & Culture. In response, the Arts Commission requested meetings with non-participating jurisdictions to provide presentations on the benefits of CRD Arts & Culture and to invite them to join. This initiative began in 2020 and concludes in July 2021, after which the Arts Commission will report back to the Board.

Full participation in the CRD Arts & Culture Support Service provides region-wide advantages.

#### In 2018 BC culture contributed<sup>1</sup>

\$8.1B

**122,258** 

**Capital** region culture accounts for **\$744.2 M** in GDP & 9,849 jobs.

1 Creative Cities Cultural Statistics Consortium, Economic Contribution of Culture to the Capital Regional District's Economy, based on Statistics Canada, Provincial and Territorial Culture Indicators, 2010-2018. Date: Oct 22, 2020. Contact artsdevelopment@crd.bc.ca for source material.

#### **Collective benefit**

The more jurisdictions participate, the more momentum we create for the arts, enabling both creative and economic benefits for individual communities and the region as a whole. A regional approach to supporting the arts develops greater capacity through shared interests, collaboration and efficiencies of scale.

#### Funding from a shared pool

Organizations based and presenting in participating jurisdictions can apply from a shared pool of funding. In 2020, recipient organizations came from all nine participating municipalities.

#### Regional versus local support

It's not an "either/or" but an "and." Supporting both local and regional activities creates a strong arts ecosystem and provides the greatest collective benefit

#### The arts have no boundaries.

As with parks, people travel from across the CRD and beyond to experience and participate in the arts.

In the maps below, audience distributions for Royal & McPherson Theatres and Belfry Theatre provides a glimpse of where audiences live relative to jurisdictions contributing to CRD Arts & Culture. Note that the data provided by Royal & McPherson Theatres is based on the actual number of tickets sold and divided more finely into jurisdiction, while the data for Belfry Theatre is based on more broad postal code boundaries and is based on the number of households that purchased tickets. Nevertheless, both maps



show a similar distribution. We thank both the Belfry and Royal & McPherson Theatres for their support on this project.

#### Geographic distribution of regional audiences of two performance venues (2018-2019)

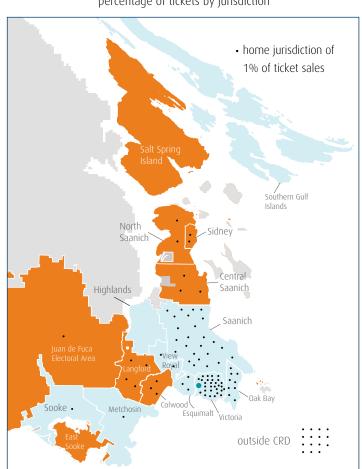
participating jurisdiction of CRD Arts & Culture

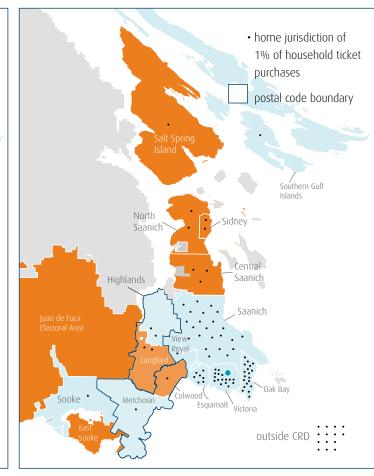
non-participating jurisdiction

## Royal & McPherson Theatres









#### The arts reimagined<sup>2</sup>

After a Public Health Emergency was declared in March 2020 due to COVID-19 gatherings across the world were cancelled, and arts venues closed. However, arts programming continued on, relying heavily on digital and distanced formats.



of organizations are operating with modifications due to COVID-19 (operating & project grants)

> 3377 events were presented in 2020

472,120 people participated in CRD-funded arts programming in 2020

of project grant audiences participated in arts programming virtually



organizations

provided at least<sup>2</sup>

3318

**jobs** (-30% from 2019)

including

2608 paid artists

(-31% from 2019)

166

full-time jobs

(+5% from 2019)

# Q&A with Space Blanket Society

In conversation on the importance of youth-run art spaces



One year into an Incubator grant, we had a conversation with some of the youth leaders running Space Blanket Society on what they've learned so far and where they are heading next.

#### What are your roles at Space Blanket Society?

**Kirra Christine / Director of Artist and Media Relations:** I work with artists to find the best way they can be portrayed and with the community to share what we've been doing.

**Ava Clark / Director of Development:** I have ideas for things and try to make them happen. I had the idea of the digital arts market. Kirra organized a physical market last year but of course, because





of COVID, not everyone could attend this year. I created the website and oversaw sales.

**Bjorn Cross / Director of Programming:** I seek out opportunities, like curatorial programs, and develop overarching concepts about what our next big thing is.

#### What is the significance of space blankets?

**Demi London / Mentor Board Director, President:** Space blankets keep you warm in an emergency, and youth not having a creative space is a kind of emergency. The name plays with the idea of holding space when you're displaced. Youth finding spaces to make work and curate and exhibit is always a difficulty. It was when I was a teenager and it just keeps going. I liked the image of this shiny blanket that was portable and provided warmth, and trying to turn it into something that wasn't an emergency, but a beacon that would attract community and sustain us.

# How did your plans change because of COVID?

**AC:** Our initial plan was to have a physical space for us to exhibit and curate work and have performances, but when COVID happened, we had to change our plans to do something...

Above & Left: Throwing Light, a mobile media fest, delivered media works by youth artists on the back of a moving truck.

**Right:** A window display at Theatre SKAM with youth-created artworks available for sale.

Photos: Demi London

**DL:** - pivot is the word everyone is using.

**AC:** Yes. The first pivot was organizing a mobile media fest to showcase artists' work, even if it wasn't in the setting that we originally wanted. And so we had the opportunity to curate that work.

**DL:** So we rented a U-Haul and did screenings out of the back of it in art gallery parking lots.

#### Did you have any surprises on the work that was submitted?

**KC:** We had a lot of variety: art displays and animations — anything you can think of in short film variation. A few photographs and drawings were also in there. And usually I work with people locally, but this time we received submissions from Salt Spring, Vancouver, and even Winnipeg.

#### What have you learned over the past year?

**AC:** I think I can speak for all of us when I say we've had to think outside the box a lot more, because of the limitations of COVID and creating solutions to work within that. Especially at the beginning of the pandemic, there just was not much we could do. I think we are all more creative problem solvers now.

**KC:** I had to let go of my value of physical space — I was used to creating artwork with people in enclosed environments. Me and Bjorn have a history of doing art markets and shows. This year I had to say 'Hey wait – is there a way to do this that is still following the guidelines?'

**BC:** I'm doing the visual arts program at Camosun College, so

that's informed my art making and thinking a lot. I've realized the importance of conceptual art — especially for youth — rather than just selling of physical items. As hard as it is to sell physical art as a youth, it's even harder to exhibit something that's purely conceptual like a performance or a large sculpture or something that will rot even. There is nowhere at all for youth to think of that art. I find myself in a position where I have a great idea and I am like why would I do that, because I can't do anything with it. It's going to sit in my basement. That is something that I very specifically want to be thinking about with this society. Not just thinking about selling, but showing.

# How does that inform how you move forward? What's next for Space Blanket?

**BC:** We are thinking of gallery exhibits that showcase work that is not sell-able, not palatable, not marketable. That's still in conception — thinking about that, talking about that. We have a window showcase coming up at the Ministry of Casual Living in Odeon Alley. We're also looking at a potential youth-run physical space in August or September to sell and exhibit. When we have space we want to have performances and poetry readings. Most spaces are curated by adults and it's almost like "oh you made this thing. It's cool and we'll display it, but we're not going to get you into the community of art."

**AC:** We would like to create opportunities for youth artists to feel like they are being taken seriously. I think adults tend to think of youth art as being kind of silly and about fun as opposed to about doing work to serve their future. I'd also like a physical space just to have artists work together. There's a lot to be gained by working with other artists, but right now most people are working in isolation.



16

PACIFIC PEOPLE'S PARTNERSHIP | IDEA GRANT

# Partnering towards allyship & resilience

"Our work is about bringing people together into a big Pacific family – of cousins, uncles and aunties who take care of each other and our Pacific lands and waters."

-April Ingham, Executive Director of the Pacific Peoples' Partnership

planning the festivities. Online platforms and pop-up events brought together the region's South Pacific and Indigenous communities to enjoy everything from Tongan dance and Haida films to Lekwungen bannock.

organizers used a safety-

centred approach in

"So many participants told us how glad they were that we went forward with One Wave and offered safe culture programming this year," says April Ingham, Executive Director of the Pacific Peoples' Partnership. "It was so rewarding to see people's smiling eyes over their masks at events, read words of thanks in our online program channels and answer phone calls from people wanting to engage more."



n the fall of 2020, the Pacific Peoples' South Pacific and Indigenous communities and cultures – often underrepresented in public spaces. In 2020, One Wave centred themes of allyship and resilience. The Songhees Point opening have for the past twelve vears. In response to the COVID-19 pandemic, The core purpose of One Wave Gathering is to celebrate South Pacific and Indigenous communities and cultures – often underrepresented in public spaces. In 2020, One Wave centred themes of allyship and resilience. The Songhees Point opening ceremony shared dance, music and stories, while Orange Shirt Day brought a community mural to honour the healing journey of residential school survivors and their families.

True to their name, the Pacific Peoples' Partnership develops programming through partnerships both globally and locally. With FLUX gallery, they hosted a series of exhibits featuring youth-created artwork and celebrated their organization's work. A retrospective film was created by a youth intern and displayed at the gallery along with cultural items such as handwoven fans, tapa cloth, and carvings. In another partnership, a youth committee came together with cultural leaders to plan *Stories of Resilience*, a community arts project that went on to inspire and restore connections between individuals and communities.

"The impact of One Wave does not stop when the gathering ends, but ripples out as participants bring enhanced knowledge, connections and allyship to their communities and networks," says April.

# The quest for *Chilly*

An immersive online show by Embrace Arts featuring an interactive tactile map



aking audiences on a wintry quest to find a fluffy little monster named Chilly and celebrate him, the focus of Embrace Art's show of the same name was to make a performance by neurodivergent and disabled artists for neurodivergent and disabled audiences.

"When we had to pivot from our original intention to meet the health and safety requirements of the COVID-19 pandemic, we knew we had to keep the strong sensory components that we had dreamed up for our target audience members," says Tiffany Tjosvold, Embrace Arts Executive Director.

The original intention of *Chilly* was to be a story-based, multidisciplinary installation with an emphasis on tactile exploration, but with the COVID-19 pandemic, the Embrace Arts team needed to make dramatic shifts.

"This is where the brilliance of autism came in," says Tiffany.

"Sensory director Adam proposed tactile maps. We combined

Adam's autistic sensibilities with our staff team's background in

education and child development to create something that would be exciting to our core audiences."

The result was one-foot-square tactile maps made of board with removable components, representing the narrative through components selected by Adam. The maps were delivered to audiences before the online performance, so they could use the pieces to follow along, fidget, or craft with during the piece.

The same map was shown on-screen through the piece. Audiences were invited to interact with the map, providing tactile opportunities to engage with the online performance. Afterwards, some children chose to play with the boards, creating stories with character cut-outs and making crafts from the board components.

"It was such a thrill to successfully engage new audience members in a way that didn't just say, 'All are welcome here,' but

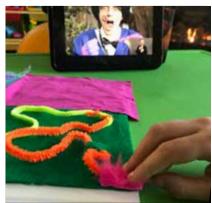
rather, 'This was created with you in mind,' says Tiffany.

**Top:** Chilly puppet by Randi Edmundson

**Bottom Left:** Embrace Art's Adam and Luka in a forest scene from *Chilly* 

**Bottom Right:** Interactive play with tactile map





# Embedding equity into opera

Ten months into consultations towards equity, diversity, inclusion, reconciliation and environmental stewardship, Pacific Opera Victoria reflects on the process.

he deeper we get into it, the more is demanded of us," says Pacific Opera Victoria (POV) board member and CEO of the Inter-Cultural Association of Greater Victoria Jean McRae on understanding and dismantling systemic inequity. "More open-mindedness, more willingness to deviate from the initial path."

In September 2020, POV began a process of consultation and learning towards developing a long-term strategic action plan towards equity, diversity, inclusion, reconciliation (EDIR) and environmental stewardship. "Our exploration of Indigenous opera and partnership with multicultural artists inspired us to make an organizational commitment to diversity, equity, inclusion and reconciliation," says POV's CEO, Ian Rye, on the impetus behind the process. "Our recent commission of *The Flight of the Hummingbird* by Haida artist Michael Nicoll Yahgulanaas inspired us to include plans for environmental stewardship as a part of our commitment to reconciliation."

Co-chaired by POV board members Jean McRae and Grace Wong Sneddon, and led by human rights and equity consultant Dr. Lisa Gunderson and cultural safety and reconciliation consultant Tanya Clarmont, the process thus far has consisted of presentations from

Pacific Opera Victoria and Vancouver Opera's family opera, The Flight of the Hummingbird influenced by the graphic novel by Haida artist Michael Nicoll Yahgulanaas and based on a parable from the Quechuan people of South America.

experts on areas like systemic racism, gender diversity, disability justice, principles of reconciliation, community Indigenous relations, arts and sustainability, income inequality and intersectionality coupled with roundtables of staff, artists and volunteers, all towards developing a broader understanding of the experiences and impacts of inequity within the POV community.

"You can't expect members of the community, particularly those who have been disadvantaged, to continually step up to the plate. You have to treat their knowledge respectfully and like the actual expertise that it is."

"These are new experiences and viewpoints for some," says Grace, who has a long history of working with post-secondary institutions and government agencies in the areas of diversity, equity and inclusion. She previously held the role of Adviser to the Provost on Equity and Diversity at the University of Victoria, where she was tasked with building and maintaining a diverse, equitable and inclusive campus.

-JEAN MCCRAE, POV BOARD MEMBER

"For some on the board, it's been quite an eye-opener," adds Jean. "We've had a good discussion about safe spaces and what that means. It's been quite surprising for some members, because we can think we are creating a safe space, but it doesn't feel that way for others within POV."

Over the remainder of 2021, the board aims to coalesce the lessons learned thus far into action plans that work towards dismantling systemic inequities. "It's a bit hard for us as a committee to manage expectations and avoid overpromising," says Grace. "Most committees and boards have a more linear process. But EDIR work is messy and it's a forever process. That is a challenge for some."

Jean advises organizations considering undertaking a process like this to consider that the process involves not only time, but money. "You can't expect members of the community, particularly those who have been disadvantaged, to continually step up to the plate. You have to treat their knowledge respectfully and like the actual expertise that it is."

As challenging as the process may be for arts organizations, Grace believes it is both necessary and long overdue. "We are at a critical juncture. We've been very good at ignoring calls, but we've had ongoing messages over the past few years, with the Truth and Reconciliation Commission's Calls to Action, the Black Lives Matter movement, the #metoo movement, #StopAsianHate — to be relevant, we need to take our roles in the arts seriously. I'm proud to be part of an organization that has put so much time, commitment and resources into EDIR work. I feel this commitment from POV and it is impressive."

#### VICTORIA BRAIN INJURY SOCIETY | IDEA GRANT

# The Sound of Zoom

Music programming provides support, continuity and community through difficult times.

hen in-person gatherings were cancelled in 2020, "AG" found he was a little distressed to not be able to attend music therapy.

After suffering a ruptured brain aneurysm over a year earlier, he started attending in-person sessions of the Victoria Brain Injury Society's Music Therapy program. Participating in the program was not only making a difference in his motor functions, but also supporting him in feeling much better about himself.

So, when his music therapy facilitator approached him about switching the courses to zoom, AG immediately agreed — he knew that everyone needed to adapt to new ways of doing things.

Once the group had settled into the online world, the facilitator asked how it would feel to record the song they had been developing and rehearsing, an original song called "Gray Matters." At first AG was anxious — how could a song recorded by several people in different rooms sound any good? He had bonded with

the other group members over the past weeks, but maintained a level of insecurity about his abilities.

The facilitator worked with him to develop the confidence and trust he needed to participate. The resulting recording was momentous — the song that the group had worked so hard on and practiced each week was now available to listen to at any time.

AG continues to attend Zoom music therapy every week. He is happy to be in a room, albeit a virtual one, with others who are dealing with similar injuries to his. Nothing beats an in-person session for AG — but for now, he is enormously grateful to be able to see, talk and sing with everyone in the group from his computer screen.



# Sewing together

A series of artist-developed embroidery workshops sponsored by Community Microlending were designed to be as barrier-free as possible.

participant remarked that receiving supplies for the Chronically Queer Embroidery workshop series felt a bit like Christmas Day.

Workshop organizer and artist Regan Shrumm had purposefully designed this series to be as barrierfree as possible — in addition to receiving free materials and snacks, participants could take part in Zoom workshops that included captioning and ASL interpretation. For those unable to attend live sessions, Regan made recordings of the stitches and provided options to participate through email and a Facebook group.





Left, below & bottom left: Embroidery & photos by Chronically Queer Workshop artists

Bottom right: Farheen HaQ in video stills from *Nurturing through* Art-making, an Art Gallery of Greater Victoria online workshop, courtesy of the artist. Filmed by Eli Hirtle.

Of the 40 participants, most were artists but hadn't made embroidery before. Most identified as having a disability and all identified as gueer, non-binary, genderqueer or LGBTQ2A+. While many felt isolated due to the pandemic, they had also been isolated from the artist community for years before COVID-19.

At workshops, they learned together, heard from quest speakers about how to be entrepreneurial with art practices, showed project updates and chatted about life and art. They not only developed an embroidery practice, but also created a little more community.

#### ART GALLERY OF GREATER VICTORIA | OPERATING GRANT

# **Nurturing** through **Artmaking**



The Art Gallery of Greater Victoria workshops for school-aged learners went online this year.

In an online workshop entitled *Nurturing* Through Artmaking, Farheen HaQ, a South Asian Muslim Canadian artist, shared how to take care of yourself and others through art making. Farheen shared what inspires her as an artist, walked participants through the process of creating a "Rangoli Mandala," and explored how art and being mindful are connected. Participants were invited to pause the video and reflect in a journal as they went in order to connect explorations to everyday life and studies in meaningful ways.



EQ: Equity Grant



\*Amber Academy IDEA



arc.hive arts society PG



Art Gallery of Greater Victoria OG



Atomic Vaudeville OG







BC Accordion Society PG



Belfry Theatre OG



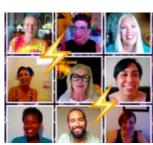
Broken Rhythms PG



Burnside Gorge Community Association IDEA

Canadian Light Music Society PG CapriCCio Vocal Ensemble PG





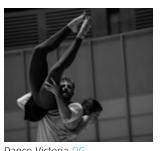




\*Community Micro-Lending & Regan Shrumm EQ



Congregation Emanu-El IDEA





Deluge Contemporary Art OG



Early Music Society of the Islands OG



Embrace Arts Foundation PG



Ensemble Laude Choral Society PG



\* Esquimalt Farmers Market IDEA



fifty fifty arts collective PG



Flux Media Gallery OG

Friends of Bowker Creek IDEA

Garden City Electronic Music PG

Greater Victoria Performing

Arts Festival OG



Hispanic Film Society of Victoria PG

Harmony Project Sooke IDEA

Greater Victoria Youth Orchestra OG



Impulse Theatre PG



Intrepid Theatre OG



Jewish Community Centre of Victoria IDEA



Kaleidoscope Theatre OG



Linden Singers of Victoria PG



Metchosin Arts & Cultural Centre PG



Ministry of Casual Living PG \*One Small World Community Society PG



Open Space OG



Other Guys Theatre Company PG



Pacific Opera Victoria OG



Pacific Peoples' Partnership IDEA



Planet Earth Poetry Society PG



PRINT: Victoria Society of Artists PG



Ptarmigan Arts PG



Ptarmigan Arts & John Aitken EQ



Puente Theatre OG Salish Sea Inter-Island Transportation IDEA



SNAFU Dance Theatre PG Sooke Arts Council PG



Sooke Fine Arts Society PG Southern Gulf Islands Art Council PG



Space Blanket Society INC Starry Starry Skies INC



Story Theatre OG





Tah'lum Indigenous Artists Collective PG



Theatre Inconnu OG



Theatre SKAM OG



Three on the Tree PG Veselka Ukrainian Dance Association PG



Victoria Arts Council OG





Victoria Brain Injury Society IDEA

Victoria BC Ska & Reggae PG

Victoria Conservatory of Music OG Victoria Festival of Authors PG



Victoria Film Festival PG Victoria Good News Choir PG





Hospice Society IDEA



Victoria Jazz Society OG



Victoria on Stage OG



Victoria Philharmonic Choir PG Victoria Poetry Project Society PG



Victoria Shakespeare Society OG Victoria Summer Music Festival PG



Victoria Symphony Orchestra OG



Victoria Society for Blind Arts IDEA

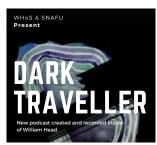


Victoria Women's Transition House IDEA

VIVA Youth Choir PG



Vox Humana Chamber Choir PG



William Head on Stage PG Xchanges Artists' Gallery OG



**Photo Credits & Attributions** 

**Amber Academy** | Student performance of *I* Never Saw Another Butterfly, photo: Melissa

Aventa | Horn: Darnell Linwood

arc.hive Arts Society | Virtual Bridge Studio Crawl, studio & photo: Rose Cowles

Atomic Vaudeville | Artist: JIMBO, photo: Pedro

Art Gallery of Greater Victoria | New Extreme mural, creators: Cedar Hill Middle School group. Melanin Magic, mentor: Andréa Searle, photo:

Ballet Victoria | Andrea Bayne & Luke Thomson in Ballet Rocks, "Belong" by Norbert Vesak, photo Dan Takahashi

Belfry Theatre | June Yeo in The Flame storytelling series

Broken Rhythms | Making Pi(e), photo: Helene

Burnside Gorge Community Association | All Abilities Dance Group, photo: Joanne Cuffe

Caravan World Rhythms | 2020 Shmalkan Farmhouse, photo: Nicholas Miller

Cinevic | CINESPARK live film pitch

Community Micro-Lending & Regan Shrumm | Embroidery made during the Chronically Queer Embroidery workshops. Photos by artists

Dance Victoria | Dancers: Kirsten Wicklund & Peter Smida, photo: Cindi Wicklund

Deluge Contemporary Art | La Decanatura (Elkin Calderón Guevara & Diego Piñeros García), Centro Espacial Satelital de Colombia

Early Music Society of the Islands | Christina Mahler performing "The Dark Side of Vivaldi," photo: John Fitzmaurice

Embrace Arts Foundation | Child using tactile map while viewing *Chilly* 

Ensemble Laude Choral Society | Luminescence

Esquimalt Farmers Market | Violinist: Sari Alesh

Fifty Fifty Arts Collective | The Saskatchewan Maritime Museum presents, Le Lique Gourmand, artist: Todd Gronsdahl

Flamenco de la Isla Society | "Calle Verde" presented in 2020 Victoria Flamenco Festival (virtual), photo: Mark Henning

Flux Media Gallery / Media Net | Artist: Kemi Craig, Darkest Light: Explorations of Joy and Futurity, February 2020, photo: Peter Sandmark

Friends of Bowker Creek | Creekside Concert, performer: Iminah Kani, photo: Karissa

Garden City Electronic Music | Wonderment Festival, George Rahi's Frequencies

Greater Victoria Performing Arts Festival | Vocal Highlights Concert, singer: Abby Corpus, photo:

Harmony Project Sooke | Photo: Sheila Whincup

Impulse Theatre | From the joy machine, Performers: [L to R] Julie Mombourquette, Ursula May, Jared Middelton, Noah McKimm & Tiffany Hannan, photo: Victoria Simpson

**Intrepid Theatre** | *Gemini*, artist: Lindsay Katsitsakatste Delaronde

Jewish Community Centre of Victoria | Drive-in attendees at the Jewish International Film

Kaleidoscope Theatre | The House at Pooh Corner, photo: Veronica Bonderud

**Linden Singers of Victoria** | Cascadia String Quartet play "Ave Verum Corpus" over Zoom Metchosin Arts & Cultural Centre | photo: Gail

Ministry of Casual Living | Guess with Sticks,

artist: Carrie Walker

Open Space | close-up of IIKAAKIMAT consisting of 215 prayer ties, artist: Chandra Melting Tallow, photo: Kara Stanton

Other Guys Theatre Company | / Walked the Line, written & performed: A Morgan, director: R Despre, audio: T Stokes, lighting: R Robinson Wilson, costume: M Handford, stage: S Cumberland, photo: R Wilson

Pacific Opera Victoria | Pop Up Opera, artists: Paul Winkelmans, Anna Shill & Ai Horton, photo: Jo-Ann Richards, Works Photography

Planet Earth Poetry Society | Poet's Caravan

PRINT: Victoria Society of Print Artists | Seb Evans pulling a print from his edition, "The Shoemaker in his Shop," photo: Alison Bigg

**Ptarmigan Arts** | Beginner's Pottery, photo:

Ptarmigan Arts & John Aitken | Image from a short film created by Johnny Aitken, Beyond Red Dress: a conversation!, photo: Johnny Aitken

Puente Theatre Society | The Party-Puente Theatre Color, actor: Waldo Facco, photo: Víctor

SNAFU Dance Theatre Company | The Goosening at SKAMpede, photo: Sam Duerksen

Sooke Fine Arts Society | Pandemonium by Lindsay Van Rooyen, student at Royal Bay Secondary School School District 62 Submitted as part of the online 2020 Youth Art Gallery and winner of an honourable mention award.

Space Blanket Society | Throwing Light mobile media fest featuring 22 youth artists, photo:

Suddenly Dance | Still from Lucky Maybe, dancer: Juhve Cho

**Story Theatre** | *ScheherVogz Digital*, actors: Lara Hamburg and Bita Joudaki, photo: Yes And Studio

Tah'lum Indigenous Artists Collective | Tah'lum Indigenous Artists Collective Colouring Book: Volume I, Jesse Campbell (Métis/Cree) & Brianna Dick (Songhees Nation).

Theatre Inconnu | The Curious Incident of the Doa in the Night-Time by Simon Stephens from the novel by Mark Haddo, actors: Finn Kelly, Lorene Cammiade, Bronwyn Churcher, director: Kate Rubin, photo: Clayton Jevne

Theatre SKAM | Pop-Up Theatre delivered shows on the back of a pick-up truck across Greater Victoria, and was on the season finale of CBC's Exhibitionists, photo: Sam Duerksen

Three on the Tree | Still from digital version of Magic Lake Lantern Festival, artist: Lyle Hamer, photo: T. Kenta Kikuchi Victoria Arts Council | Michael Morris, City de

Luxe, presented as part of Concrete is Porous, curator: Kegan McFadden

Victoria Baroque Players Society | Chloe & Paul Victoria BC SKA & Reggae Society | Janelle Reid of Mad Riddim, photo: Colin Smith

Victoria Brain Injury Society | photo: Carmen Fisenhauer

Victoria Film Festival | Director Sara Dosa with VFF programmer Kinga Binkowska and volunteer Tony Ruffolo, photo: Vlad Vasnetsov

Victoria Jazz Society | performers: Nick La Riv Victoria on Stage | Shrek, photo: Gord Rufh

Victoria Shakespeare Festival | Logo: Megan

Victoria Society for Blind Arts | Pianist: Sky Mundell choir director: Marcelina Stanton

Victoria Symphony | Principal cello: Brian Yoon, bass: Darren Burh, at the Farguhar at UVic

William Head on Stage | Podcast editor: Kathleen Greenfield artwork: Carolyn Moon

Yellowhouse Arts Centre | Pocket by Mutable Subject, photo: Max Brown

**Note:** All photos contained within this report follow the COVID-19

CRD Arts & Culture is a sub-regional service that provides funding for not-for-profit organizations developing arts programming. Grants through CRD Arts & Culture support programming for the benefit of residents and visitors and through outreach, foster collaboration between arts organizations, funders and audiences.

#### **Arts Advisory** Council

Arms-length, volunteer adjudication team

**Emmy Beaton** Taryn Craig Bill Crook Deborah Etsten Carolyn Heiman Michelle Heinz Ari Hershberg

Suzanne Ives Bronwyn Mclean Patti Sullivan Diane Thorpe Joanna Verano **GUEST ADJUDICATOR** Haema Sivanesan

#### Arts **Commission**

from participating and development of **ESOUIMALT** Councillor Meagan Brame

**METCHOSIN** Councillor Sharie Epp

SOUTHERN GULF ISLANDS Wendy Gardner

VIEW ROYAL Councillor Gery Lemon

OAK BAY Councillor Cairine Green **SOOKE** Councillor Dana Lajeunesse

Director Jeremy Loveday (Chair)

SAANICH

Director Colin Plant

HIGHLANDS

Councillor Karel Roessingh

#### Arts & **Culture** staff

& provide support to regional arts decision Heather Heywood Vimala Jeevanandam James Lam

health regulations in place at the time. Yellowhouse Art Centre Society PG





# REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 14, 2021

**SUBJECT:** Salt Spring Island Sheep Kill Compensation Claim – Musgrave Road

#### **ISSUE SUMMARY**

The purpose of this staff report is to recommend that compensation be approved for the sheep kill by an unidentified dog(s).

#### **BACKGROUND**

On March 30, 2021, Capital Regional District (CRD) Bylaw and Animal Control were contacted by Fraser Baldwin to report that there had been a sheep kill at 455 Musgrave Road (Falcon Farm) on Salt Spring Island. A CRD Bylaw Officer investigated and was provided photos of six deceased ewe and one deceased lamb along with a statement. Mr. Baldwin and his partner Julia McKinley heard barking at around 11pm on March 29, 2021 and went to investigate but did not locate any dogs and did not hear any further barking or noise once they reached the flock, in the morning the deceased and injured animals were located. The injuries were clearly inflicted by a dog and confirmed by a Veterinarian. The owner had taken all reasonable precautions to prevent an attack. After a thorough investigation and attempt to locate the dogs responsible, it cannot be determined who the owner was of the dogs that were responsible for the attack.

CRD Bylaw No. 1465, sections 19-23 (Appendix A), has provisions to pay compensation to the owner of livestock killed or injured by any dog up to 75% of the fair market value or \$750 per animal. This bylaw states that compensation shall be paid by the Regional Board. Salt Spring Island is part of the CRD Animal Control service so legitimate claims should be paid by the CRD.

The authority for a board or municipality to pass this provision in a bylaw is found in Section 319 (4) of the *Local Government Act*.

#### **ALTERNATIVES**

#### Alternative 1:

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

That payment be approved to Mr. Fraser Baldwin and Ms. Julia McKinley, 455 Musgrave Road, Salt Spring Island in the amount of \$1830 which is 75% of the market value of the total losses.

#### Alternative 2:

That payment not be approved.

#### **IMPLICATIONS**

#### Financial Implications

The owners of the ewe (Fraser Baldwin and Julia McKinley) stated in their compensation claim (Appendix B) six ewe and one lamb were killed. They listed the value of the animals as \$480 each for the ewe and \$300 for the lamb, this was not consistent with fair market value therefore the CRD obtained market value for the animals after the attack which listed an ewe at \$360 and a lamb at \$150-\$280 (Appendix C). The owners indicated that the ewe and lamb killed were a special breed of hair sheep therefore their value would be on the higher end of the auction prices, we valued the lamb at the higher end at \$280.

Table 1 shows the compensation amount of 75% of the market value for a total compensation of \$1830. This will be paid from the Bylaw Services Operating Budget.

**Table 1 – Compensation Claim** 

		Market	
Animal	#	Value	Total
Ewe	6	\$360	\$2160
Lamb	1	\$280	\$ 280
TOTAL			\$2440
		75%	\$1830

### CONCLUSION

The owners had taken all reasonable precautions to prevent an attack. After a thorough investigation and attempt to locate the dog(s) responsible, it cannot be determined who the owner was of the dogs that were responsible for the attack. Staff recommends that compensation be paid to the owners at 75% of the market value of the total losses.

#### **RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board: That payment be approved to Mr. Fraser Baldwin and Ms. Julia McKinley, 455 Musgrave Road, Salt Spring Island in the amount of \$1830 which is 75% of the market value of the total losses.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

Attachments: Appendix A – Compensation Excerpt from CRD Bylaw No. 1465

Appendix B – Compensation Claim by Julia McKinley and Fraser Baldwin

Appendix C – Fraser Valley Auctions market value prices

#### **COMPENSATION:**

- 19. The Regional Board shall pay compensation to the owner of any sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals as defined in the *Fur Farm Act* killed or injured by any dog apparently over the age of four (4) months, the owner of which is unknown, and after diligent enquiry cannot be found in the amount of the lesser OF
  - (a) SEVENTY-FIVE (75%) PERCENT of the decrease in the market value of the animal as a result of its death or injury, or
  - (b) SEVEN HUNDRED AND FIFTY (\$750.00) DOLLARS.
- 20. All claims pursuant to the provisions of this Bylaw shall be filed with the Animal Control Officer.
- 21. No claim shall be authorized under this Bylaw unless:
  - (a) The Regional Board is satisfied that the owner of the sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or furbearing animals as defined in the Fur Farm Act submitting the claim has taken all reasonable precautions for protecting such sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals under the Fur Farm Act; and
    - (b) The loss is reported to the Animal Control Officer within three (3) business days of the occurrence being discovered.
  - 22. The Animal Control Officer is hereby authorized to approve any claim under this Bylaw up to the amount of ONE HUNDRED (\$100.00) DOLLARS. Any claim in excess of ONE HUNDRED (\$100.00) DOLLARS shall be referred to the Regional Board for authorization of payment.
  - 23. Applications for compensation under this Bylaw shall be in the form attached hereto as Schedule "D".

# Appendix B

#### SCHEDULE 'D"

# APPLICATION FOR COMPENSATION UNDER THE

			BYLAW NO	MAL . 1465, 1986		
1. Name Julia McK	0					
2. Address 455 Mw.	0					U8K IVS
3. AIa.mo.m on, the following domestic an						
Animal	Number	Type	Age	Registered	Value	
Poultry for the purpose of providing meat and eggs						
Sheep	7 bens		2-340	Na	\$ 480.00	ewes x 6
Animals of the Bovine species	TITIAMS	,	1		₽ 300 .00	140MS ~ 1
Domestic Rabbits						
Swine						
Horses						
Fur Bearing Animals as defined in the Fur Farm Act						
- copy of email &  4. Within three (3) business of  CRD & Frien WA  E VICTORIA CRD  5. The owner of the dog(s) is  8. Could not see  the durk.  Cannat fine	lays of the date of the control of t	Brui Brui and alt Lus	nnwle er diligent	Ser Mr Carca him enquiry cannot be 2 do g2	found. in uselsille	4.2021. 4ed by 1 31rst.
6. Lunderstand that, if appro Section 19 of the Animal F			465, 1986.			
·	~		Ju	lia MUKI	uly	_

Owner

Witness

# Appendix C

# Fraser Valley Auctions (1983) Ltd.

21801-56th Ave. Langley, BC V2Y 2M9

Phone (604)534-3241 Fax (604)534-4770

# Saturday April 3, 2021

Item Description	Weight (lbs)	Price per Head
Pigs:	THE STREET	
Weaners	and the second second	None
Feeders		None
Hogs		\$130.00
Sows		None
Boars		None
Goats:		
Nannies	STATE OF THE STATE OF	\$220.00-\$300.00
Billies or Wethers		\$190.00-\$570.00
Kids		\$50.00-\$150.00
Doe / Kid Pairs		None
Sheep:		
Lambs	Control of the control of	\$150.00 - \$280.00
Rams	2 3 2 3 30 30 3	\$420.00
Ewes		\$360.00
Ewe / Lamb Pairs	None of the State of the	None
Llamas - Alpacas	William India	None



# REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 14, 2021

### **SUBJECT** Appointment of Officers

#### **ISSUE SUMMARY**

This report is to update bylaw enforcement appointments to reflect staff changes and to provide auxiliary relief in the Capital Regional District Bylaw and Animal Care Services Division.

### **BACKGROUND**

Pursuant to Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, the Electoral Areas Committee must from time to time make resolutions for persons in new positions.

#### **ALTERNATIVES**

#### Alternative 1

That the Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Jessie Binning, Austin Deakin, Lanning Kann, Simon Shepherd, Dale Degagne, Marija Dodos, Brady Papathanasiou, Duane Maglaque and Nik Murphy be appointed as Assistant Bylaw Officers.

#### Alternative 2

That the Appointment of Officers report be referred back to staff for further information based on Committee direction.

#### **IMPLICATIONS**

#### Service Delivery Implications

These appointments ensure consistent bylaw enforcement in the CRD service areas.

#### CONCLUSION

The bylaw enforcement appointments reflect staff changes and provides auxiliary relief in the Capital Regional District Bylaw and Animal Care Services Division.

#### **RECOMMENDATION**

That the Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Jessie Binning, Austin Deakin, Lanning Kann, Simon Shepherd, Dale Degagne, Marija Dodos, Brady Papathanasiou, Duane Maglaque and Nik Murphy be appointed as Assistant Bylaw Officers.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer



# REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 14, 2021

### **SUBJECT** BC Active Transportation Network Planning Grant Program Application 2021

#### **ISSUE SUMMARY**

To seek support to submit a BC Active Transportation Network Planning Grant Program application for an update of the Pedestrian and Cycling Master Plan (PCMP) - Salt Spring Island (SSI) edition with a focus on a master transportation plan for Ganges Village.

#### **BACKGROUND**

The PCMP – SSI edition was completed in 2013. The plan focused predominately on an island wide cycling vision and cycling infrastructure priorities with limited attention being paid to pedestrian infrastructure.

BC Transit is currently undertaking a local area transit plan for SSI while Islands Trust is undertaking a Ganges Village Area Plan. A focused review of Ganges as the islands transportation and commercial hub is notably absent from the PCMP.

A number of infrastructure projects have been completed since the PCMP was drafted and as such the current priorities established in the plan are no longer necessarily relevant. Since adoption of the PCMP the CRD has declared a climate emergency and the impetus to act on reducing transportation related GHG emissions has been given even greater prominence. An update of the PCMP with a focus on Ganges Village is important so as to reflect the changing values and priorities of the community and to ensure alignment with parallel plans.

Many grants require that the submitted proposal be part of an active transportation network plan or equivalent. SSI is ineligible to apply for pedestrian focussed grants or active transportation not identified in the PCMP. At the same time a number of grants which had previously been focused solely towards cycling have recently broadened their eligibility to include pedestrian infrastructure. Updating the PCMP to include priority pedestrian infrastructure needs would align the plan with funding opportunities.

The CRD may pursue 50% of eligible funding through the Active Transportation Network Planning grant 2021 intake being accepted until July 30, 2021.

The project aligns with the Active Transportation Infrastructure grant criteria to improve:

- 1. Safety
- 2. Community connectivity
- 3. Continuity between existing or planned transportation corridors
- 4. Linkages to public transit, ferries, airports
- 5. Local economic opportunities
- 6. Tourism
- 7. Partnerships between neighboring jurisdictions

- 8. Physical health
- 9. Mental health

A board motion is required as part of the application process.

#### **ALTERNATIVES**

Alternative 1

The Electoral Areas Committee recommend to the Capital Regional District Board: That approval be given to submit a 2021 Active Transportation Network Planning grant application for an update of the Pedestrian and Cycling Master Plan – SSI edition with a focus on a master transportation plan for Ganges Village.

Alternative 2

That the Electoral Area Committee not approve the grant application request.

### **IMPLICATIONS**

Financial Implications

CRD has \$30,000 dedicated funds to match its 50% share of the \$60,000 project budget; and Salt Spring Island Transportation Commission has requested this project be included in their 5 year capital plan to be funded from reserves in 2022.

The project is in alignment with the Board priority for community wellbeing – transportation and housing initiative to 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.

#### **CONCLUSION**

Responding to the CRD Board's declaration of a climate emergency is of paramount importance to residents of Salt Spring Island. The majority of GHG's on SSI stem from transportation. Updating the PCMP - SSI edition to include pedestrian priorities and a focus on Ganges Village as the commercial and transportation hub of the island, is vital. Completing the update will open the door to grant eligibility to assist in funding much needed pedestrian and active transportation infrastructure.

#### **RECOMMENDATION**

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

That approval be given to submit a 2021 Active Transportation Network Planning grant application for an update of the Pedestrian and Cycling Master Plan –SSI edition with a focus on a master transportation plan for Ganges Village.

Submitted by:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Administration
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



# REPORT TO ENVIRONMENTAL SERVICES COMMITTEE MEETING OF WEDNESDAY, JUNE 16, 2021

#### **SUBJECT** Cancellation of the Provincial Climate Action Revenue Incentive Program

#### **ISSUE SUMMARY**

To provide the Capital Regional District (CRD) Board with an update on the cancellation of the Provincial Climate Action Revenue Incentive Program (CARIP) and its implications for the CRD and local governments, and proposed next steps.

#### **BACKGROUND**

On May 11, 2021, representatives from the Ministry of Municipal Affairs announced that the Province was ending CARIP in the 2021-2022 fiscal year. Staff indicated this decision was a direct result of the recently introduced provincial budget. A follow-up letter was sent to BC Mayors and Board Chairs (Appendix A).

CARIP is a provincial grant program that provides funding to local governments that signed the BC Climate Action Charter. The grant was equal to 100 per cent of the carbon taxes that eligible local governments paid each year. CARIP requires local governments to report annually on their greenhouse gas (GHG) emissions and encourages investment in climate action to help the Province deliver on its commitment to carbon neutrality. Since the Climate Charter was launched in 2007, 187 of 190 municipalities, regional districts and the Islands Trust have signed up, providing the Province with a comprehensive database of municipal corporate emissions inventories and corporate and community climate actions implemented at the local level.

By removing the CARIP, the provincial government will retain the carbon tax paid by local governments. The carbon tax was designed to be revenue neutral and a stimulus toward a low-carbon economy. The Province continues to return carbon tax revenue to individuals and businesses.

The Province has indicated there is \$11 million in new funds to be provided to the Union of BC Municipalities (UBCM) to invest in local government plans for "compact, energy-efficient communities." There was no further information on this future program, except that it is understood not to be a replacement for CARIP. Staff recognize that the grants landscape from the federal and provincial governments is quite strong, but these grants have high barriers to access being that they are specific, competitive, time-bound and require matching funding and internal staff capacity to navigate; therefore, reliable, non-competitive programs such as CARIP are preferred.

#### **ALTERNATIVES**

#### Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:

That the Board Chair send a letter to: Premier John Horgan; the Minister of Municipal Affairs; the Minister of Environment and Climate Change Strategy; and UBCM detailing the impact of

ENVS-1845500539-7476 EPRO2021-016

cancelling the Climate Action Revenue Incentive Program (CARIP) and requesting that the Province engage local governments on the swift replacement of CARIP with a program that provides consistent, non-application based funding, with first payments received by local governments in 2022.

#### Alternative 2

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

#### **IMPLICATIONS**

#### Intergovernmental Implications

Local governments remain a key partner in achieving CleanBC targets. The timing of, approach to and impacts of the termination of CARIP have caused considerable concern to staff across BC local governments. As CARIP funding was directly carbon tax paid, smaller local governments may not see as much funding returned and are, therefore, less impacted. Others are greatly impacted and the loss is a risk to future efforts. As such, a number of responses are planned or under consideration, including UBCM resolutions. On May 17, the District of Saanich council passed a motion "requesting that the Province engage local governments on the swift replacement of CARIP with a program that provides consistent, non-application based funding, tied to annual climate reporting and with first payments received by local governments in 2022." A similar motion was passed by the City of Victoria on May 20 and the District of Central Saanich on May 31.

### Financial Implications

Historically, the CRD has received approximately \$60,000 to \$70,000 annually from CARIP. Funding has been used to supplement the salary of a dedicated corporate climate action staff position.

#### Service Delivery Implications

CARIP has been a very valuable source of non-competitive, consistent funding, allowing local governments to take action on climate change by resourcing staff, funding emissions reduction projects and climate adaptation planning activities, undertaking community programs, and leveraging larger climate-related grants. In the CRD's case, the funds have been allocated to supplement the salary of a dedicated corporate climate action staff position. This position undertakes annual corporate greenhouse gas accounting, provides capacity-building support to staff on both mitigation and adaptation topics, develops and supports corporate climate mitigation and adaptation policies and procedures, facilitates multiple departments in accessing grants and continues to initiate key greenhouse gas reduction projects.

Without a funding replacement, a reduction of service will be required. Staff are actively considering options to maintain service levels through the 2022 budget planning process.

#### Alignment with Board & Corporate Priorities

The Board declared a climate emergency in February 2019. Accelerating climate action within the corporation and across the region is embedded into various actions within the 2019-2022 Board Priorities and Corporate Plan.

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### **CONCLUSION**

On May 11, 2021, the Province announced the cancellation of the Climate Action Revenue Incentive Program in the 2021-2022 fiscal year. Local governments, including the CRD, have relied on this funding as a consistent source to fund key climate action activities. The financial loss represents risk to future efforts and progress in climate action. Staff recommend that the CRD Board advocate to the Province to work with local governments on a replacement program.

#### **RECOMMENDATION**

The Environmental Services Committee recommends to the Capital Regional District Board:

That the Board Chair send a letter to: Premier John Horgan; the Minister of Municipal Affairs; the Minister of Environment and Climate Change Strategy; and UBCM detailing the impact of cancelling the Climate Action Revenue Incentive Program (CARIP) and requesting that the Province engage local governments on the swift replacement of CARIP with a program that provides consistent, non-application based funding, with first payments received by local governments in 2022.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

#### **ATTACHMENTS:**

Appendix A: Letter from Ministry of Municipal Affairs to BC Mayors and Board Chairs regarding Cancellation of the Provincial Climate Action Revenue Incentive Program (May 11, 2021)

ENVS-1845500539-7476 EPRO2021-016



May 11, 2021

Ref: 266895

**Dear Mayors and Chairs:** 

I am writing in follow up to a recent update from Okenge Yuma Morisho, Deputy Minister of Municipal Affairs, to Chief Administrative Officers regarding the Climate Action Revenue Incentive Program (CARIP). As you may be aware, 2021 will mark the wind down and final year of grant payments under this program. Budget 2021 also commits new funding to help local governments reduce greenhouse gas emissions through planning for compact, energy-efficient communities. The purpose of this letter is to thank British Columbia's local governments for your continued leadership and to describe how our government continues to work with local governments to achieve our collective climate goals.

Since the 2008 inception of the Climate Action Charter (CAC), almost every local government in B.C. has signed the CAC, committing to take action and develop strategies to achieve the following three goals:

- Work toward becoming carbon neutral in their local government corporate operations
- Measure and report on their community greenhouse gas (GHG) emissions profile
- Create complete, compact, energy-efficient rural and urban communities

As of 2018, the last year of full reporting prior to the pandemic, 187 local governments had signed on to the CAC and were publicly reporting on their progress toward meeting their climate action goals, 147 were measuring and reporting GHG emissions, and 50 local governments had achieved carbon neutrality in their operations. Communities across B.C. both large and small have consistently demonstrated leadership in taking action on climate change, in areas as broad as local food production, renewable energy generation and planning for public transit and active transportation. Thank you for your continued ambition and efforts to reduce greenhouse gas emissions in your corporate operations, and more broadly to inspire and work within your communities to tackle climate change.

Under CleanBC, the Province of British Columbia has put a priority on reducing pollution, boosting energy-efficient solutions and building a low-carbon economy. Local governments will continue to be a key partner in our collective efforts to address the challenges of a changing climate, playing a specific and important role in B.C.'s climate goals.

.../2

Just as local governments' actions on climate solutions have evolved in the past decade, our government is responding to support you with tools and funding programs such as:

- Updating the BC Action Climate Toolkit and the Green Communities Committee Carbon Neutral Framework.
- Investing \$110 million in combined provincial and federal funding to help local governments and Indigenous communities develop energy efficiency and clean energy projects through the Investing in Canada Infrastructure Program CleanBC Communities Fund.
- Working with the federal government to assess the climate impacts of all major infrastructure being funded under the Investing in Canada Infrastructure Program to reduce GHG emissions and increase resilience to climate change, which benefits communities and creates jobs.
- Boosting active transportation infrastructure with \$18 million through the Ministry of Transportation and Infrastructure.
- Making sure commuters can get out of their cars with historic investments in public transit, such
  as the Broadway Subway Line, and free transit for kids 12 and under starting this September.

Building on record investments in CleanBC, the province will continue to strengthen our work with local governments and support the CAC.

As noted, Budget 2021 commits \$11 million in new funding to help local governments plan for compact, energy-efficient communities, directly supporting the CAC's commitment to create complete, compact, energy-efficient rural and urban communities. I look forward to working with all local governments through Union of BC Municipalities and the Green Communities Committee on how to support greener and more livable communities.

Our government remains committed to working with local governments to reach our climate goals and make life better for people across British Columbia.

Sincerely,

Josie Osborne Minister

pc:

**Chief Administrative Officers** 



# REPORT TO FINANCE COMMITTEE MEETING OF WEDNESDAY, JULY 07, 2021

### **SUBJECT** Capital Regional District External Grants Update

#### **ISSUE SUMMARY**

A bi-monthly update on external grants activity for the period of April 12 through June 14, 2021.

#### **BACKGROUND**

This report summarizes activities and outcomes since the CRD External Grants Update was last presented at the May 2021 Board meeting. Additionally, the CRD External Grants Dashboard (Appendix A) details grant applications, awards, and status of projects in progress.

### **IMPLICATIONS**

Financial Implications

#### **Grants / Contributions Awarded**

- 1. \$750,000 through the Province of BC to support Elk/Beaver Lake Oxygenation System project.
- 2. \$175,000 through the Federation of Canadian Municipalities Green Municipal Fund to support the Capital Region Residential Energy Retrofit program.
- 3. \$50,000 through the Federation of Canadian Municipalities Municipal Asset Management Program to support the Asset Life-Cycle Assessment Policy and Procedures project.
- 4. \$10,000 increase in grant funds through UBCM's Active Transportation Plan grant to support the Active Transportation Plan for the Southern Gulf Islands project. Total funding received through this program is \$20,000 for this project.
- 5. \$500 through Salt Spring Island Foundation Foundations of Youth Grant to support the Salt Spring Lifeguard School program.
- 6. \$400 through the 2021 ParticipACTION Community Better Challenge Grant to support the Swim the Southern Gulf Islands project.

Five grants are under news embargo.

#### **Applications Submitted**

Four applications were submitted:

- 1. \$435,620 through UBCM's Strengthening Communities' Services for the Salt Spring Island Homelessness COVID Response project.
- 2. \$100,000 through the Canada Healthy Communities Initiative: Intake 2 to support the Salt Spring Island Centennial Park Plaza project.
- 3. \$31,309 through Canadian Parks and Recreation Association Youth Employment Experience for Salt Spring Island Parks Attendant Position.
- 4. \$500 through Foundations of Youth Grant Salt Spring Island Foundation to support the Salt Spring Lifeguard School program.

#### **Climate Action Revenue Incentive Program Update**

On May 11, 2021, the Province announced the cancellation of the Climate Action Revenue Incentive Program (CARIP) in the 2021-2022 fiscal year. CARIP is a provincial grant program that provided funding to local governments (including the CRD) that had signed the BC Climate Action Charter. The grant was equal to 100 per cent of the carbon taxes that eligible local governments paid each year. Many local governments, including the CRD, used this funding as a consistent source to fund key climate action activities. The impact of this funding change will be evaluated in the upcoming financial planning process.

#### **Core Area Wastewater Treatment Plant Project Update**

The Core Area Wastewater Treatment Plant project is partially funded by the Federal Government, the Province of BC, and the Federation of Canadian Municipalities Green Municipal Fund grant/loan program. During the months of April and May, the CRD did not receive any grant payments for this project. The remaining payments remain subject to holdback until the project and reporting are complete. Cumulatively, the CRD has received \$351M of the estimated revised total of \$462M in grant revenues. The remaining (up to) \$111M, plus the \$20M loan is expected to be received in 2021 based on timing of eligible expenditures and achievement of target milestones.

Service Delivery Implications

#### **New Grant Opportunities**

Twenty-one new grant calls were issued during the reporting period. Grant Calls in Progress for which the CRD is eligible to apply are featured in Appendix A (see pages 6-7), and in the table below:

Grant	Deadline	Information
Emotive Community Outreach Incentive Program	1. 13-May-21 2. 17-Jun-21	Two streams to support EV outreach: 1. General EV Awareness. 2. Clean Transportation Targets and Planning.
Local Government Partnership Program	19-May-21	Provides funding for agricultural planning tools projects in BC.

Grant	Deadline	Information
National Acadian Day Funding	28-May-21	Provides funding to support 2021 National Acadian Day.
Digital Citizen Contribution Program	28-May-21	Provides funding for research and citizen-focused activities.
Reaching Home-Canada's Homelessness Strategy: Community Capacity and Innovation Funding Stream	11-Jun-21	Provides capacity building funding within homeless serving sector and funding for elimination / prevention of homelessness.
Community Energy Association- Game-Changer Grant	1. EOI due 21-Jun-21 2. Applications due 23-Aug-21	Funding to support climate action projects to help reduce emissions.
Canada Healthy Communities Initiative (Intake 2)	25-Jun-21	Provides funding to create public spaces, improve mobility options, and provide digital solutions.
Women's Employment Readiness Pilot Program	30-Jun-21	Provides funding for test pre-employment and skills development supports for women.
Social Development Partnerships Program-Children and Families	06-Jul-21	Two programs to support well-being: 1. Financial Empowerment of Low-Income People. 2. Social Inclusion of Vulnerable Children and Youth.
Green and Inclusive Community Buildings	1. >\$3M 06-Jul-21 2. <\$3M continuous	Provides funding for large retrofit projects or construction of new community buildings.     Provides funding for small and medium retrofit projects.
Intersectoral Action Fund	12-Jul-21	Provides funding to social determinants of health and well-being projects.
Enabling Accessibility Fund-Mid- Sized Projects	29-Jul-21	Provides funding for workplace/community projects to enhance accessibility for persons with disabilities.
Jumpstart-Sports Relief Fund	01-Aug-21	Provides funding for operational and delivering program support for sport/recreational programming.
Canada Arts Presentation Fund: Professional Arts Festivals and Performing Arts Series Presenters-Programming Stream	01-Oct-21	Provides funding to support existing professional arts festivals/performing art series presenters.
Federation of Canadian Municipalities: Community Buildings Retrofit Initiative	Continuous	Provides funding through four programs to help support GHG reductions: 1. Capital: a) GHG Reduction Pathway Retrofit and b) GHG Impact Retrofit. 2. Community Building Monitoring and Analysis Grant. 3. Study: GHG Reduction Pathway Feasibility. 4. Community Building Recommissioning Grant.
Smart Renewables and Electrification Pathways Program	Continuous	Provides funding to renewable energy and grid modernization projects.

### **Forthcoming Funding Initiatives**

1. Investing in Canada Infrastructure Program: COVID-19 Resilience Stream — Ventilation Improvement Funding. Further details to be determined by province.

# **CONCLUSION**

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

#### **RECOMMENDATION**

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

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: External Grants Dashboard

ATUS LEGEND: VIntent to apply Over in Progress (	=delay)	Application Done - Outcome pending Project D	one (	=payment pe Board	ending) 🗷 Application Declined 📙 Links to info	imation		% of Total Projec
Grant Program Links	Application Deadline	e Project	Status	Resolution	Comments		Grant Ask	(Eligible & Ineligible C
Disaster Mitigation and Adaptation Program	17-Jul-20	Construction of Regional and Sub-Regional Seismically Resilient Water Supply	V	N/A	IWS - Infrastructure Operations is the lead	\$	36,900,000	42%
CleanBC - BC Hydro Commercial Custom Program	N/A	Panorama Energy Recovery Project	$\overline{\checkmark}$	N/A	PES - Panorama is the lead	\$	200,000	7%
umpstart Community Development Program	01-Feb-20	Swim Program for Indigenous Children and Youth	$\overline{\mathbf{V}}$	N/A	PES - Panorama is the lead. Postponed due to COVID-19	\$	2,692	TBC
sland Health Community Wellness Grant	26-Feb-20	Lifeguard Academy for Indigenous Youth	<b>√</b>	N/A	PES - Panorama is the lead. Postponed due to COVID-19	\$	13,264	TBC
nvesting in Canada Infrastructure Program – Green Infrastructure Environmental Quality Program	26-Feb-20	Juan de Fuca Water Distribution Service for Anderson Cove	<b>✓</b>	12-Feb-20	IWS - Infrastructure Operations is the lead	\$	1,460,000	71%
nvesting in Canada Infrastructure Program – Green Infrastructure - Environmental Quality Program	26-Feb-20	Magic Lake Estates Wastewater System Renewal	$\overline{\checkmark}$	12-Feb-20	IWS - Infrastructure Operations is the lead	\$	5,390,000	44%
Municipal Asset Management Program-FCM	Continuous	Asset Life-Cycle Assessment Policy and Procedures	$\overline{\checkmark}$	 Required	Asset Management is the lead. Approved for \$50,000	\$	50,000.00	80%
nvesting in Canada Infrastructure Program-Community, Culture, and Recreation Stream nvesting in Canada Infrastructure Program-Community, Culture,	01-Oct-20	Elk/Beaver Lake Oxygenation System	V	9-Sep-20	Regional Parks is the lead	\$	700,000.00	42%
nvesting in Canada Infrastructure Program-Community, Culture, and Recreation Stream	01-Oct-20	Fernwood Elementary School Athletic Field Upgrades	V	9-Sep-20	SSI Administration is the lead	\$	646,587.00	73%
nvesting in Canada Infrastructure Program-Rural and Northern Communities Stream	22-Oct-20	Maliview Wastewater Treatment Plant Upgrade	V	9-Sep-20	SSI Administration is the lead	\$	1,989,000.00	88.47%
nvesting in Canada Infrastructure Program-Rural and Northern Communities Stream	22-Oct-20	Lyall Harbour Boot Cove Water Service Improvements Project	V	9-Sep-20	IWS is the lead	\$	1,110,600.00	95.69%
nvesting in Canada Infrastructure Program-Rural and Northern Communities Stream	22-Oct-20	Port Renfrew Water Supply Line Replacement Project	<b>V</b>	14-0ct-20	IWS is the lead	\$	1,573,918.00	96.92%
nvesting in Canada Infrastructure Program-CleanBC Communities	12-Nov-20	Panorama Recreation Energy Recovery project	V	14-0ct-20	PES - Panorama is the lead	\$	1,972,430.00	70%
lew Horizons for Seniors Program	20-Oct-20	Community Garden Improvements at Greenglade Community Centre	$\overline{\checkmark}$	N/A	PES - Panorama is the lead	\$	25,000.00	100%
uilding BC - Community Housing Fund	04-Sep-20	2780 Spencer Rd project in partnership with CRHC	$\overline{M}$	N/A	Regional Housing is the lead. Subject to BC Housing approval		TBC	TBC

Community Energy Financing - FCM	30-0ct-20	Capital Regional Residential Energy Retrofit Program	$\overline{\checkmark}$	14-0ct-20	PES - Environmetal Protection - Climate Action is the lead.	\$	175,000.00	54.69%
				40.5.1.24	Approved for \$175,000			
nvesting in Canada Infrastructure Program-COVID-19 Resilience	27-Jan-21	Regional Galloping Goose Bridge Replacements & Repair Project	$\overline{\checkmark}$	10-Feb-21	Regional Parks is the lead	\$	1,000,000.00	88.89%
nfrastructure Stream								
nvesting in Canada Infrastructure Program-COVID-19 Resilience	27-Jan-21	JDF Willis Point Fire Department Water Supply Expansion	$\overline{\checkmark}$	10-Feb-21	JDF EA Planning and Willis Point Fire Protection and Recreation	\$	41,865.00	100.00%
nfrastructure Stream					Commission			
Investing in Canada Infrastructure Program-COVID-19 Resilience	27-Jan-21	SSI Drake Road Trail Upgrade Project	$\checkmark$	10-Feb-21	SSI Administration is the lead	\$	90,127.00	81.93%
nfrastructure Stream								
nvesting in Canada Infrastructure Program-COVID-19 Resilience	27-Jan-21	SGI Pender Island Alice Church Multi-Modal Trail	V	10-Feb-21	SGI Administration and Pender Island Parks and Recreation	\$	235,778.00	90.36%
nfrastructure Stream			_		Commission.			
Community Emergency Support Services – Emergency Support	29-Jan-21	CRD ESS Drills and Equipment Funds	<b>V</b>	10-Mar-21	Protective Services		25,000.00	100.00%
Services	,		<u> </u>			т	,	
CleanBC Organic Infrastructure and Collection Program – Organic	04-Feb-21	Salt Spring Island Composting Project	<u>√</u>	10-Feb-21	Environmental Resource Management - Partnership project TBC	Ċ	168,462.00	44.44%
Processing Infrastructure	04 100 21	Sait Spring Island Composting Project	V	10 100 21	Environmental Resource Management - Farmership project roc	۲	100,402.00	44.4470
notessing initiastructure		SEAPARC 1 (\$24,320), Regional Parks (\$3,192), IWS (\$4,964),						
		Panorama – Tennis (\$9,728), Panorama – Aquatics (\$21,888),			I/A Human Resources is the lead			
Canada Summer Jobs	03-Feb-21	Panorama – Summercamp (\$3,344). Panorama – Daycamp	$\overline{\checkmark}$	N/A		\$	99,508.00	TBC
		(\$25,992), and SSI – Parks & Rec (\$6,080).						
Natural Resources Canada – Zero Emission Vehicle Infrastructure	04-Jun-20	Eight Level Two Electric Vehicle Chargers, applied for up to \$40,000	<b>V</b>	N/A	Climate Action is the lead		TBC	TBC
Program, MURBS, Workplaces and LDV Fleets	,	for corporate fleet chargers.	-	,				
Habitat Stewardship Program for Species at Risk	02-Mar-21	State of Species at Risk project for Regional Parks	$\overline{\mathbf{V}}$	N/A	Regional Parks is the lead	\$	49,806.00	39.45%
Salt Spring Island Foundation	31-Mar-21	Centennial Park Gazebo	$\overline{\checkmark}$	N/A	SSI Parks and Recreation is the lead	\$	9,000.00	31.03%
Canada Healthy Communities Initiative-Intake 1	09-Mar-21	Centennial Park Plaza Project	×	N/A	SSI Parks and Recreation is the lead	\$	100,000.00	33.33%
ParticipACTION Community Better Challenge	26-Feb-21	Swim the Southern Gulf Islands	$\overline{\mathbf{V}}$	N/A	SSI Parks and Recreation. Approved for \$400	\$	1,000.00	TBC
2021 FireSmart Economic Recovery Fund-Community Resiliency				<u> </u>			·	
nvestment Program-UBCM	19-Mar-21	Capital Regional FireSmart Economic Recovery	$\checkmark$	Required	Protective Services is the lead	\$	127,907.00	100.00%
2021 Emergency Operations Centres & Training-Community								
Emergency Prepardeness Fund	26-Mar-21	CRD Electoral Area EOC Functional Exercises	$\overline{\checkmark}$	Required	Protective Services is the lead	\$	25,000.00	100.00%
Province of BC-Ministry of Forests, Lands, Natural Resource	2021	Elk/Beaver Lake Oxygenation System project	N/A	N/A	Regional Parks is the lead. Approved for \$750,000		N/A	44.99%
Operations and Rural Development								
Salt Spring Island Foundation-Foundations of Youth Grant	31-Mar-21	Salt Spring Lifeguard School program	$\overline{\mathbf{V}}$	N/A	SSI Parks and Recreation is the lead. Approved for \$500	\$	500.00	17.39%
Canada Healthy Communities Initiative-Intake 2	25-Jun-21	Centennial Park Plaza Project	<u> </u>	N/A	SSI Parks and Recreation is the lead	\$	100,000.00	33.33%
Strengthening Communities' Services-UBCM	16-Apr-21	Salt Spring Island Homelessness COVID Response project	$\overline{\mathbf{V}}$	Required	Regional Housing is the lead	\$	435,620.00	43.04%
Canadian Parks and Recreation Association-Youth Employment	14-May-21	Salt Spring Island Parks Attendant Position	$\overline{\mathbf{V}}$	N/A	SSI Parks and Recreation is the lead	<u> </u>	31,309.00	100.00%
consistent and and recreation resociation routil Employment	IT MUY ZI	San Spring Island Land Attendant Losidon	V.	14//1	551 T SING ON A REGRESSION IS THE 1600	Y	51,507.00	100.00 /0

# Grants Administration Dashboard Externally Sourced Grant Funding

STATUS LEGEND: WIntent to apply 🗢 Work in Progress	( = delay) 🗹 Application Done - Outcome pending 😯 Project Dor	ne (	=payment pending)	Application Declined Links to information	ation		
	CORE AREA LIQUID WASTE MANAGEMENT	- GRANT I	FUNDING STATUS				
Grant Program Links	Contribution Terms and Purpose	Status	Board Resolution	Comments		Grant Award Maximum	Redeemed to Date
Infrastructure Canada - 3P Funding Agreement (Federal funding)	Lesser of 25% of eligible costs or \$83.4M for a bio-solids energy centre treatment facility for wastewater sludge.	<b>=</b>			\$	41,000,000 \$	
Infrastructure Canada - Building Canada Fund (Federal funding)	Up to 50% of eligible costs to a maximum of \$120M for construction of the McLoughlin Point Wastewater Treatment Plant, marine outfall pipe, and completion of the Victoria Harbour crossing.	<b>-</b>	Funding agreements ex 2017 joint media releas	secuted. Construction to start in April 2017 as per March 16, se (Canada, BC, CRD)	\$	120,000,000 \$	120,000,00
Infrastructure Canada - Green Infrastructure Fund (Federal funding	Up to 50% of eligible costs to a maximum of \$50 M to upgrade Clover Point and Macaulay Point pump stations, implement attenuation tanks, and upgrade existing pump stations and piping systems.	<b>&gt;</b>	_		\$	50,000,000 \$	45,000,00
Provincial Funding	The lesser of 1/3 total cost (excluding land acquisition cost) or \$248M for construction of the wastewater treatment plant, the energy centre for sludge treatment, and conveyance system upgrades - all serving the Core Area.	<b>-</b>	08-Mar-17 CRD Boa	ord approved execution of the Provincial Agreement	\$	248,000,000 \$	186,000,00
FCM - Green Municipal Fund - Water Capital Projects	Approved for a \$3M grant in combination with a \$20M loan.	$\Rightarrow$			\$	3,000,000 \$	
TOTALS					\$	462,000,000 \$	351,000,002

TATUS LEGEND: Work in Progress	( =delay)	<b>☑</b> Application	Done - Outcome pending	e (	=payment pending) 🗷 Application Declined 🔲 Links to inform	nation		
Grant Program Links	Dept.	Project Deadline	Project	Status	Lead		Project Cost (Estimate)	Grant Award
Regional District Grant 2020	FT	N/A	Unconditional grant to fund administrative costs.		Financial Services		N/A Ş	60,000
Bike BC Cycling Infrastructure Program	PES	30-Jun-21	E&N Rail Trail Phase 3: Atkins Ave. to Savory School	<b>-</b>	PES: Infrastructure Engineering and Facility Management	\$	4,157,536	1,000,000
Building BC - Community Housing Fund	PPS	2023	Caledonia Housing Project	<b>-</b>	CRD Housing is the lead. Application is also seeking mortgage subsidy of \$666,50 per year. Supported by CRHC resolution 24-Jul-2018.	0 \$	50,225,725	15,500,000
FCM Green Municipal Fund - Pilot Project	F&T	31-0ct-21	Zero Emissions Fleet Initiative	$\Rightarrow$	Risk Management - Climate Action	\$	1,087,000 \$	350,000
BC Rural Dividend	PES	22-Mar-21	Engineering Design for SGI Regional Trails	$\Rightarrow$	Regional Parks	\$	200,000 \$	100,000
BC Rural Dividend	SSI	22-Mar-21	Shared Service Business Model	<b>-</b>	SSI Administration	\$	100,000 \$	90,750
Invasive Plant Management	PES	31-Mar-21	Invasive Plant Management Project	$\Rightarrow$	Environmental Protection Division	\$	32,000 \$	32,000
Infrastructure Planning Grant	SSI	31-Mar-21	North Salt Spring Waterworks Infrastructure Assessment	<b>\$</b>	SSI Administration	\$	10,000 \$	10,000
Child Care Space Creation Program	SSI	15-Apr-21	SSI PARC Licensed Preschool Child Care Space	$\Rightarrow$	SSI Administration	\$	296,460 \$	214,600
Affordable Rental Innovation - CMHC	PPS	31-Dec-21	Regional Housing First Program	<b>-</b>	Regional Housing: Partners include CRD, BC Housing, CMHC at \$40M each.	\$	120,000,000 \$	120,000,000
Reaching Home-Designated Communities	PPS	31-Mar-24	For community homelessness service projects	$\Rightarrow$	PPS: Regional Housing	\$	4,772,699	4,772,699
Reaching Home-Indigenous Homelessness	PPS	31-Mar-22	For community homelessness service projects	$\Rightarrow$	PPS: Regional Housing		TBC Ş	1,011,768
Reaching Home-COVID-19 Response	PPS	30-Jun-21	For community homelessness service projects		PPS: Regional Housing		TBC \$	3,231,049
Island Health Community Wellness	PPS	1-Mar-20	Monitoring the Determinants of Health and Wellness in the Capital Regional		Community Social Planning Council	\$	50,000 \$	50,000
BC Hydro Sustainable Communities Program	PES	30-Sep-21	BC Hydro Community Energy Manager staff support	$\Rightarrow$	PES - Environmental Protection - Climate Action is the lead		TBC \$	100,000
City of Victoria Housing Reserve Fund	PPS	2023	Michigan Housing Project	$\Rightarrow$	PPS-Regional Housing-CRHC	\$	1,395,000 \$	1,020,000
Rick Hansen Foundation BC Accessibility Grants	PES	30-Sep-20	Panorama Accessibility Improvements	$\Rightarrow$	PES - Panorama is the Lead		TBC \$	20,000
Provincial Urban Deer Cost - Sharing Program	SGI	2020	Program to reduce fallow deer populations on Mayne Island		SGI Administration		TBC	TBC
Pacific Institute for Climate Solutions Internship Program	PES	31-Dec-20		$\bigcirc$	PES - Environmental Protection - Climate Action is the lead		TBC \$	12,000
UBCM-Community Emergency Preparedness Fund-Volunteer & Composite Fire Departments Equipment & Training	PPS	TBD	Joint CRD Volunteer Fire Department Equiptment and Training Project	<b>-</b>	PPS	\$	128,372 \$	114,191

ATUS LEGEND: 🂖 Intent to apply 😊 Work in Progress ( 🛭	=delay)	Application	Done - Outcome pending 🛭 😂 Project Done	e (	=payment pending) 🗷 Application Declined	Links to information			
UBCM-Community Resiliency Investment Program-FireSmart Community Funding & Supports	PPS	TBD	CRD Firesmart Project 2020	<b>-</b>	Parks and PPS	\$	5(	),900 \$	49,9
Community to Community Forum	PES	31-Mar-20	Watershed Management Engagement: Elk/ Beaver Lake	<b>-</b>	PES-Environmental Protection		TBC	\$	4,1
UBCM Housing Needs Reports Program Grant	PPS	2021	Regional Housing Needs Report-Capital Region		CRD Development and Planning Advisory Committee	\$	15	0,000 \$	150,00
Community Child Care Space Creation Program	SSI	TBD	Multipurpose room for licensed child care and recreation programs	<b>-</b>	SSI Administration		TBC	\$	832,72
Community Emergency Preparedness Fund - Emergency Support Services	PPS	2021	Electoral Area Equipment and Training for Emergency Support Services Modernization	<b>-</b>	Protective Services		TBC	\$	24,98
BC Rural Dividend - Rural Community Development Grants	SGI	TBD	SGI Broadband Connectivity - Planning Project		SGI Administration		TBC	\$	50,00
BC Active Transportation Infrastructure Grants Program: Active Transportation Network Planning Grant and Active Transportation Infrastructure Grant	SSI	Mar-21	Lower Ganges Road Pathways Phase 2: Booth Canal to Baker Road	<b>-</b>	SSI Administration	\$	70	0,000 \$	490,00
Investing in Canada - Community, Culture, Recreation	PES	TBD	Mayne Island Regional Trail - Phase One Development	<b>-</b>	PES - Regional Parks is the lead		TBC	\$	2,778,39
2020 Emergency Operations Centres and Training Program- Community Emergency Preparedness Fund	PPS	2021	Electoral Areas (JDF, SSI, SGI) EOC Supplies Procurement Project	<b>-</b>	Protective Services	\$	2.	5,000 \$	25,00
BC Hydro Sustainable Communities Implementation Fund	PES	2021	Capital Region Electric Vehicle Infrastructure Road		PES - Environmental Protection - Climate Action	\$	7	1,500 \$	36,00
Active Transportation Planning Program	SGI	2021	Active Transportation Plan for the Southern Gulf		SGI Administration	\$	2	8,240 \$	20,00
Rapid Housing Initiative-Major Cities Stream Immediate Support- Canada Mortgage and Housing Corporation	PPS	TBD	Permanent Affordable Housing under Rapid Housing Initiative		Regional Housing is the lead. Allocation of \$13,056,502		N/A	\$	13,056,502
COVID-19 Safe Restart Grants for Local Governments	FT	2021	Funding for local operations impacted by COVID-19		Finance is the lead		N/A	\$	1,996,000
2021-21 Salt Spring Island Transit Annual Operating Agreement	SSI	2021	Salt Spring Island Paratransit System funding through Safe Restart.	<b>-</b>	SSI Administration		N/A	\$	224,354
Provincial Urban Deer Cost-Share Program	SGI	2021	Enhanced Eco-Cultural Restoration Partnership Proposal – Fallow Deer Management on Mayne Island	٥	SGI Administration	\$	4.	3,000 \$	18,00
Community Economic Recovery Infrastructure Program-Unique Heritage Infrastructure Stream	IWS	2022	Goldstream Powerhouse Roof	<b>\(\rightarrow\)</b>	Regional Water Supply Service	\$	7	7,160 \$	76,00
ANTS AWARDED as of June 14, 2021						\$ 2	18,839,3	95 \$	186,615,050

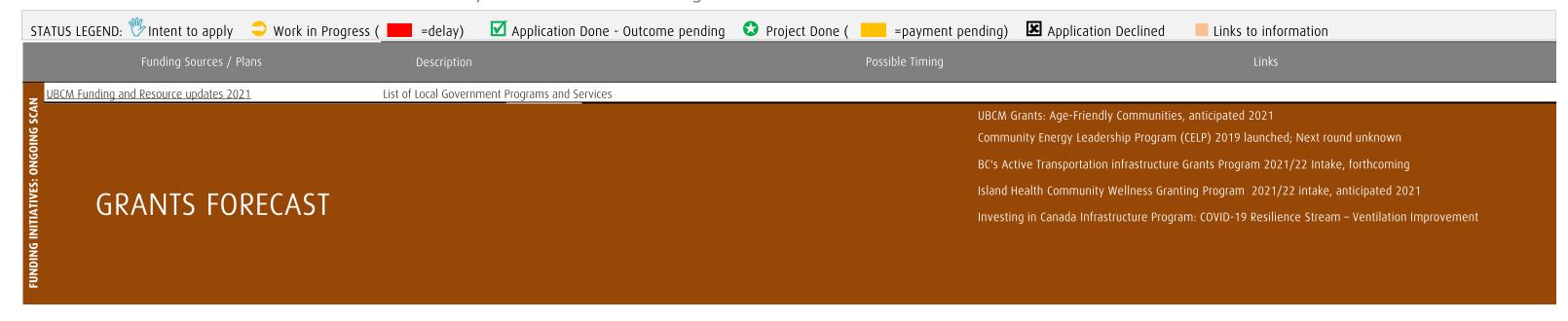
ATUS LEGEND: 🖐 Intent to apply 💝 Work in Progress ( 📕	=delay)	Application	Done - Outcome pen	ding 🗘 Project Done (	( =payment pending) 🗷 Application Declined = Links to information
Grant Program Links	Launch Date	Application Deadline	Resolution Needed	Departments Alerted	Status
Community Gaming Grant	Ongoing		_		
Human and Social Programs		30-Nov-20	Not applicable; CRD's role can be to support a not-for-profit in pursuing these grants.	All	Grant alert sent. Featured in CRD Grants Weekly 2019-06-24
Green Municipal Fund - Plans, Feasibility Studies, Pilot Projects Capital Projects	Ongoing	Ongoing	Depends on \$ value	Standing Item	
Address Improvement Grant	Ongoing	Ongoing	Not Specified	IT	Grant alert sent. Featured in CRD Grants Weekly 2019-07-12
BC Hydro Sustainable Communities Program	Ongoing	Ongoing	N/A	Standing Item	
Efficiency BC - Online hub of energy efficiency initiatives	Ongoing	Ongoing	N/A	Standing Item	
Federal Gas Tax - Community Works Fund Update	Ongoing	Ongoing	N/A	Standing Item	Comprehensive CRD process in place for assignment of funds to Electoral Area Projects. Featured in CRD Grants Weekly 2019-04-05
Ship-source Oil Pollution Fund	Ongoing	Ongoing	TBD	Standing Item	Grant alert sent; featured in CRD Grants Weekly 2019-05-03
Ecological Gifts Program	N/A	Ongoing	Not Specified	All	Grant alert sent
Family Violence Initiative	N/A	Ongoing	Not Specified	All	Grant alert sent
Multi-sectoral Partnerships to Promote Healthy living and Prevent Chronic Disease – Canada's Tobacco Strategy	N/A	Ongoing	Not Specified	All	Grant alert sent
Federal Lands Initiative	N/A	Ongoing	Not Specified	All	Grant alert sent
National Housing Co-Investment Fund (New Construction, Housing Repair and Renewal, and Rental Construction Financing)	N/A	Ongoing	Not Specified	All	Grant alert sent
Canada Arts Presentation Fund-Development	N/A	Continuous	Not Specified	All	Grant alert sent
Green Municipal Fund: Local Home-Energy Upgrade Financing Program	N/A	Continuous	Required	All	Grant alert sent
Economic Development Readiness Program	N/A	Continuous	Not Specified	All	Grant alert sent
Municipal Asset Management Program - FCM	N/A	Continuous	Required	All	Grant alert sent
Sustainable Affordable Housing-Green Municipal Fund-FCM	N/A	Continuous	Required	All	Grant alert sent

# Grants Administration Dashboard Externally Sourced Grant Funding

TUS LEGEND: 🌄 Intent to apply 💝 Work in Progress (		<b>☑</b> Application (	Oone - Outcome pending			plication Declined	Links to information
lean Transportation System – Research and Development	N/A	15-Apr-21	Not Specified	All	Grant alert sent		
trengthening Communities' Services-UBCM	N/A	15-Apr-21	Required	All	Grant alert sent		
sset Management Planning Program-UBCM	N/A	30-Apr-21	Required	All	Grant alert sent		
Community Anniversaries- Building Communities through Arts	N/A	30-Apr-21	Not Specified	All	Grant alert sent		
and Heritage							
CleanBC Industry Fund-Emissions Performance	N/A	30-Apr-21	Not Specified	All	Grant alert sent		
umpstart – Sports Relief Fund	22-Mar-21	02-May-21	Not Specified	All	Grant alert sent		
ocal Government Development Approvals Program-UBCM	N/A	07-May-21	Required	All	Grant alert sent		
General EV Awareness-Emotive Community Outreach Incentive	15-Арг-21	13-May-21	Not Specified	All	Grant alert sent		
ocal Government Partnership Program	07-Apr-21	19-May-21	Required	All	Grant alert sent		
2021 Active Transportation Planning	07-Арг-21	22-May-21	Required	All	Grant alert sent		
leanBC Industry Fund-Innovation Accelerator	N/A	24-May-21	Not Specified	All	Grant alert sent		
Digital Citizen Contribution Program	N/A	28-May-21	Not Specified	All	Grant alert sent		
National Acadian Day Funding	N/A	28-May-21	Not Specified	All	Grant alert sent		
PlanH 2021 Healthy Communities	06-Арг-21	01-Jun-21	Not Required	All	Grant alert sent		
Housing Needs Report Planning-UBCM	N/A	04-Jun-21	Reguired	All	Grant alert sent		
Reaching Home-Canada's Homelessness Strategy: Community	N/A	11-Jun-21	Not Specified	All	Grant alert sent		
apacity and Innovation Funding Stream							
Elean Transportation Targets and Planning-Emotive Community	15-Арг-21	17-Jun-21	May be required	All	Grant alert sent		
Outreach Incentive Program	·	,	, ,				
Community Energy Association-Game-Changer Grant	20-Арг-21	21-Jun-21	Required	All	Grant alert sent		
ero Emission Vehicle Infrastructure program	N/A	22-Jun-21	Not Specified	All	Grant alert sent		
Canada Healthy Communities Initiative (Intake 2)	14-May-21	25-Jun-21	Not Required	All	Grant alert sent		
Vomen's Employment Readiness Pilot Program	02-Jun-21	30-Jun-21	Not Specified	All	Grant alert sent		
ocial Development Partnerships Program-Children and Families	N/A	06-Jul-21	Not Specified	All	Grant alert sent		
reen and Inclusive Community Buildings	N/A	06-Jul-21	Required	All	Grant alert sent		
ntersectoral Action Fund	N/A	12-Jul-21	Not Specified	All	Grant alert sent		
nfrastructure Planning Grant Program	Year-round	16-Jul-21	Required	All	Grant alert sent		
nabling Accessibility Fund-Mid-Sized Projects	04-Jun-21	29-Jul-21	Not Specified	All	Grant alert sent		
umpstart-Sports Relief Fund	04-Jun-21	01-Aug-21	Not Specified	All	Grant alert sent		
anada Arts Presentation Fund: Professional Arts Festivals and	N/A	01-0ct-21	Not Specified	All	Grant alert sent		
Performing Arts Series Presenters-Programming Stream							
ederation of Canadian Municipalities: Community Buildings	N/A	Continuous	Required	All	Grant alert sent		
Retrofit Initiative							
mart Renewables and Electrification Pathways Program	N/A	Continuous	Not Specified	All	Grant alert sent		
Municipal Natural Assets Initiative-Expressions of Interest	08-Oct-19	TBD	Not Specified	All	Grant alert sent		
leanBC Go Electric Fleets Program	N/A	31-Mar-23	Not Specified	All	Grant alert sent		

# Grants Administration Dashboard

# Externally Sourced Grant Funding





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

#### **SUBJECT** Regional Housing First Program: Project Update, Second Quarter 2021

#### **ISSUE SUMMARY**

To provide the Hospitals and Housing Committee (HHC) with a quarterly update on the implementation of the Regional Housing First Program (RHFP).

#### **BACKGROUND**

The RHFP was formed in 2016, through which the Capital Regional District (CRD), BC Housing Management Commission (BC Housing) and the Canada Mortgage and Housing Corporation (CMHC) committed \$30 million (M) each to build housing units to help address chronic homelessness in the region. The program model includes 20% of all units having rent levels set at the Government of BC's Income Assistance Rate Table Shelter Maximum (Shelter Rate) and the remaining 80% of units being Affordable Rental Units.

In 2020, the CRD, BC Housing and CMHC committed to increasing their contributions by \$10M each to address escalating land acquisition and construction costs. The total capital fund now available is \$120M and better positions the program to achieve its target of up to 2,000 Affordable Rental Units, with 400 of those units having rents set at Shelter Rate. Overall, the program is expected to leverage the development of approximately \$600M in capital development.

#### **ALTERNATIVES**

#### Alternative 1

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the Regional Housing First Program: Project Update, Second Quarter 2021 report be received for information.

#### Alternative 2

That the Regional Housing First Program: Project Update, Second Quarter 2021 report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

#### **IMPLICATIONS**

#### Program Delivery

Appendix A, attached to this report, summarizes the progress in the development of 10 RHFP capital projects that have received approval from the CRD Board. These projects represent a total of 1,011 units with 229 to be rented at Shelter Rate.

#### **Financial**

These projects have been approved to receive a total of \$67.6M in RHFP funding and represent a total value of \$300.9M. In total, \$72M of the RHFP funds have been committed as of June 30, 2021 with \$48M remaining.

# CONCLUSION

The Project Summary provides the Hospitals and Housing Committee with an update on the status of program implementation and high-level details of the 10 approved projects.

### **RECOMMENDATION**

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the Regional Housing First Program: Project Update, Second Quarter 2021 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:	David Hennigan, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

### **ATTACHMENT**

Appendix A – Regional Housing First Program: Project Summary, July 7, 2021

Regional Housing First Program: Project Update, July 7, 2021

Description	Total Estimated Project Cost	RHFP Contribution	Partner Agency Funding RHFP	RHFP Units	Total Units	Operator	Funding	Funding Sources		CRD Board Approval Date	Year Completed	Update
Cedar Grove (Victoria)	\$19,318,000	\$9,000,000	BC Housing	30	72	Victoria Cool Aid Society (VCAS)	BC Housing	Regional Housing Trust Fund \$600,000	n/a	March 8, 2017 & November 13, 2019 (increase)	2021	Construction of the 210 Gorge project is well underway. At the end of May foundations, parkade, and suspended slab concrete work had all been completed. Wood framing of levels 2 through 5 is ongoing and will be completed over the next 2 months. Project is on time and on budget and the occupancy permit is expected in late February 2022.
Croftonbrook (Salt Spring)	\$19,092,858	\$3,300,000	BC Housing	11	56	Island Women Against Violence	BC Housing	Regional Housing Trust Fund \$408,000	n/a	March 8, 2017 & November 13, 2019 (increase)	2020 and 2022	Phase III, a 34 unit apartment building broke ground on May 6, 2021. Occupancy in the spring of 2023.
Drennan and Sooke (Sooke)	\$45,622,950	\$10,200,000	BC Housing	34	170	M'akola Housing Society	BC Housing	Regional Housing Trust Fund \$765,000	June 13, 2018	June 13, 2018 & November 13, 2019 (increase)	2023	Site works – grubbing site prep commenced (under Development Permit). Building Permit is imminent.
Charters (formerly called Throup) (Sooke)	\$20,917,220	\$3,375,000	BC Housing	15	75	M'akola Housing Society	BC Housing	Regional Housing Trust Fund \$330,000	June 13, 2018	June 13, 2018	2021	Site works – grubbing site prep commenced (under Development Permit). Building Permit is imminent. All modules complete, ready to ship to site, awaiting building permit to start foundation work. Soil removal permit underway as part of site clearing work.
Spencer Road (Langford)	\$38,263,972	\$7,800,000	СМНС	26	130	CHRC	CMHC \$7,800,000	n/a	June 13, 2018	June 13, 2018	Nov 2020	Project Completed. Occupancy in October 2020.
Treanor (Langford)	\$45,215,533	\$9,000,000	СМНС	30	132	CRHC	CMHC \$9,000,000	n/a	n/a	November 14, 2018	2019	Project Completed.
Hockley (Langford)	\$32,775,610	\$7,200,000	СМНС	24	120	CHRC	CMHC \$7,200,000	n/a	n/a	November 14, 2018	March 2021	Project completed in March 2021 with occupancy anticipated in April 2021.

PPSS-133808621-3221

Regional Housing First Program: Project Update, July 7, 2021

# **APPENDIX A**

Description	Total Estimated Project Cost	RHFP Contribution	Partner Agency Funding RHFP	RHFP Units	Total Units	Operator	Funding Sources		HHC Approval Date	CRD Board Approval Date	Year Completed	Update	
West Park Lane (View Royal)	\$41,673,485	\$10,200,000	СМНС	34	152	CRHC	CMHC \$10,200,000	Regional Housing Trust Fund \$660,000	May 1, 2019	May 8, 2019	Nov 2020	Project Completed. Occupancy in October 2020.	
Michigan Square Building 1	\$21,000,000	\$4,500,000	CRHC	15	53	CRHC	CRHC \$4,500,000	Regional Housing Trust Fund \$570,000	July 29, 2020	August 12, 2020	2023	Consultant team hired and targeting early December demolition.	
Prosser Road (Central Saanich)	\$16,981,555	\$3,000,000	СМНС	10	51	CRHC	CMHC \$3,000,000 BCH \$3,250,000	Regional Housing Trust Fund \$615,000	N/A	April 14, 2021	2022	Funds confirmed from RHFP and RHTF. BCH granted Final Project Approval in March 2021. Demolition is complete and excavation work currently underway. CRD and BCH finalizing assignment agreement on Building A.	
Total RHFP Units				229	1,011								
Total RHFP Investment	\$300,861,183	\$67,575,000											

PPSS-133808621-3221



# REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION MEETING OF TUESDAY, JULY 6, 2021

### **SUBJECT** Proposed Seagirt Improvement District (SID) Conversion

#### **ISSUE SUMMARY**

The Seagirt Improvement District has requested that the Capital Regional District (CRD) take over their community water system, under the Juan de Fuca Water Distribution Service (JDFWDS).

#### **BACKGROUND**

The Seagirt Improvement District (SID) was established in 1961 to provide potable drinking water to properties on, and adjacent to, Seagirt Road located in East Sooke. There are approximately 85 properties within SID service area. The SID water system is currently connected to the Juan de Fuca Water Distribution System (JDFWDS) at a bulk meter connection at East Sooke Road and Seagirt Road. The SID is currently responsible for distribution of this water to properties in the SID, including operation, maintenance and administration for all components of the water system on public property. The SID is now considering dissolving and having the water system taken over by the CRD.

SID has requested that its water system be taken over by the CRD due to a number of reasons including:

- The ability of the aging residents to operate an improvement district.
- The ability of the CRD to borrow funds on behalf of the customers in order to undertake necessary infrastructure upgrades.
- Improved firefighting capacity.

A letter from SID is attached (Appendix A) outlining its takeover request and have since passed a resolution regarding the takeover (Appendix B). Both the Province and Island Health are supportive of the conversion of water improvement districts to regional district services. As part of SID's takeover request, CRD staff required an "engineering take over study" (Appendix C) that included an assessment of the existing water system, an outline of the proposed works that would be required for a conversion of the water system, and an estimate of the costs for the design and construction of the proposed works.

The existing SID water system components include:

- Connection (including meter) to the Juan de Fuca water distribution system on East Sooke Road.
- Approximately 1,500 metres of 100 milimetre (mm) distribution main along Seagirt Road within the road allowance. (substandard size)
- 13mm water services to each of the properties within the SID including meter boxes and non-touch read meters. (substandard size and meters)

The engineering study indicates the proposed construction scope of work required to address any infrastructure/liability concerns for the CRD to take over the SID water system is as follows:

- Full replacement of the existing SID water distribution system to 150mm diameter water main.
- 12 new hydrants on the new distribution main.
- 85 new 19mm water services complete with meters and meter boxes.
- 2 Air Valves.
- 9 Isolation Line Valves

Refer to Appendix D for a figure showing the SID and the proposed new infrastructure.

The total estimated costs to take over the SID system, including engineering, construction, CRD administration and operations costs and a 25% contingency is \$1,900,000. It is proposed that SID be responsible for the full costs. The CRD's recent discussions with the Province have indicated there could be some grant funding available that the CRD could apply for on behalf of the SID, with a conversion commitment and CRD support. Regardless, the Juan de Fuca Water Distribution Service would not bear any of the costs of the conversion.

For the CRD to take over the SID water system, the CRD and SID must start a service conversion process with the Province, which would be initiated by the Commission and CRD Board direction to proceed with the process, followed by a petition in the SID services area. Then, with the CRD Board's approval, a new CRD service would be established over the existing SID service area in order to finance the infrastructure improvements. The SID would then be dissolved and its assets would become CRD assets under the JDFWDS.

#### **ALTERNATIVES**

#### Alternative 1

That the Juan de Fuca Water Distribution Commission recommends that the Capital Regional District Board direct staff to:

- Commence a service conversion process with the Province to convert the Seagirt Improvement District (SID) to a Capital Regional District (CRD) service which, when concluded, would result in incorporating the SID water infrastructure into the Juan de Fuca Water Distribution Service; and establishing a new service for the purpose of CRD financing of the infrastructure improvements required as a condition of conversion, and dissolving the SID; and
- 2. Apply for any available conversion or infrastructure grants on SID's behalf.

#### Alternative 2

That the Juan de Fuca Water Distribution Commission recommends that the Capital Regional District Board:

Receive the report, Proposed Seagirt Improvement District (SID) Conversion, for information and direct staff not to commence a service conversion process with the Province and advise SID accordingly.

#### **IMPLICATIONS**

#### Financial Implications

Alternative 1 would start the conversion of the SID to a CRD service at an estimated cost to SID of \$1,900,000 for initial capital improvements. A conversion/loan authorization process to establish a service area and enable infrastructure financing, and to transfer the existing SID infrastructure into the Juan de Fuca system, would need to take place. Upon completion, a new service area would be established for the sole purpose of financing the construction and requisitioning the ratepayers to service the debt. The former SID ratepayers would pay the full cost of administering the service until the debt was retired, then the CRD service would be dissolved.

JDFWDS would take over the new assets once the upgrades are completed. The infrastructure would be operated as part of the JDFWDS and the former SID customers would receive a JDFWDS bill for water consumed. There may be senior government grants that the CRD could apply for on the SID's behalf to lessen the cost burden. The conversion would have no material impact on the JDFWDS hydraulic capacity or overall regional water demand, as the SID currently receives water service as a customer of the JDFWDS.

### 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. Since the Seagirt Improvement District is currently a customer of the JDFWDS and is within the JDFWDS service area, there are no RGS implications as there will be no extension beyond the existing JDFWDS service area with the proposed conversion.

Alternative 2 would have no implications and the SID would continue to receive water from the existing connection and supply line at East Sooke Road.

#### **CONCLUSION**

The Seagirt Improvement District (SID) is located in the East Sooke Region of the Juan de Fuca Electoral Area that has requested the CRD/Juan de Fuca Water Distribution Service take over its water system. The estimated cost to the SID to be taken over is estimated at \$1,900,000 and requires a loan conversion/loan authorization process for service area establishment and financing.

#### **RECOMMENDATIONS**

That the Juan de Fuca Water Distribution Commission recommends that the Capital Regional District Board direct staff to:

- 1. Commence a service conversion process with the Province to convert the Seagirt Improvement District (SID) to a Capital Regional District (CRD) service which, when concluded, would result in incorporating the SID water infrastructure into the Juan de Fuca Water Distribution Service; and establishing a new service for the purpose of CRD financing of the infrastructure improvements required as a condition of conversion, and dissolving the SID: and
- 2. Apply for any available conversion or infrastructure grants on SID's behalf.

Submitted by:	Joseph Marr, P.Eng., Manager, Water Distribution Engineering and Planning
Concurrence:	lan Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Ted Robbins, B.Sc., CTech., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

# **ATTACHMENTS**

Appendix A: Letter and Attachments from Seagirt Improvement District

Appendix B: Resolution from Seagirt Improvement District

Appendix C: Engineering Takeover Study – Colquitz Engineering

Appendix D: Figure 1 – Required Infrastructure Upgrades

### Joseph Marr

**Subject:** FW: Conversion of the Seagirt Waterworks District

Attachments: 2008 - 2009 Breakage Map.pdf; Colquitz Engineering Report (21-01-22) Rep-SID-

Rev1.pdf; Info Letter to Owners (Approved 21-03-03).pdf; Cover letter for voting

(Sample).pdf; Voting Survey Letter (Sample).pdf

**From:** <u>Trustees@seagirtwaterworks.ca</u> [mailto:Trustees@seagirtwaterworks.ca]

Sent: Friday, April 23, 2021 2:16 PM

To: 'Gareth Mogg' <gareth.mogg@gov.bc.ca>; directorjdf <directorjdf@crd.bc.ca>; Ted Robbins <trobbins@crd.bc.ca>

**Cc:** SWD Trustees < <a href="mailto:trustees@seagirtwaterworks.ca">trustees@seagirtwaterworks.ca</a> **Subject:** Conversion of the Seagirt Waterworks District

To: Ministry of Municipal Affairs: Gareth Mogg (gareth.mogg@gov.bc.ca)

To: Capital Regional District: Mike Hicks (directoridf@crd.bc.ca)

Ted Robbins (trobbins@crd.bc.ca)

Re: Seagirt Waterworks District (SWD)

The purpose of this letter is to inform you of the steps taken by SWD Trustees to convert the improvement district to the Capital Regional District (CRD). Currently the SWD provides water to 84 lots with 153 registered owners. The water is supplied by the CRD and enters the SWD waterline from a CRD waterline on East Sooke Road. The SWD waterline is 60 year-old asbestos-concrete with an estimated life expectancy of 50 years. We have attached a map identifying repairs documented from 2008 to 2009, and there have been many other line failures since.

The initial step undertaken by the current SWD Trustees was to obtain an engineering study for what is required, including an estimate of the costs, to replace the waterline. Colquitz Engineering provided its report with funding secured by Mike Hicks, Regional Director for Juan de Fuca — Capital Regional District, a copy of which is attached.

Following receipt of the Colquitz Report, the SWD Trustees resolved to send an information letter to the SWD property owners. A copy of the information letter is attached. The information letter was sent by Canada Post on March 4, 2021 and was sent by email to the property owners on March 6, 2021.

The property owners were informed of the options open to them, including the replacement of the waterline as outlined in the Colquitz Report, and were invited to address any questions or concerns to the Trustees by email. A virtual information meeting using ZOOM was scheduled for Saturday, March 20, 2021. Two of the Trustees visited every property within the SWD for which we did not have an email address, to offer information and assistance for joining the virtual meeting ahead of time. On the day of the meeting, there were approximately 50 property owners who participated.

#### APPENDIX A

On March 30, 2021, a Voting Letter was mailed by Canada Post to all property owners, asking them to choose which option (as set out in the information letter) they would prefer. The property owners were asked to return their votes to the Trustees using a pre-addressed, prepaid, envelope enclosed with the Voting Letter, by April 15, 2021.

On April 16, 2021, the Trustees and one additional property owner counted the votes that had been received. The results of the count is as follows:

Option 1: 3 votes representing 2 properties

Option 2: 2 votes representing 1 property

Option 3: no votes

Option 4: 111 votes representing 63 properties

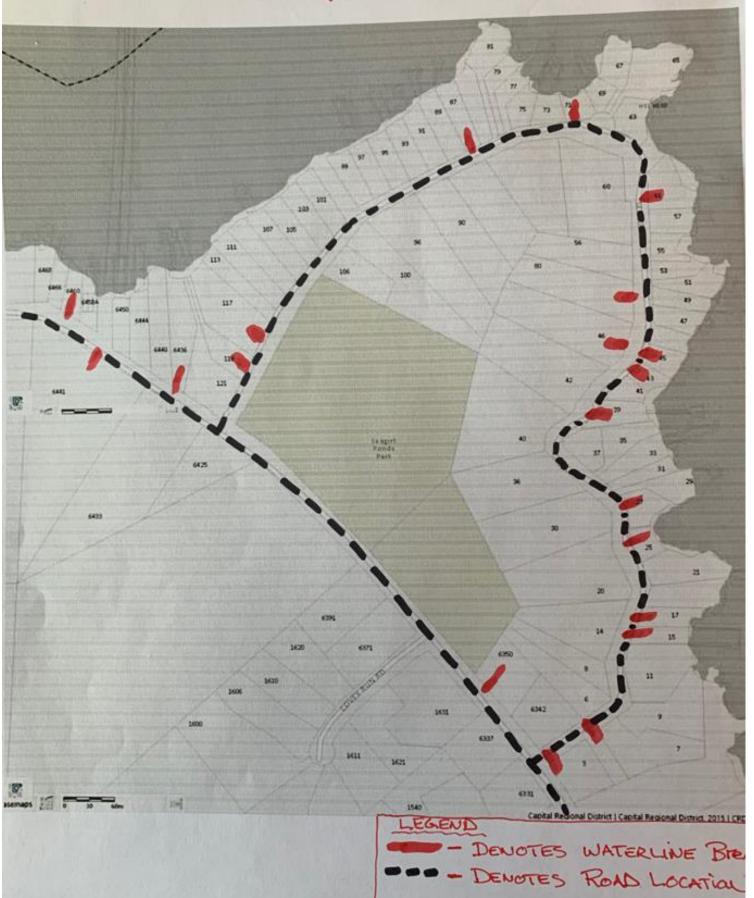
A majority of property owners favour Option 4, which is to have the SWD convert to the CRD and have the CRD undertake construction of the new waterline as proposed in the Colquitz Report, with the understanding that the cost will be borne by the property owners financed by MFA. The cost of the new waterline will be paid by the property owners through their property taxes.

The Trustees wish to proceed with conversion to the CRD, and the construction of the replacement waterline. The Trustees have complied with the guidelines laid out by the Ministry of Municipal Affairs and now look to you for the next steps.

Yours truly,

The Trustees,
Seagirt Waterworks District

REFER TO Attached: Appendix SWID WATER BREAKS (2008 - 2009)



Seagirt Waterworks District c/o 9 Seagirt Road Sooke, B.C. V9Z 1A3

«Owner\_\_First\_Name» «Owner\_Last\_Name»
«Owner\_Address\_1»
«Owner City», «Owner Prov» «Owner Postal Code»

Re: «ExtendedLegal»

Further to our letter of March 4, 2021, enclosed is the Voting Letter by which each person registered on title to the above-noted property is entitled to vote for one of the four options set forth in the Information Letter to Owners that was approved by the Trustees on March 3<sup>rd</sup>, 2021.

Copies of the Information Letter, as well as the Colquitz Report, the Overview of the Conversion of an Improvement District to a Regional District Service document, and the FAQ can be found on the Seagirt Waterworks website at <a href="https://www.seagirtwaterworks.ca">www.seagirtwaterworks.ca</a>.

Please complete Voting Letter by filling in the information required and return it in the enclosed stamped self-addressed envelope on or before April 15, 2021.

If you have any additional questions, please address them to <a href="mailto:Trustees@seagirtwaterworks.ca">Trustees@seagirtwaterworks.ca</a> and we will respond as quickly as we are able.

Thank you for your participation in determining the future of our water system.

Best regards,

Tim Henderson, for The Trustees, Seagirt Waterworks District

/encl.

APPENDIX A

# Information Letter on Waterline Replacement Options Regarding the Seagirt Waterworks District Waterline

#### A little History to start :

The Seagirt Water District (SID) was established by Order in Council in 1961. The waterline constructed at that time was a 4 inch concrete and asbestos pipe with an expected lifespan of 50 years.

Over the last 60 years the water system has been managed by volunteer elected Trustees who have overseen the system for the benefit of the water users. During that time the waterline has experienced failures in different locations which have been repaired at the expense of the ratepayers. Contractors repairing the waterline have described it as fragile and in need of replacement.

The Elected Trustees have considered the matter and concluded that ratepayers have four options:

#### Option 1: Do nothing

This option represents established practice where repairs are made when there is a failure. The very real risk here is that, because the line is past its end of life, it could fail at any time and require replacement at considerable cost and inconvenience to ratepayers.

There would be no ability for any planning such as developing a pathway to engage the CRD to assume ongoing management of the waterline.

Furthermore the existing 4-inch line is below current standards and does not have the capacity to meet single family residential fire flow demands.

#### Option 2: Replace the old AC with PVC

This option would have SID hire a contractor to locate the old AC pipe, remove and replace it with PVC that would connect with the PVC that has been installed over the past 30 years. The contractor who was involved in repairing the broken AC line has advised that:

- i) difficult to locate the PVC now in the ground,
- ii) The integrity of the PVC now in the ground is likely compromised,
- iii) The PVC now in the ground ie that replaced the broken AC pipe is 4 inches not 6 inches and does not meet current standards,
- iv) It would be an expensive patch work fix with no certainty of ongoing integrity,
- v) over the last few years there has been new construction along Seagirt Road with heavy equipment going back and forth which has likely damaged the old waterline.

The Trustees have concluded this is not a workable solution and would only delay the inevitable - the need for a new waterline.

#### Option 3: The SID undertake the work to replace the waterline

The cost of replacement is approximately \$2,000,000 and is detailed in a report prepared by Colquitz Engineering dated January 22, 2021, a copy of which can be found on the Seagirt Waterworks website (<a href="https://www.seagirtwaterworks.ca">www.seagirtwaterworks.ca</a>).

To undertake replacement of the waterline the SID would be responsible for:

- Retaining the services of a civil engineering consultant to prepare detailed design and tender documents;
- Overseeing the tender and selection process;
- Overseeing the contractor and construction;
- Obtaining Island Health and CRD approvals;
- Financial administration and oversight.

These costs amount to more than \$200,000 and will require time and experience that are likely beyond the capacity of volunteers on behalf of the Improvement District. Once the requisite approvals are obtained the job would be put out for tender. The cost of replacing the waterline would be covered from loans arranged by the SID through a bank or credit union which would be repaid by the ratepayers through taxes.

An example of the potential cost for replacement:

\$2,000,000 at 3.03% amortized over 25 years (300 monthly payments) would be \$9,515.46 per month or \$111.95 per lot.

Please note that under this option, no grant monies are shown because Improvement Districts are not eligible for grants - only the CRD can apply for grants. Furthermore, financing through the Municipal Financing Authority (MFA) at the lowest borrowing rate possible, is not available to an Improvement District.

Under this option the ongoing administration of the SID would continue - holding annual general meetings, electing volunteer trustees, bylaw enforcement, tax collection, meter reading, infrastructure maintenance, billing and collection on behalf of the water users. To work effectively, this system depends on volunteers able and willing to do the work.

#### Option 4: Have CRD take over the Improvement District

This requires that ratepayers agree to the dissolution of the SID. The advantage here is that the CRD would assume responsibility for the works necessary to replace the waterline.

The waterline replacement would conform to the Colquitz Engineering Report. As the report shows, the new waterline would meet current standards, with a 6 inch diameter pipe, fire hydrants, new meters and meter boxes etc.

**APPENDIX A** 

Costs will still be carried by ratepayers in the SID, however, the CRD would be eligible to apply for MFA financing which is at a cost considerably less than borrowings from a bank or credit union. Moreover by agreeing to dissolve the SID and have CRD take over and install the new waterline financed by MFA the borrowing costs of each ratepayer will be added to the property tax bill of each property. If the property is the ratepayer's principle residence and the ratepayer is 55 years old or older the property taxes, including the costs of borrowing, can be deferred under the Property Tax Deferral Program

It is important to note that, while the CRD is eligible to apply for grant monies, they have advised that they would not likely be successful in obtaining grants to replace an old waterline. That said it is safe to say that there would be no reason for the CRD not to apply for a grant if available.

Two of the three Trustees recommend Option 4.

#### Conclusion:

Once the Trustees have had an opportunity to meet with CRD Staff, we will be asking each ratepayer which option is preferred. In the meantime if you have any questions please contact the Trustees at <a href="mailto:Trustees@seagirtwaterworks.ca">Trustees@seagirtwaterworks.ca</a>. We will likely hold a virtual information meeting for ratepayers on Saturday, March 20 at 2:00 in the afternoon on ZOOM. Registration will be required ahead of time. If you would like to participate, please send an email to <a href="mailto:Trustees@seagirtwaterworks.ca">Trustees@seagirtwaterworks.ca</a>. If you need assistance to set up or use ZOOM, please contact Tim Henderson at 778-679-9987.

Following the meeting, we will send a letter to each ratepayer with a return envelope asking which option they prefer.

Approved by the Trustees, Seagirt Waterworks District March 3, 2021

To the Trustees, Seagirt Waterworks District c/o Tim Henderson, Trustee 9 Seagirt Road Sooke B.C. V9Z 1A2

The undersigned, being the registered owner(s) on title to the property in the Seagirt Waterworks District having a civic address of

nn Seagirt Road

and/or legal description of

Lot nn, Plan VIPnnnnn, Section 97, Sooke Land District

have received and read the Information Letter to Owners dated March 4, 2021, and hereby vote for our preferred option:

Full name	Signature	Option Write in your preferred option
Full name	Signature	Option Write in your preferred option
Full name	Signature	Option Write in your preferred option
Full name	Signature	Option Write in your preferred option

Following is a reminder of the 4 Options fully described in the "Information Letter on Waterline Replacement" of March 4, 2021:

Option 1. Do nothing

Option 2. Dig up and replace asbestos pipe with 4" PVC pipe and connect it to existing PVC already in the ground.

Option 3. Seagirt Waterworks undertake replacing the waterline with 6" PVC pipe in accordance with the Colquitz Report , to be financed by a bank loan to SWD at commercial rates. Option 4. CRD replaces waterline in accordance with the Colquitz Report, Seagirt Waterworks dissolves, assets and management of SWD converts to CRD, Financed through the Municipal Finance Authority.

Sianed this	dav of	. 2021

Please return your completed Voting Survey using the stamped self-addressed envelope provided before April 15, 2021.



#### Seagirt Waterworks District Resolution of Trustees

WHEREAS the ratepayers of SEAGIRT WATERWORKS DISTRICT (SWD) have been duly informed and have agreed to the transfer of the SWD to a CAPITAL REGIONAL DISTRICT service.

THEREFORE BE IT RESOLVED that the SEAGIRT WATERWORKS DISTRICT Trustees wish to dissolve the Improvement District and transfer the service including, but not limited to all assets and liabilities to a service of the CAPITAL REGIONAL DISTRICT (CRD), at such date that is appropriate to transfer all operations, assets and liabilities to the CRD.

Dated this 16th day of June 2021

Trustee

Tim Henderson

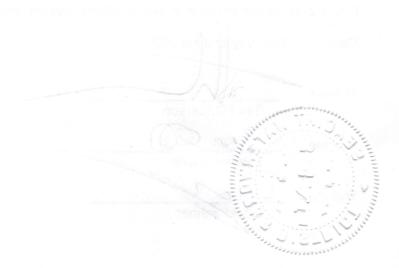
Trustee

Michael Paine

Trustee

David Johner

#### **APPENDIX B**



#### Report

# **SEAGIRT IMPROVEMENT DISTRICT Engineering / Takeover Study**

Submitted to: **Capital Regional District**479 Island Highway

Victoria, BC V9B 1H7

Submitted by:
Colquitz Engineering Ltd.
4115 Elwood Avenue
Victoria, BC V8Z 5J9

Date: January 22, 2021 Project Number: 102.012

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#### 1. INTRODUCTION

The Seagirt Improvement District (SID) was established in 1961 to provide potable drinking water to properties on, and adjacent to, Seagirt Road located in East Sooke. The water system was originally serviced by a 50 mm underwater pipeline across Sooke Basin. Subsequently the Capital Regional District (CRD) has provided water service to East Sooke including a 200 mm watermain along East Sooke Road at either end of Seagirt Road, as part of the Juan de Fuca (JDF) distribution system.

The SID water system currently is connected to the CRD system at a bulk meter connection at East Sooke Road and Cornelius Road. The SID is responsible for distribution of this water to properties in the SID, including operation, maintenance and administration for all components of the water system on public property. The SID is now considering dissolving and having the water supply system taken over by the CRD.

The primary purposes of this study are as follows:

- Review the exiting water system and determine what works are required to facilitate takeover by the CRD, and;
- Estimate the costs for the design and construction of the proposed works.

In preparation of this report, we have reviewed background information, completed a field review including discussions with SID trustees, and completed the analysis necessary for determining the required works and estimate the capital costs.

#### 2. SYSTEM DESCRIPTION

#### 2.1 General

The SID encompasses the area shown on Figure 2-1 below.

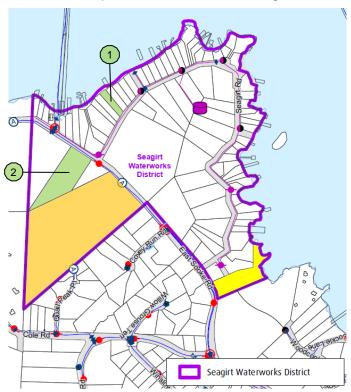


Figure 2-1: SID Water System (Source – CRD provided map)

In reviewing the drawing Seagirt Waterworks District, Community Water Supply Systems, February 1981, (see Appendix A) we note that the SID used to, but no longer includes the properties which are now off of Covey Run Road, Quail Peak Place, and Willow Grouse Terrace. Additionally, the property immediately to the west of Covey Run Road and Quail Peak Place (highlighted in orange on Figure 2-1), was removed from the SID in 2020.

It should be noted that the property highlighted in yellow on Figure 2-1 was not included in the SID. This property currently is not developed and for the purpose of this study, we have assumed that this property is excluded from the study area.

The SID trustees provided us with a list of the 83 properties that are currently billed for water. A count of the properties within the SID boundary is 85. The difference is the following two properties (highlighted in green on Figure 2-1), which we understand are not currently serviced:

- 1. The property between 107 Seagirt Road and 111 Seagirt Road.
- 2. 6433 East Sooke Road.

For the purpose of this study, we have assumed all 85 lots will be serviced.

The primary components of the existing SID water system components are as follows:

- Connection (including meter) to the CRD water system at East Sooke Road and Cornelius Road.
- A 100 mm asbestos cement (AC) distribution main. The trustees indicated that there are sections of this main which have been replaced with PVC pipe as repairs have been made over the years.
- Water services to each property, likely 13 mm copper, completed with concrete meter box and meter (not "touch read" meters).
- Isolation valves and stand-pipes.

It should be noted that the SID trustees indicated that the reservoir which was part of the original water system, no longer exists.

#### 2.2 Existing System Evaluation

In evaluating the suitability of the existing system components to be taken over by the CRD, conformity with the CRD's standards and capacity have been considered.

The existing watermain is AC which is a substandard material type. The CRD is actively replacing AC mains within the JDF distribution system as these mains are nearing the end of their service life, and are subject to breaks and leakage as they age. The existing main is 100 mm in diameter, and does not have adequate capacity for single-family residential fire flow demands.

The existing services are likely 13 mm copper. The modern standard is for services to be a minimum of 19 mm in diameter. The existing meters do not have the CRD standard "touch read". The existing concrete meter boxes do not match the current standard which calls for a polymer meter box and lid.

The existing stand-pipes do not meet the current standards for fire hydrants.

Based on our evaluation of the existing system, to allow the SID to be taken over and incorporated into the CRD's JDF distribution system, the entire water system on public property should be replaced. The details for this replacement are described below.

#### 3. PROPOSED WORK

The recommend scope of work that will allow for the SID water system to be taken over by the CRD, is outlined below. The proposed work has been developed taking into consideration the CRD's *Engineering Specifications and Standard Drawings*, and good engineering practice. This scope of work covers the physical works only, and does not include any of the administrative and legal costs involved in the takeover.

#### 3.1 Connections to CRD

It is proposed that there will be two connections to the CRD main on East Sooke Road, at either end of Seagirt Road. This will provide a looped water system, which is beneficial from a fire flow capacity and operations and maintenance perspective.

#### 3.2 Distribution Main

The proposed distribution main will be along the entire length of Seagirt Road, from each of the two connections at the East Sooke Road intersections. The CRD water system on East Sooke Road has a static hydraulic grade line (HGL) of El. 91 m.

The watermain size is determined based on the following pressure criteria, as per the CRD's engineering specifications:

- Minimum of 276 kPa during the peak hour demand scenario (PHD)
- Minimum of 140 kPa during the max day demand plus fire flow scenario (MDD+FF)

For the proposed Seagirt Road water system, the MDD+FF criteria governs. The water demands used in the analysis, calculated as per the CRD's engineering specifications, are as follows:

- MDD of 3.6 L/s calculated based on 73 properties off of Seagirt Road (excludes lots off of East Sooke Road), 3.2 people/property, a per capita demand of 545 L/capita/day, and a peaking factor (MDD versus average day demand) of 2.5.
- FF of 80 L/s (equal to 4800 L/min), which is appropriate for the single-family residential land-use.

To facilitate calculating the required watermain size, the CRD provided flow versus residual pressure curves for the water system near either end of Seagirt Road.

The analysis indicates that the required pipe size is 150 mm in diameter. The resulting minimum watermain pressure is estimated at 480 kPa for this MDD+FF demand scenario (therefore exceeding the minimum pressure requirement of 140 kPa). As per CRD specifications and standards, this proposed watermain will be PVC (DR18) to the AWWA C900 standard. The total length of the proposed watermain is estimated to be 1,490 m.

Soil mapping in the area (*Soils of Southern Vancouver Island, MoE Technical Report 17*) indicates that bedrock is often found at or near the surface. This is consistent with observations during our field review. For this reason, consideration has been given to installing the proposed main in the same trench as the existing main, and therefore minimizing the rock blasting required. This option has been ruled out for the following reasons:

• The limited isolation valves and access points on the existing, and therefore difficulty in providing temporary water services to properties during construction.

- The cost to handle and dispose of the existing AC watermain (as opposed to abandoning it in place).
- The existing watermain alignment appears to be well off the road in places, and constructing the proposed watermain will result in conflicts with trees and other surface features.

For these reasons, the proposed watermain alignment will likely (to be confirmed during detailed design) along the west side of Seagirt Road, the opposite side from the existing watermain.

The connections to the existing 200 mm watermain on East Sooke Road will be tee connections, with isolation valves on each leg.

The existing 100 mm watermain will be abandoned after construction. This includes the existing SID watermain on East Sooke Road from Cornelius Road to Seagirt Road. The existing meter at Cornelius Road will also be abandoned.

#### 3.3 Services

The properties within the SID which have frontages on East Sooke Road will have new services directly off of the existing CRD 200 mm watermain on East Sooke Road. The remaining services will be from the proposed watermain on Seagirt Road.

The proposed water services will be 19 mm in diameter as per CRD standards. Once the newly constructed water system is connected to the CRD's system, new water meter boxes and meters will be installed and the connections to the existing water services at the property line will be made.

#### 3.4 Other System Components

#### **Hydrants**

Hydrant(s) are required and are to be provided in accordance with the CRD's specifications. The maximum allowable hydrant spacing in single-family residential areas is 150 m. For the 1,490 m long proposed watermain, we estimate that 12 hydrants will be required. These hydrants can also be used to flush the watermain. Additional flush-outs are not anticipated.

#### Air Valves

Air valves are typically required at significant high-points in a water system. We anticipated that air valves will be required at the East Sooke Road and Seagirt Road east intersection, and adjacent to 40 Seagirt Road.

#### **Isolation Valves**

Isolation valves will be required at the tee connections to the watermain on East Sooke Road (three vales per connection). Additional isolation valves will be located at some of the hydrant tees along the watermain route for unidirectional flushing and for isolation of sections of main in the event a repair is required. We anticipate that there will be six lines valves on the Seagirt Road watermain, providing isolation valves at every other hydrant.

#### 3.5 Summary

In summary, the proposed scope of work required that will allow for the CRD to takeover the SID water system is as follows:

- 1. Approximately 1,490 m of 150 mm diameter distribution watermain along Seagirt Road connecting to the CRD watermain on East Sooke Road (two connections);
- 2. 85 water 19 mm water services complete with meter and meter boxes. 73 of these services will be off of the proposed watermain, and 12 off of the existing watermain on East Sooke Road.
- 3. Twelve fire hydrants.
- 4. Two air valves.
- 5. Six isolation line valves on the proposed Seagirt Road watermain and three live valves on each of the connections to the East Sooke Road watermain.

#### 3.6 Procedure

The following outlines the potential process for completion of the work following an agreement from the CRD to proceed with the dissolution of the SID:

- SID retains the services of a civil engineering consultant to prepare the detailed design and tender documents, obtain Island Health and CRD approvals, and provide construction inspection and contract administration services.
- 2. Following completion of the detailed design and approval of the design from CRD and Island Health, tender the works for construction.
- 3. Tender the design and select a contractor to construct the waterworks.
- 4. The selected contractor constructs the 150 mm Seagirt Road watermain, 73 water services off of the Seagirt Road watermain, fire hydrants, air valve and isolation valves.
- 5. Pressure testing and bacteriological testing of the new 150 mm watermain.
- 6. The CRD makes the connections from the 150 mm Seagirt Road watermain to the existing watermain on East Sooke Road, and install the 12 services off of the existing East Sooke Road watermain.
- 7. The contractor installs service meter boxes and meters, and makes the final connections to the existing services at the property line.

#### 4. COST ESTIMATE

A capital cost estimate for the works as described above is included in Appendix B.

This cost estimate is defined as a "Class C" estimate as described in the *Budget Guidelines for Consulting Engineering Services*, 2009, Consulting Engineers of British Columbia and the Association of Professional Engineers and Geoscientists of BC.

Some notes regarding the cost estimate are as follows:

- The cost estimate is the capital cost for the design and construction of the water works as described above. This estimate does not include any CRD or SID administrative costs.
- An allowance for the archaeology is not included. We contact the Archaeology Branch and they advised, "The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at the time of this information request.".
- It is assumed that 10% of all trench excavation is in bedrock.
- It is assumed that 75% of the trench Seagirt Road watermain is in asphalt.

#### 5. REPORT SUBMISSION

We trust that this report provides meets your requirements at this time. If clarification or further information is required, please contact the undersigned.

Prepared by:

#### **COLQUITZ ENGINEERING LTD.**



Jeff Howard, P.Eng. Water Resources Engineer

#### **Statement of Limitations**

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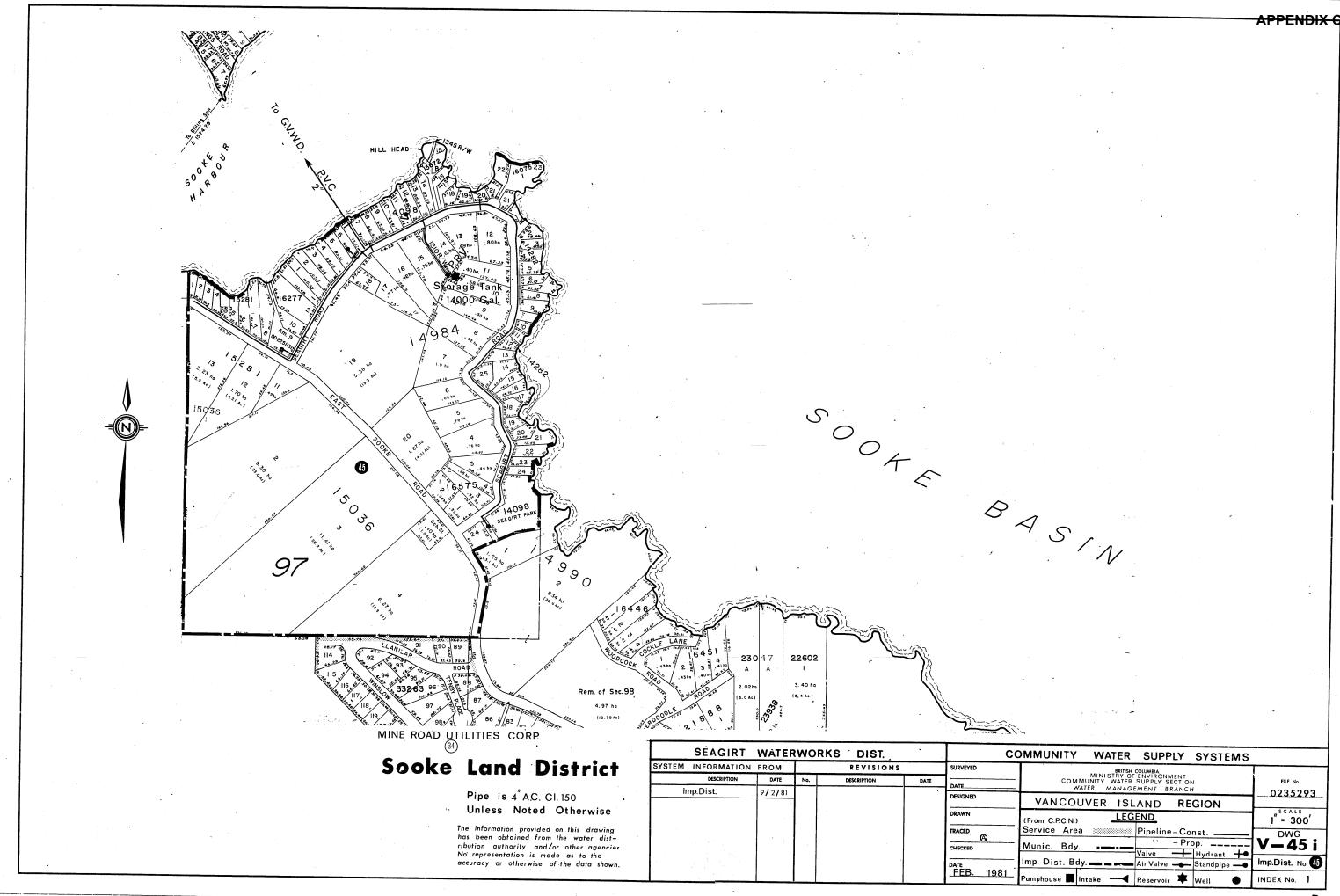
#### **Revision History**

Revision #	Date	Status	Revisions	Author
0	January 8, 2021	DRAFT	Submitted for CRD review and comments	J. Howard
1	January 22, 2021	FINAL	Submitted for acceptance	J. Howard



Appendix A

### **SEAGIRT WATERWORKS DISTRICT DRAWING**



BCIL - 6222 D - W I.B.



Appendix B

## **COST ESTIMATE**



#### **CAPITAL REGIONAL DISTRICT**

102.012

#### Class 'C' Opinion of Probable Construction Costs

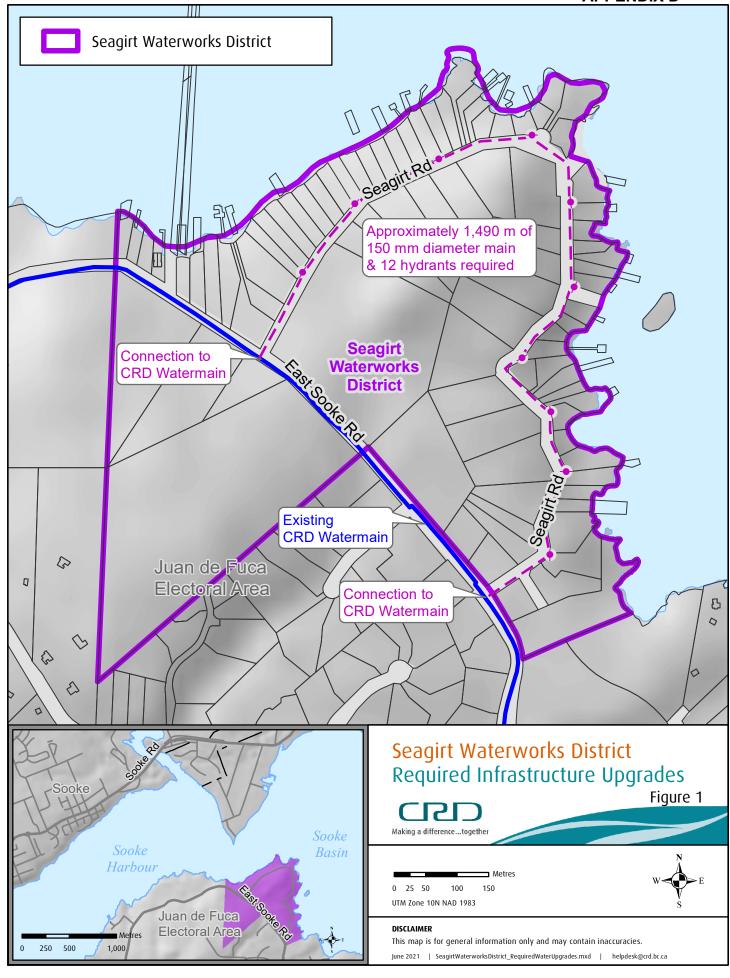
Works as outlined on the report: SEAGIRT IMPROVEMENT DISTRICT Engineering / Takeover Study, January 22, 2021

ltem	Description	Unit	Estimated		TOTAL	Comment
	·		Quantity	Unit Rate	PRICE	
					\$	
	1 Engineering					
1.0	1 Topographic survey	L.S.	1	\$15,000	\$15,000	
1.0	2 Engineering Design	L.S.	1	\$60,000	\$60,000	10 plan/profile drawings, 2 plan drawings for service on East Sooke Road, PRV chamber.
1.0	3 Tender Documents and Tendering	L.S.	1	\$5,000	\$5,000	
1.0	4 Layout of the works	L.S.	1	\$15,000	\$15,000	
1.0	Contract administration and inspection	L.S.	1	\$100,000	\$100,000	Assume half-time inspection (20 hours per week), and 26 week construction duration.
	Subtotal				\$195,000	
	2 Waterworks - Contractor					
2.0	1 Administration	L.S.	1	1%	\$13,110	
2.0	2 Mobilization/demobilization	L.S.	1	2%	\$26,220	
2.0	3 Traffic Control	L.S.	1	\$20,000	\$20,000	
2.0	4 Arborist Services	L.S.	1	\$5,000	\$5,000	
2.0	5 150 mm PVC DR18 Watermain	m	1490	\$450	\$670,500	
2.0	6 19 mm Short Side Service	each	36	\$2,000	\$72,000	
2.0	7 19 mm Long Side Service	each	37	\$4,000	\$148,000	
2.0	8 Hydrant	each	12	\$7,500	\$90,000	
2.0	9 Air Valves	each	2	\$3,000	\$6,000	
2.1	Water System Flushing/Testing	L.S.	1	\$5,000	\$5,000	
2.1	1 50 mm Asphalt Pavement	m2	1600	\$50	\$80,000	
2.1	2 Boulevard Restoration	L.S.	1	\$25,000	\$25,000	
2.1	Rock Removal	m3	250	\$300	\$75,000	
2.1	4 Remove Existing Flushout	L.S.	1	\$2,500	\$2,500	
2.1	Remove Existing Valves	L.S.	1	\$2,500	\$2,500	
2.1	Meter, Meter Box, Connect to Existing	each	73	\$1,500	\$109,500	
	Subtotal				\$1,240,830	
	Waterworks - CRD					
3.0	1 19 mm Service off existing	each	12	\$5,200	\$62,400	
3.0	2 Connect to existing main (200x150 tee, 3 gate valves)	each	2	\$10,000	\$20,000	
	Subtotal				\$82,400	
	SUBTOTAL ITEMS 1 TO 3 \$1,518,230					
	Contingency			25%	\$379,558	
	TOTAL AMOUNT (excl. GST)				\$1,897,800	

This opinion of probable cost has been based on items shown on the current drawings set and reflects an estimate of the expected low tender price for use in evaluation of tenders. As such, a suitable contingency should be added for use for other purposes. The unit prices, production rates and crew rates reflect Colquitz Engineering's recent experience with similar work, and therefore represent the best prediction of actual costs as of the date prepared. Actual tendered costs will depend on such things as market conditions generally, competitiveness of the tendering process, the time of year, contractors' work loads, any perceived risk exposure associated with the work, and unknown conditions.

#### COLQUITZ ENGINEERING LTD.

**APPENDIX D** 





# REPORT TO REGIONAL PARKS COMMITTEE MEETING OF WEDNESDAY, JUNE 23, 2021

#### **SUBJECT** Regional Parks – Service Level Review

#### <u>ISSUE</u>

This report provides financing options to support the regional parks and trails current service level requirements.

#### **BACKGROUND**

The Regional Parks Division protects and manages more than 13,000 hectares of natural areas on southern Vancouver Island and the Southern Gulf Islands. Thirty-one regional parks help protect the region's biodiversity, three regional trails provide linear greenways and 3,700 assets are found throughout the system. The regional parks and trails network is part of a spectrum of parks and protected areas located throughout the region, providing recreation opportunities for people of all ages and abilities, connecting people with natural areas and communities, and conserving biodiversity. Regional Parks continues to face challenges in achieving service levels, as well as in addressing service gaps.

At its March 27, 2019 meeting, the Parks & Environment Committee directed staff to identify options during the 2020 budget process for service level adjustments to sustain Capital Regional District (CRD) Regional Parks service delivery. At the October 23, 2019 meeting, staff presented sustainable service delivery report cards that identified that financial and human resources were no longer sufficient to meet current asset renewal demands. That meeting resulted in two motions related to sustainable service delivery: 1) that an additional \$925,000 be requisitioned each year for capital reserves to fund the refurbishment and replacement of existing assets; and 2) that staff report back in 2020 on strategies to ensure that sufficient funding is in place in future years to sustain the Regional Parks service.

At its November 13, 2019 meeting, the Board approved an extension to the Land Acquisition Fund (LAF) for 10 years. At its October 28, 2020 meeting, the Board approved a \$1 increase per average residential household every year from 2021 until 2025. The Board did not support utilizing the LAF to resource increased costs associated with the additional land acquisitions.

At the November 25, 2020 Regional Parks Committee meeting, a Regional Parks Revenue Generation Strategy 2021-2024 was presented. At this time, the Regional Parks Committee referred the matter back to staff to report back to the committee with a set of revisions. At the February 24, 2021 committee meeting, staff presented alternatives for implementing the revenue strategy. The Regional Parks Committee directed staff to report back during the Regional Parks Strategic Planning process on additional options for parking revenues in Regional Parks.

Staff have undertaken various initiatives to make the regional parks and trails system more efficient and cost effective, such as an organizational review of its current structure, streamlining business processes, restructuring operational areas and optimizing assets. In 2021, in line with a development of corporate-wide financing guidelines, reserve levels were reviewed to further optimize planned use and source of funds. Most recently, following a request from the Chief

Administrative Officer, CRD Regional Parks has undertaken a comprehensive service level exercise. This exercise will help identify CRD Regional Parks' ongoing needs to meet core service levels now and into the future. Gaps identified in financial and human resources will be used to justify a 2022 budget adjustment for CRD Regional Parks. However, as part of the preparation of the 2022 Initiative Buiness Case, the assessment of core service level needs relative to existing resources has identified a significant gap such that staff have also evalutated alternative funding models, including using a combination reserve contributions and debt financing to manage the funding requirements for long-term investments in land and major capital projects.

#### **ALTERNATIVES**

#### Alternative 1

The Regional Parks Committee recommends to the Capital Regional District Board:

That staff be directed to report back to the Committee as part of the service planning process with a recommended financing option for future investments in land and major capital works that incorporates finance guidelines currently under development.

#### Alternative 2

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

#### **IMPLICATIONS**

#### Financial Implications

The service level review has identified gaps in services, as well as differences between the available staff hours and an estimate of hours required to maintain service levels, as defined and in place. The gaps and differences are significant and are driven by changing social, economic and environmental events that staff believe are likely to accelerate. The difference translates to additional resource requirements to be considered in the upcoming service planning and financial planning processes.

In response to the review, and based on estimates, alternative financing strategies for the service are currently under development.

A number of options are available, including use of reserves and use of debt. Staff have recently reviewed reserves and optimal use of debt at a corporate level, across services, driven by Board priorities and the Corporate Plan. Based on these findings, a new financing guideline is being developed and the Parks service was identified for further review in planning for 2022.

Preliminary findings suggest that the optimal financing strategy for the Parks Service would introduce a greater share of funding from debt on both land and capital expenditures. The financing guideline establishes a methodology to assess optimal use of funds, while also ensuring healthy corporate health financial indicators remain strong.

A staff report on the corporate review work and financing guideline will be presented to the Finance Committee at its upcoming July meeting.

Utilization of borrowing can magnify capital investment and reduce the burden on revenue requirements while still supporting service level delivery today. All of the regional economic indicators point to the rate of land appreciation outpacing the cost of borrowing.

Funding options are under development and staff recommend that the option to introduce a greater share of debt be included for future investments in land and major capital projects approved for Regional Parks.

If approved, the funding strategy and model would utilize existing tax requisition capacity to fund a significant increase in operational capacity and implement incremental long-term borrowing for investments in land and capital, according to financing guidelines that optimize the use of debt, where appropriate.

#### Social Implications

From 2010 to 2020, visits to regional parks and trails have increased by more than 60% from 5.2 million in 2010 to 8.6 million in 2020. 2020 has been typified by the efforts required to manage against the spread of COVID-19. The public appreciated the value that regional parks and trails played in managing personal health during these trying times. As a result of increased pressures on the system, the vast majority of regional parks and trails resources are being directed to high-profile areas with high visitation to address regional parks safety and satisfaction.

#### Environmental & Climate Implications

Regional parks and trails are an integral part of the CRD's green infrastructure that help mitigate impacts of climate change while themselves being greatly impacted by climate change. The regional parks system is vulnerable to the stresses and shocks associated with increased frequency and intensity from extreme weather events caused by climate change. This is evidenced by the amount of clean-up work that needs to be done by staff after wind events and excessive rain. It takes months of staff time to deal with weather event clean-up, which takes them away from core duties.

#### Regional Growth Strategy Implications

The Regional Growth Strategy indicates an intent to protect, enhance and expand natural areas and to provide recreation areas. With increasing population and changing population demographics, there will be ongoing increased demands on the regional park system.

#### Alignment with Existing Plans & Strategies

The current Board Strategic Plan priority initiative under Climate Action and Environmental Stewardship is to "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." Actions and key deliverables to date include: renewing the Land Acquisition Fund for an additional 10 years; development of an asset management plan; \$925,000 increase in the operating budget to address deficiencies and asset replacement; additional staffing; restructuring areas; and optimizing assets – to make the regional parks and trails system more efficient and cost effective.

#### Service Delivery Implications

To address increasing pressures on the regional parks and trails, additional resources are required to meet existing service levels, as well as fill gaps in existing services.

#### CONCLUSION

In 2021, in line with a development of corporate-wide financing guidelines, reserve levels were reviewed to further optimize planned use and source of funds. Most recently, CRD Regional Parks has undertaken a comprehensive service level review exercise. This exercise will help identify CRD Regional Parks' ongoing needs to meet core service levels now and into the future. Gaps identified in financial and human resources will be used to justify a proposed 2022 budget adjustment for CRD Regional Parks that could be more effectively managed by borrowing for investments in land and capital.

#### **RECOMMENDATION**

The Regional Parks Committee recommends to the Capital Regional District Board:

That staff be directed to report back to the Committee as part of the service planning process with a recommended financing option for future investments in land and major capital works that incorporates finance guidelines currently under development.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



# REPORT TO TRANSPORTATION COMMITTEE MEETING OF WEDNESDAY, JUNE 16, 2021

#### **SUBJECT** CRD Electric Vehicle Infrastructure Roadmap

#### **ISSUE SUMMARY**

To provide the results of the Capital Regional District (CRD) Electric Vehicle Infrastructure Roadmap project (Roadmap).

#### **BACKGROUND**

Working with Dunsky Energy Consulting, staff recently completed the CRD Electric Vehicle (EV) Infrastructure Roadmap (Appendix A). The purpose of this initiative was to understand future charging station needs and identify the opportunities for regional collaboration. The Roadmap considered municipal EV adoption targets and utilized modelling to identify a regional target of 25% of light duty vehicles to be EVs by 2030. The project team held two workshops and one-on-one interviews with local and provincial governments, BC Hydro, EV Tech companies, potential site hosts, EV infrastructure builders, and large fleet owner representatives.

The Roadmap estimates that, on the region's current adoption trajectory, EVs are expected to reach 11% of total vehicles by 2030, well below capital region and municipal targets. To meet regional targets, charging infrastructure needs to be in place to promote and attract EV vehicle uptake.

The Roadmap focuses on EV charging infrastructure for battery-electric and plug-in hybrid electric light-duty passenger vehicles, including those for businesses and commercial fleets within the capital region. Light-duty passenger vehicles make up more than 90% of vehicles in the capital region and transitioning these vehicles to electric is a key strategy in local and senior government climate plans and related policies. Funded in part from a BC Hydro Sustainable Communities grant, the Roadmap will be used as an input for the CRD Climate Action Strategy update. Results will also be shared with local governments and other regional stakeholders.

The Roadmap identifies that approximately \$31 million of investment is needed for public EV infrastructure to enable the region to achieve 25% of EV ownership relative to the total vehicle fleet by 2030. The 25% target reflects the EV adoption goals set by the region's local governments to date, and a moderate level of EV ownership in the region. While it is expected that most future EV drivers will plug in predominantly at home, many other drivers will only have access to public charging. Many fleet vehicles, such as taxis and car-share services, are also expected to rely on the public network. The following table outlines the number of EV public charging ports and their cost to support the region to an EV target of 25% of the light duty fleet by 2030.

Table 1: Forecast number of charging ports and investment needed by port type

	<u>, , , , , , , , , , , , , , , , , , , </u>
Level 2	Direct Current Fast Charging
770 new ports by 2030	132 new ports by 2030
\$7.7M total investment	\$23.1M total investment

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Most of the investment needs to go to DCFC or "Fast Chargers," which are energy and capital intensive. Few non-Tesla fast chargers exist in the region today. Fast chargers are typically "on-the-go" or top-up chargers, but can be the primary mode of charging for those without access to home charging (i.e., residents of multi-unit residential buildings (MURBs)). DCFCs are currently being installed in corridors by BC Hydro but not at commercial community hubs, like grocery stores, or designated "mobility hubs" identified in the CRD Regional Transportation Plan.

A number of public level 2 chargers currently exist in the region (i.e., malls, recreation centres and municipal halls). These are less expensive and the Roadmap envisions these to be installed in greater numbers in long-term (i.e., multi-hour) parking areas that are close to homes, community hubs and recreation sites. The Roadmap also envisions level 2 installations at workplaces to support charging for employees who do not have access to home charging.

Overall, the total number of public charging ports will need to more than quadruple by 2030, according to the Roadmap modelling. While the Roadmap does not recommend that the CRD specifically own and operate an EV network in the region, it can contribute to the EV infrastructure initiative. See Appendix B for regional stakeholder roles.

The Roadmap recommendations include investing in additional coordination support focusing on charger site selection, education and capacity building, data tracking, and the creation of policy and guideline documents (see pages 24-31 of Appendix A). While the Roadmap does not focus on private charging, the recommendations do include supporting and tracking comprehensive EV charging retrofits in MURBS.

#### **ALTERNATIVES**

Alternative 1

The Transportation Committee recommends to the Capital Regional District Board:

That this report be received for information.

Alternative 2

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

#### **IMPLICATIONS**

Environmental and Climate Implications

On-road transportation accounted for 46% of emissions in the capital region in 2018, with light-duty vehicles accounting for more than 90% of that. Transitioning the region's fleet of light-duty vehicles to EVs displaces fossil fuel use and is a key climate priority for the federal and provincial governments and the capital region's municipalities. Achieving regional and municipal targets related to mode-shifting to transit and active transportation are also climate priorities.

Intergovernmental Implications

As per Appendix B, senior levels of government play major funding and policy roles. The provincial government has created the Zero Emission Vehicle Regulation, which supports the EV supply for

ENVS-1845500539-7469 EPRO2021-014

the region, as well as the Go Electric BC program that funds publicly accessible EV infrastructure. The federal government has established a national zero emission vehicle target and the Zero Emission Vehicle Infrastructure Program, which also supports publicly accessible EV infrastructure. The Roadmap recommendations are in line with previous regional and municipal governments' responses and create a coordinated infrastructure program instead of the implementation piecemeal projects, which has been the approach to date. The recommendation to create guidelines and policies supports existing authorities of local governments, many of which have created EV-ready development provisions for public charging and residential construction.

#### Alignment with Board & Corporate Priorities

The CRD embedded the climate emergency declaration and leadership intentions to accelerate the reduction of GHG (greenhouse gas) emissions while working with local governments in the 2019-2022 CRD Board priorities.

#### Alignment with Existing Plans & Strategies

The Roadmap was created to align with the 2018 Regional Growth Strategy, which would set the region up well to achieve the goal of a 61% emission reduction by 2038. The Roadmap also aligns with the 2014 Regional Transportation Plan mobility hub concept and the multi-modal transportation planning context. The Roadmap will also align with the renewed CRD Climate Action Strategy (in development).

#### **CONCLUSION**

Transportation is a key component of regional greenhouse gas emissions. The CRD Electric Vehicle (EV) Infrastructure Roadmap identifies that approximately \$31 million of investment will be needed for public EV infrastructure to set the region up to achieve 25% of EV ownership relative to the total vehicle fleet by 2030 and support the Regional Growth Strategy target of 61% total greenhouse gas emission reduction by 2038. The Roadmap indicates that the CRD can support regional collaboration and infrastructure investment through coordination, education, tracking, and policy support.

#### **RECOMMENDATION**

The Transportation Committee recommends to the Capital Regional District Board:

That this report be received for information.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

#### **ATTACHMENTS**

Appendix A: CRD Electric Vehicle Infrastructure Roadmap – Dunsky Energy Consulting

Appendix B: Regional Electric Vehicle Infrastructure Roles

ENVS-1845500539-7469 EPRO2021-014



# Electric Vehicle Infrastructure Roadmap

Transportation electrification for a connected region

#### Prepared for:

Capital Regional District





#### Submitted to:

**Capital Regional District** 

Matt Greeno Community Energy Specialist

www.crd.bc.ca



#### Prepared by:

**Dunsky Energy Consulting** 

50 Ste-Catherine St. West, suite 420 Montreal, QC, H2X 3V4

www.dunsky.com | info@dunsky.com + 1 514 504 9030



Cover image provided by Plug-in BC



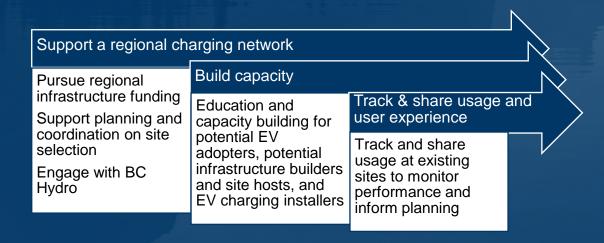
### **EXECUTIVE SUMMARY**

The capital region has experienced record-breaking EV sales over the past several years and has a range of policies and plans in place to support EV adoption. However, to achieve a regional EV goal of 25% of all vehicles, additional charging infrastructure will be required.

Although charging at home in a garage or driveway is typically the most convenient option, not all EV drivers can plug in at home. Therefore, investment in public charging, including DCFC on-the-go, and Level 2 chargers in neighbourhoods and workplaces, is critical to ensuring equitable access to charging. This Roadmap estimates that 770 new public Level 2 ports and 132 new DCFC ports will be required by 2030 to accelerate adoption and support EV user needs.



The ramp-up of EV charging represents a significant investment of time and resources by a wide variety of different actors. There are significant opportunities to collaborate and ensure a coordinated approach to infrastructure deployment. The CRD has a vital role to play in leading collaboration opportunities, expanding its role as a trusted reference, and acting as the region's EV infrastructure advocate. To achieve this goal, the CRD should pursue the following collaboration opportunities:



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## 1. Introduction

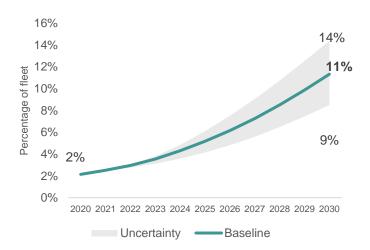
The capital region of British Columbia's transportation landscape is in transition. The urgency of climate change and the imperative to create healthy, vibrant communities have brought sustainable transportation options like biking, transit, and walking to the forefront.

For remaining trips that can only be served by passenger vehicles, switching to electric vehicles (EVs) offers a significant opportunity for emission reductions. Thanks to supportive provincial, local and regional policies and incentives, and a community committed to climate action, EVs are taking off: in 2020, the region had the highest percent of EV sales in the country. <sup>1</sup> Capital region residents support electrification, with 93% of respondents in the 2018 CRD EV + E-Bike survey indicating it was important or very important that local or regional government promote EVs to reduce community emissions.

To support the acceleration of EVs, more investment in charging infrastructure is required. While some current and future EV drivers can plug in at home, for many drivers, access to public charging may be the only option. If the capital region's EV charging infrastructure remained as it is today, EVs are expected to reach 11% of total vehicles by 2030, which is well below many local EV targets.<sup>2</sup>

Significant efforts are already underway to plan and invest in more charging infrastructure in the region by local governments, utilities and the private sector. Other key players are also involved in planning and deploying EV charging,

Figure 1: Forecast of EV Adoption Based on Current EV Infrastructure



such as utilities, building and landowners, large fleet owners, and EV tech and manufacturing companies.

Given the scale of investment required, the diversity of stakeholders involved, and the tight timelines to meet climate targets, deliberate and coordinated charging infrastructure investment is critical. Regional leadership is needed to support the acceleration of EV adoption in the region and address user needs, while supporting complementary priorities around affordability, equity and modal shift.

<sup>&</sup>lt;sup>1</sup> Statistics Canada. (2021). *Zero-emission vehicles in British Columbia, first half of 2020*. Available online: <a href="https://www150.statcan.gc.ca/n1/pub/11-627-m/11-627-m2020076-eng.htm">https://www150.statcan.gc.ca/n1/pub/11-627-m/11-627-m2020076-eng.htm</a>

### **Purpose**

The purpose of this Roadmap is to provide:

- A high-level indication of the scale of EV charging infrastructure required to accelerate the transition to EVs in the capital region,
- An overview of the types of charging opportunities needed to support current and future EV drivers, and
- A summary of collaboration opportunities between key players and actions to support a coordinated approach to charging infrastructure deployment in the region.

The focus of this Roadmap is EV charging infrastructure for battery-electric vehicles (BEV) and plug-in hybrid electric vehicles (PHEV), given that the market is more advanced compared to other internal combustion engine alternatives. In addition, this Roadmap focuses on light-duty passenger vehicles, including those for businesses and commercial fleets within the capital region.

### **Guiding Principles**

The Roadmap is guided by the following principles developed by stakeholders during this project's engagement process. Each opportunity has been developed to conform to these principles.

Must 1. Support everyone 1. Only support current based on their needs user groups 2. Clarify the policy 2. Get in the way direction 3. Ignore the multi-modal 3. Talk to BC Hydro transportation planning context 4. Find more money 4. Assume our projections 5. Understand the user will come true experience 6. Track progress

### **Methodology**

The Roadmap was developed by engaging with regional stakeholders, modeling regional EV adoption, and incorporating the on-going work of the regional and local governments on EV policy and infrastructure. The **stakeholder engagement** process included a series of one-on-one interviews led by the CRD and two online workshops. The first defined guiding principles to ensure the Roadmap meets regional needs. The second event assessed regional collaboration opportunities. A summary of the stakeholder engagement process is presented in Appendix A.

Look out for stakeholder insights



Dunsky's **Electric Vehicle Adoption (EVA) model** was used to assess EV charging infrastructure needs and costs required to accelerate regional EV adoption.

## 2. Current EV Charging Landscape

As of February 2021, there were 240 Level 2 and 28 Direct Current Fast Charging (DCFC) ports located across the capital region (Figure 2). Level 2 chargers are distributed widely, while DCFC ports are located primarily in Victoria, Saanich, and along major routes<sup>3</sup>. Detailed explanations of infrastructure types can be found in the *Capital Region Local Government Electric Vehicle (EV)* + *Electric Bike (E-Bike) Infrastructure Planning Guide.* 



Figure 2: EV Charging Stations in the capital region (by census subdivision), February 2021

### **Local Government Policy and Infrastructure Plans**

Local governments are taking an active role in supporting and deploying EV charging infrastructure by installing many of the charging stations across the region. Furthermore, local governments have been supporting EVs adoption more generally through their policies and planning activities. Many have identified collaboration opportunities with business, community organizations, and other local governments as an important component in public charging infrastructure funding and development in their climate and transportation plans.

Table 1 highlights EV-ready charging policies and municipal EV infrastructure plans as of March 2021.

Table 1: CRD and Local Government EV Policy and Infrastructure Plans

Government	EV Infrastructure Plan

<sup>&</sup>lt;sup>3</sup> Natural Resources Canada.(2018) *Electric Charging and Alternative Fueling Stations Locator.* Available online: https://www.nrcan.gc.ca/energy-efficiency/energy-efficiency-transportation-and-alternative-fuels/electric-charging-alternative-fuelling-stationslocator-map/20487#/analyze.

City of Colwood	The City is considering 100% EV Ready requirements for multi- and single-family homes within its Parking By-law Update.			
City of Langford	The City is considering an EV Ready requirement.			
City of Victoria	In its 2018 Climate Leadership Plan, the City set a goal of renewable energy powering 30% of passenger vehicles by 2030. The City is currently developing its EV Strategy, which will outline its infrastructure plans.  The City of Victoria has adopted 100% EV Ready standards for new multi-family and acceptable librible as			
District of Occupation	commercial buildings.			
District of Central Saanich	The District outlined that one pathway to meet accelerated Climate Plan is to have 25% of vehicles on the road be zero emissions by 2030, and 100% by 2050. In its 2020 <i>Electric Vehicle and Electric Bike Strategy</i> , staff propose the installation of 3 Level 2 charging stations for public use on District properties.			
District of Highlands	The District's Climate Leadership Plan outlines a vision where vehicle owners switch to zero-emission vehicles before 2030.			
District of Saanich	The District's 2020 <i>Climate Plan</i> sets out to expand its municipally-owned Level 2 stations from 24 by 2025, with an interim goal in its 2020 <i>Electric Mobility Strategy</i> of 20 stations by the end of 2021. These actions aim to meet their Climate Plan target of 36% of all personal vehicles electrified by 2030, and 100% of personal and commercial vehicles are renewably powered by 2050.  The District of Saanich has adopted 100% EV Ready standards for new residential,			
	institutional, commercial and industrial buildings.			
District of Sooke	The 2020 Transportation Master Plan indicates that the District has pending plans for 6 additional Level 2 charging stations, but there is no installation timeline. The <i>Plan</i> also suggests EV-Ready requirements for new residential and commercial buildings.			
Town of Sidney	The Town is in the process of implementing an EV-Ready by-law for new multi-family and single-family homes.			
Town of View Royal	The Town Council adopted a Zoning By-law amendment to require EV and E-bike Infrastructure residential and non-residential buildings.			
Township of Esquimalt	The Township is in the process of implementing an EV-Ready by-law for new multi-family and single-family homes.			
Capital Regional District	The Capital Region Local Government Electric Vehicle (EV) + Electric Bike (E-Bike) Infrastructure Planning Guide was developed to inform EV infrastructure planning and design in the region.			
	The CRD also worked with AES Engineering to produce technical standards for a zoning requirement of 100% EV-ready MURB parking stalls, which facilitated a model by-law. The CRD also developed load management best practices.			

### **Key Players**

Key stakeholders for the Roadmap include senior and local governments, First Nations and other organizations that are planning and deploying EV charging infrastructure that is wholly or partially available to the public. In addition, there are industry players focused on private fleets and charging (e.g. corporate fleets, taxi companies, and development industry).

Companies involved in EV equipment, installation and engineering also play an important supporting role, such as equipment manufacturers and charging station operators. Some play a key role in supporting EVs through policy and incentives (e.g. federal government) and the EV market (e.g. vehicle manufacturers). BC Hydro is another key player, both as an owner and operator of EV charging infrastructure, as well as through their role in electricity system planning and identifying where future EV infrastructure can be accommodated.

**Equity is a critical factor** in public charging infrastructure by making EVs more accessible to all residents. Deliberate efforts are required to ensure the infrastructure reduces, not reinforces, inequities for people who have a low-to-moderate income<sup>4</sup>. For example, public charging can support residents without at-home charging or residents for whom upfront infrastructure costs are a barrier to adoption. A strong public network can enable all residents to choose electric if choosing a vehicle.

Table 2 provides an overview of the key stakeholder roles, and example organizations, in EV infrastructure deployment. Understanding and integrating these stakeholders' plans and needs is essential to developing a cohesive regional charging network. The next chapter outlines key collaboration opportunities as well as the role of the CRD in supporting a regional approach.

Table 2: Key players roles and example organizations

Key Player	Role	Example organizations	
Infrastructure	Actively deploying charging	Local governments, First Nations, utilities,	
Builders	infrastructure	institutions, building developers, private	
		companies	
Site hosts	Willing to host but not	Governments, crown corporations, First Nations,	
	necessarily own or operate	campuses, major transit hubs (e.g. ferry	
	infrastructure	terminals), parking companies, retailers, fuel	
		stations	
Financial & policy	Deciding or administrating EV	Governments, First Nations, utilities, provincial	
supporters	supports	and federal governments	
Utilities	Supplying electricity or building	BC Hydro, Fortis	
	infrastructure		
Technology	Supplying or operating charging	Infrastructure manufacturers, EV software and	
companies	stations or cars	data companies	
Drivers	Fleet owners or EV users	Capital region residents and businesses	
Ecosystem	Advocate with or to industry or	Academia, business organizations, EV groups,	
influencers	communities	NGO's	

<sup>&</sup>lt;sup>4</sup> ACEEE. (2021). The State Transportation Electrification Scorecard. Available online: https://www.aceee.org/research-report/t2101

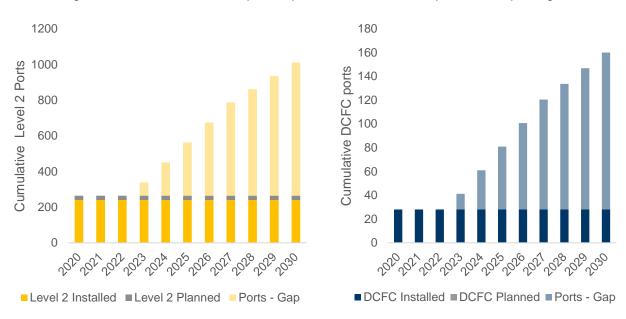
## 3. Regional Charging Needs

To accelerate the pace of EVs in the region and support municipal EV planning, new investment in private (e.g., at home) and public charging infrastructure is required. The following table outlines the public charging infrastructure that should be deployed by 2030 for EVs to reach 25% of the light duty fleet. This target reflects the EV adoption goals set by local governments to date, and a moderate level of ambition for the capital region.

Level 2	DCFC	
770 new ports by 2030	132 new ports by 2030 <sup>5</sup>	
\$7.7M total investment	\$23.1M total investment	

The **cumulative number of public ports** required for the capital region to accelerate EV adoption is outlined in Figure 3. The graphs show the infrastructure currently installed, the planned infrastructure that has been publicly announced, and the remaining infrastructure gap that needs to be filled. Infrastructure deployment does not start until 2023 to reflect the time required to plan, fund and execute regional charging. A detailed description of the modeling methodology is provided in Appendix C.

Figure 3 Cumulative infrastructure ports required to accelerate EV adoption in the capital region



<sup>&</sup>lt;sup>5</sup> The DCFC port number has been updated and refined since Dunsky's 2020 *Contextual Assessment*.

The total cost to deploy the required charging infrastructure is provided in Figure 4.<sup>6</sup> Funding for EV infrastructure can come from both private and public sources.

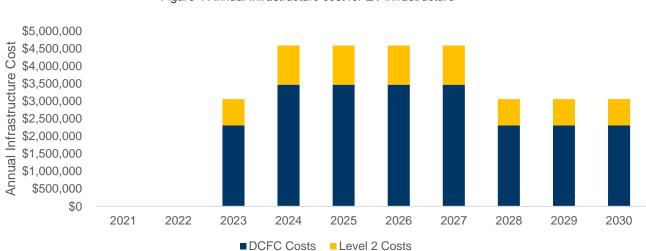


Figure 4 Annual Infrastructure cost for EV infrastructure

<sup>&</sup>lt;sup>6</sup> Level 2 and DCFC installations costs vary by location. Level 2 installations in parkades are assumed to be \$5,000, while curbside installations are assumed to be \$15,000, more expensive due to the complexity of construction in the curbside environment. The average cost used for Level 2 chargers in this analysis is assumed to be \$10,000. DCFC installation costs are assumed to be \$175,000 per port. Actual installed costs can vary depending on individual site conditions and the installed power capacity. Our analysis assumes an average of 150kW capacity per DCFC port.

## 4. Roadmap

Ensuring that EV drivers have reliable access to charging is critical to accelerating the pace of adoption. Charging at home is typically the preferred option and relies on **private** infrastructure. However, a complete and equitable charging network should provide a robust **public** charging network with **Level 2 and DCFC infrastructure** to provide options to drivers who cannot easily plug in at home, have long distances to travel, or who are looking for a quick top-up while on-the-go.

"Match

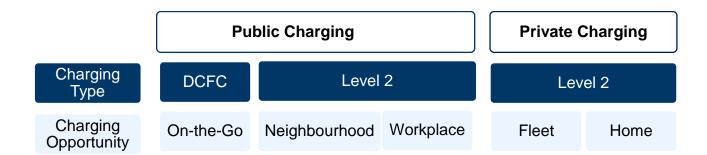
This Roadmap outlines **five charging opportunities** that consider the needs of current and future EV users:



charging

type with

user need"



For each charging opportunity, we provide guidance on **where and how** they should be installed, as well as technical and design needs. We identify the actions that key players can take to **collaborate** on deployment.

Private charging at home and for fleets is also a critical component of the EV charging infrastructure landscape. Workplaces may also have charging stalls for employees that are not open to the public. However, since the focus of the Roadmap is primarily on regional coordination of public charging infrastructure, we have not included infrastructure costs and targets for private charging.

#### A. On-the-Go

Charging type: DCFC

Access: Public



"Standards, transparency and support for potential site hosts"

"Install L3 [DCFC] chargers at locations with amenities"

	2025	2030
Cumulative New DCFC Ports Required	53	132

#### **Charging Need Description**

DCFC fast charging can support drivers traveling between communities, as well as drivers within the community who are looking for a quick top up while 'on the go.' Fast charging can be the primary option for residents without at-home charging who do not drive very far or often and as a result only need to charge up occasionally.

Location
type
Commuter
corridors

#### **Technical considerations**

Residents or visitors who are traveling between communities in the region may need a quick top-up while on a longer trip, similar to the way highway rest-stops offer gas station refueling with convenient access from highways. These routes could include Highway 17 or the capital region portion of the Trans-Canada

## Community hubs

Fast-charging can be located in community hubs with short-stay activities or appointments. These locations could include retail, services or other short-stay locations. Six of the eight DCFC locations currently outlined in the *Capital Region Local Government Electric Vehicle (EV)* + *Electric Bike (E-Bike) Infrastructure Planning Guide* identified this type of short-stay, highly trafficked public spaces, including parks, libraries, and municipal halls across the region.

The California Energy Commission<sup>7</sup> statewide infrastructure usage assessment identified that the majority of DCFC installations should be within communities where residents spend most of their time. While charging along highway corridors is crucial to enabling longer trips, fast charging sites within communities see more frequent usage.

DCFC stations generally require a three-phase 480 V supply. The cost of a new electrical service for the high power necessary for DCFC hubs can vary substantially from site to site. The cost of different locations should be considered, and utilities engaged early when selecting suitable sites for DCFC hubs.

<sup>&</sup>lt;sup>7</sup> California Energy Commission. (2021). *Assembly Bill 2127: Electric Vehicle Charging Infrastructure Assessment*. Accessed online: <a href="https://www.eenews.net/assets/2021/01/22/document\_ew\_04.pdf">https://www.eenews.net/assets/2021/01/22/document\_ew\_04.pdf</a>

# Typical parking duration Example sites

Dwelling time varies, but in general, around 20-40 minutes.

- · Grocery stores, libraries, recreation centers (short stays)
- Gas stations, rest stops
- Retail and dining establishments

## User experience and design

To make this charging opportunity attractive to EV drivers, availability and charging time needs to be reliable. Locating multiple chargers in a single hub, providing high charging power levels, as well as parking time limits or time-based usage fees to encourage turnover, can support a larger volume of EV drivers as adoption increases.

#### **Equity**

Equity is an important consideration in all charging siting, but especially due to the limited numbers of DCFC stations installed in any charging network. In addition to geographic coverage, the socio-economic conditions of the communities should be assessed when siting DCFCs to ensure equitable access. For example, DCFC ports can be distributed such that there is access across neighbourhoods and communities with varying income levels.

Charge station operators should also consider the impact of usage fees on different types of users. In areas with a high percentage of MURBs where DCFC sites are intended to provide a substitute for home charging, typical DCFC usage fees would significantly reduce the opportunity for annual savings compared to a gas-powered vehicle. Alternative fee structures, such as a subscription-based monthly fee with a reduced per-session fee, may be necessary to ensure those who cannot charge at home can benefit from the same financial savings as those who can.

#### **Operations**

Due to the high cost of demand charges, the business model for on-the-go fast charging operations may not be profitable in the short-term, despite the high value they provide to the community.

#### **Mobility Hubs**

Mobility hubs, as defined in CRD's 2014 *Regional Transportation Plan*, are key locations of regional activity and regional destinations where transportation modes integrate seamlessly and efficiently, and where both the traveler environment and urban form will encourage transit, active transportation, and other alternatives to driving alone. To accommodate a diversity of transportation choice, mobility hubs include access to activity and public transport, and integrate new technologies, such as EV infrastructure. This infrastructure can support vehicle access or integration, including car share and on-the-go fast charging.

"Engage with other transit authorities (transit, ferries, etc.)"

#### Neighbourhood В.

Charging type: Level 2

Access: Public



"Lead with a if you build it they will come approach"

	2025	2030
Cumulative New Neighbourhood Level 2 Ports Required	158	394

#### **Charging Need Description**

Within a neighbourhood, Level 2 charging can provide an important replacement or supplement to at-home charging. Residents who do not have access to home charging may benefit from long-term (multi-hour) charging close to home or at community hubs. In the 2018 CRD EV + E-Bike public survey, access to a public charging network was described as very important to owning or purchasing an EV to 51% of respondents and important to 40% of respondents.

#### Location type **Technical considerations**

#### Close to home: On-street curbside

parking

Curbside charging infrastructure can be installed on residential streets using standalone, street-light based, or privately-powered electrical services. Standalone systems can be costly due to the installations requirements. Leveraging streetlighting infrastructure can help to minimize installation costs and reduce the physical footprint in the curbside environment. Streetlight systems must be evaluated for spare capacity, which may already exist or could be made available from LED retrofits.

Private residence-powered systems are less common, but some jurisdictions allow them where there is no off-street space in the private lot for infrastructure (e.g. no drive-way). Electricity is fed from the residence and the homeowner owns and operates the infrastructure. This option requires clear policies on allowed uses and payment structures of privately-powered and -owned infrastructure on public curbside, which can including future infrastructure planning and multi-modal considerations.

#### Community hubs

Public parking with longer duration parking (e.g., schools, recreation centres, parks, places of worship, etc.)

Installations can be located on curbsides or in public parking lots (either owned by the municipality or by other entities) at neighbourhood community hubs like schools and rec centres. Local government could invest in level 2 charging at local government-owned parking lots or reach agreements with the owners of privately owned lots to install local government-owned charging infrastructure.

Private sector EV charging network operators can also invest in charging infrastructure at these locations, which could be supported by local governments through financial, permitting, or other support.

#### Typical Parking Duration Example Sites

Close to Home: 8-12 hours; or Community Hubs: 1-4 hours

- Local services providers (e.g., recreation centres, libraries, parks) (long stay)
- Institutions (e.g. schools, health care providers)
- Private homeowners (if charging sites are on-street)

## User experience and design

#### Close to Home

Accessing EV charging close to home, ideally on the same block, can encourage residents without home charging to consider EV adoption. Residents are expected to use these chargers on a regular basis – for some it may be their primary mode of charging. The total availability of both parking spaces and charge ports relative to demand will have a significant impact on the user experience. If there is uncertainty that an EV driver will be able to access a charger when needed due to competition for parking from other users, this can impact the overall convenience of EV ownership and can impede uptake.

#### Community Hubs

Residents may stay parked for longer periods of time within their neighbourhood, for example when visiting parks, or recreation facilities. Residents are expected to use these chargers on an occasional basis when it is convenient to them but are less likely to rely on them as a primary means of charging. When placed in high visibility locations, these chargers can also raise awareness of EVs and public charging options.

The 12 Level 2 locations outlined in the *Capital Region Local Government Electric Vehicle (EV)* + *Electric Bike (E-Bike) Infrastructure Planning Guide* represent this charging need. The identified locations cover recreation centres, parks, libraries, and municipal hall sites across the region.

#### **Equity**

Close to home neighbourhood charging can increase equitable access to EV ownership as it creates options for EV drivers who don't have a garage or driveway.

On-street infrastructure should be focused on residential streets with lower curbside activities and demand. It is more challenging to install in urban centres or commercial areas due to the competition for on-street space from transit, active transportation, and vehicle congestion. Pedestrian and bicycle traffic flow should not be impeded by infrastructure. EV infrastructure is one element of a complete street: one which is safe, comfortable and convenient for users of all ages and abilities. The curbside design should take into account current use and any future plans (e.g. bike lanes).

#### **Operations**

Standalone systems may be costly due to the installations requirements but service can be provided in areas that rely heavily on on-street parking while ensuring equal access to any residents in the area.

Once installed, stations require a dedicated party responsible for operations and maintenance, which may be provided by the municipality, the private business or homeowner where the station is located, a parking management company, or another party. The appropriate party will depend on the context of the specific installation.

These stations will be accessible to the public and with high volume, and therefore may require additional maintenance than private or limited access stations. Timely and regular maintenance of the infrastructure and the site should be integrated into operation plans and budgets to ensure reliability and convenience for the user.

### C. Workplace

Charging type: Level 2

Access: Public



"Do make it easy for drivers to use"

"Ensure safety on roads and lots"

	2025	2030
Cumulative New Workplace Level 2 Ports Required	141	352

#### **Charging Need Description:**

Workplace charging is an important component of the infrastructure landscape because, second to a residence, vehicles spend most of their time parked at work. This charging access can be the primary charging point that enables EV ownership, or it can supplement home charging. In the 2018 CRD EV + E-Bike public survey, at work charging was described as very important to owning or purchasing an EV to 33% of respondents and important to 39% of respondents.

Location	
type	

Public or private parkades or parking lots

#### **Technical considerations**

Parkades likely require electrical system upgrades before infrastructure can be installed. Recent analysis by AES Engineering has determined that the most cost-effective approach for existing buildings is to perform a comprehensive EV-ready retrofit, where energized circuits are provided to parking stalls during a single renovation. EV charging stations can then be easily installed when required.

Given that not all EV drivers are likely to depend on workplace charging, not every parking stall is likely to require access to charging. The appropriate target for the percentage of stalls with access to charging will vary by building type, but recent analysis suggests targets of 40% of parking stalls for areas serving as employee parking, and 15% for areas providing visitor parking.

Electric vehicle energy management can minimize demand charges and buildingside electrical infrastructure costs. This approach – where charging power to each vehicle is reduced during periods of high demand – can minimize electrical system upgrades and is appropriate given that vehicles are expected to stay parked for extended periods of time at the workplace.

## Typical parking duration

This charging access should allow for a full charge over the typical employee shift, meaning that the vehicle would be charging between 5 to 8 hours.

## Example sites

- Commercial cores with commuter parking
- Academic and health care campuses
- Park & Rides

## User experience and design

Workplace charging includes:

- Public access: Accessible parking in a commercial area that is open to any EV driver. Use is targeted to commuters because the chargers are in urban centres and commercial areas where workers typically park while at work.
- Limited access: Infrastructure is only available to employees with
  permission, which is provided by an employer or building owner. Alternatively,
  some infrastructure access is limited to the employees within a building. This
  case supports fewer EV drivers, but the restricted access may provide more
  certainty of charging access to employees.

Parking spaces can be reserved specifically for EV charging, and policies and related signage can be installed to clearly communicate the requirements for charger use (e.g. time limits). Reserving spaces for EV drivers ensures that costly charging infrastructure is utilised.

Some users will rely on workplace charging as their primary charging source. Therefore, consistent access to charging stations will require redundancy in the station design to ensure sufficient access.

#### **Equity**

Early adopters may drive infrastructure installation in select workplaces. A range of workplace types (e.g. beyond the traditional office building) and geographic locations should be considered for support and/or guidance on charging infrastructure.

#### **Operations**

Once installed, stations require a dedicated party responsible for operations and maintenance. This service can be provided by the infrastructure builder, site host, or another party. The appropriate party will depend on the context of the specific installation.

#### D. Fleets

Charging type: Level 2

Access: Private



#### **Charging Need Description**

Companies and individuals operating light duty EVs for business purposes may need to develop private charging. This section addresses fleets that use private charging on public and private land. For example:

- **Companies** that use EVs in their operations, such as taxis and delivery companies, will typically deploy infrastructure at the fleet's main parking facility.
- Round-trip carsharing (e.g. Modo) relies on a home base for the vehicle to park typically
  a reserved spot on private or public land. This designated stall creates a natural location for
  Level 2 infrastructure.
- Ride sharing and ride hailing vehicles are individually-owned without a corporate 'home base'. These vehicles rely on the private residential infrastructure of the vehicle owner.

Sometimes fleets also rely on public charging. This is addressed in the text box below.

Location type	Technical considerations
Fleet main parking facility	Private facilities will have unique technical considerations due to the diversity of fleet facilities and charging needs based on the fleet make-up and size. Fleets typically have a large number of vehicles charging in one facility, sometimes with similar usage patterns that can exacerbate peak charging loads. EV energy management can be crucial to ensure charging loads are managed in a way that minimizes peak demand, reducing both installation and operating costs.
On-street charging	This style of infrastructure is typically powered from dedicated power sources or by streetlights
Typical parking duration	4 to 8 hours
Example sites	<ul> <li>An EV fleet's main parking facility</li> <li>On-street parking on public or private land with reserved dedicated parking stalls only accessible to fleet vehicles</li> </ul>
User experience and design	Private fleets will generally rely on charging infrastructure in their own facilities and this can be designed to meet their specific needs (e.g. power levels and energy management, usage fees and/or access control).  Private charging on public lands (e.g. for round-trip carsharing) needs to be balanced with other user needs and parking types.

#### **Equity**

Car sharing, ride sharing, and ride-hailing can all contribute to a mobility ecosystem that relies less heavily on personal vehicles. Cost-effective approaches to charging infrastructure (Level 2 charging instead of DCFC where possible to minimize usage fees and infrastructure costs) can help to ensure these services can transition to an electric fleet while minimizing costs and ensure these services remain affordable for community members that rely on them.

#### **Operations**

Private fleets relying on charging infrastructure in their own facilities are responsible for operations and maintenance of the charging equipment.

Charging infrastructure on public lands that are intended to support private fleets (e.g. curbside Level 2 chargers for round-trip carsharing) can be installed and owned by the local government and reserved for use by a specific fleet. The fleet owner can compensate the local government through an agreement that may include usage fees. Operations can be managed similarly to other public charging infrastructure, although the agreement between the local government and the fleet may include specific requirements such as minimum response time for repairs and minimum uptime.

#### **Public DCFC charging for fleets**

In some cases, fleets will seek to utilise public charging. For example:

- While business fleets will generally rely on Level 2 charging infrastructure at dedicated fleet facilities, some particularly high utilization vehicle fleets may also rely on public fast charging infrastructure (e.g., taxis).
- One-way car sharing without dedicated parking spots (e.g. a system similar to Evo) rely on fast charging stations for top-ups since they do not typically have dedicated parking areas where Level 2 charging infrastructure can be installed.
- For **ride hailing and ride sharing**, higher than average daily driving distances can require occasional visits to a fast-charging station to have sufficient range for a full shift, especially during winter. Ride hailing drivers are likely to rely on chargers located at airports, ferry terminals, and the downtown core, given that many of their rides are expected to start or end in these locations.

Short charging times will be a priority for these users. Charging stations should aim to provide enough power to allow for a significant charge within the typical visit time.

The use of public charging infrastructure by fleets may create a need for dedicated infrastructure to ensure public stations are not overloaded. For example, in California, the high per day mileage of ride hailing drivers led to increased reliance on public charging infrastructure by these drivers as compared to personal light-duty vehicles <sup>8</sup>. Usage by these types of vehicles should be monitored to ensure proper levels of public access can be maintained.

<sup>&</sup>lt;sup>8</sup> California Energy Commission. (2021). *Assembly Bill 2127: Electric Vehicle Charging Infrastructure Assessment.* Accessed online: https://www.eenews.net/assets/2021/01/22/document\_ew\_04.pdf

#### E. Home

Charging type: Level 2

Access: Private





#### **Charging Need Description**

Home charging is the primary charging option preferred by most EV drivers. Therefore, understanding and enabling residential infrastructure for all housing types is important in the development of an integrated regional network. In the 2018 CRD EV + E-Bike public survey, future-proofing new developments for EV charging was described as very important by 69% of respondents and important to 23% of respondents.

Dunsky estimates that the majority of **single-family dwellings** in the capital region who have home parking (e.g. a garage or driveway) could install a charging station on their own property with relatively simple and inexpensive changes to existing electrical infrastructure. Therefore, most single-family residents can manage their own charging needs. However, fifty-five percent of capital region residents live in **multi-family dwellings**, which generally require more substantial and challenging upgrades to provide access to home charging.

Location type	Technical considerations
Single-family (garage or driveway)	Some residents may require more extensive upgrades to electrical systems than others (including panel upgrades).
Multi-family existing buildings (retrofits)	Existing buildings require EV Ready retrofits to upgrade the electrical infrastructure to enable installation of charging infrastructure at parking stalls. The cost of retrofitting all stalls at once is significantly less expensive on a per stall basis than retrofitting one or two stalls at a time.
	EV Energy Management Systems can help to minimize the peak charging load in a building and the cost of the supporting electrical infrastructure.
Multi-family new construction	New construction offers an opportunity to ensure EV Readiness for all parking stalls, enabling charging access and future-proofing developments. 100% EV Ready policies for new construction are implemented or soon to be in some capital region municipalities. As with retrofits, costs can be minimized through the use of EV Energy Management Systems.

## User experience and design

Early efforts to support EV charging in existing multi-family buildings has focused on the installation of a limited number of charger(s) to be shared by all EV residents, commonly in short-stay visitor parking. As demand increases, this approach will cause inconveniences and may limit adoption. EV Ready electrical retrofits should be installed at each stall to provide an improved user experience.

For new buildings, once EV ready new construction requirements have been put in place, EV drivers will be able to seamlessly install a charging station at their parking stall and plug in with the same convenience of a driver in a single family home with a garage or driveway.

#### **Equity**

Accessing EV charging infrastructure has an additional challenge due to the limited control over the building operations and upgrades. Permission and cost-sharing will need to be discussed between the renter and landlord. Targeting rental buildings for EV Ready infrastructure support programs will support equitable access to home charging among capital region residents.

In strata buildings, infrastructure planning requires discussion and clarity on of how retrofit and electrical costs are recovered.

## 5. Regional Collaborations & Actions

Reaching EV targets to meet climate goals requires significant investment of time and money in regional EV infrastructure. During the Roadmap development process, stakeholders indicated an interest and willingness to collaborate on building a regional network but identified a lack of clarity on who should lead EV infrastructure planning and deployment. Many organizations have a 'wait and see' approach and are looking to others to take the first

step. The traditional leaders in the space, such as the provincial government and utilities, are not necessarily stepping into this role.

"Resources can't keep

up with

momentum"

Education and capacity building among players involved in charging deployment was also identified by stakeholders as a critical need. Within organizations, particularly local governments, new knowledge bases and skillsets are required across multiple departments to support and build EV infrastructure. However, there is limited

funding to support the skills and time required to meet the ramp-up.

The CRD has an opportunity to step into the leadership gap by driving forward collaboration opportunities, working with stakeholders to create a network to share best practices, policy, and planning information and filling gaps in education tools and resources.

The CRD should focus on the following types of collaboration opportunities:

- Coordinate and financially-support a regional charging network
- Build capacity through education
- Track and share usage and user experiences to meet evolving infrastructure needs

In each collaboration, the key players are identified in **bold text**.

it, but no

one has the

answers"

### **Collaboration Opportunities**

#### Coordinate and financially-support a regional charging network

As described earlier in this report, a significant number of Level 2 and DCFC charging ports need to be installed over the decade to meet regional EV adoption targets. This significant ramp-up of infrastructure requires thoughtful placement of charging sites within and between capital region communities to ensure that user needs are met, and access is provided equitably across the region.

"There's a need for regional coordination"

To develop a regional network of Level 2 and DCFC, the CRD should lead a collaboration with other players including **infrastructure builders**, **site hosts**, and **EV tech companies**, who are interested in owning, hosting, and/or operating charging stations. In parallel, local governments may be actively involved in supporting and investing in charging infrastructure within their own communities. The CRD can play a critical role by taking the regional view of infrastructure planning and to use that lens to support coordination.

The key collaboration opportunities that the CRD should pursue in this area are:

#### 1. Pursue regional infrastructure funding

There is significant funding available from the federal and provincial governments to invest in EV infrastructure, including DCFC and L2 charging. The CRD should collaborate with **local governments, infrastructure builders, ecosystem influencers** and other actors to define funding needs and pursue regional funding applications, using the Roadmap as a guideline. Where matching funds are required, the CRD and/or local governments should contribute funding to support the application.

The CRD should apply to the Natural Resources Canada (NRCan) Zero Emission Vehicle Infrastructure Program (ZEVIP) as a regional delivery agent. Funding can cover up to 50% of total costs of Level 2 and DCFC charging in public places, on-street, in multi-family residential buildings, at workplaces or for light duty vehicle fleets. In addition, the delivery organization can spend up to 15% of the funding to cover the cost of managing and delivering the ZEVIP funding.

ZEVIP's "Third Party Delivery" stream is intended to support collaboration between third party "delivery agents" and "ultimate recipients" who receive funding from the delivery agents and are responsible for the actual infrastructure deployment. CRD should apply to this fund to become a delivery agent, securing funding from NRCan and then working with local partners who would become the ultimate recipients of funding responsible for deployment of charging infrastructure. By playing this role, CRD can facilitate greater overall uptake of available NRCan funding in the region, and NRCan allows delivery agents to set their own requirements for minimum project size for ultimate recipients (direct applicants to ZEVIP's other streams must commit to a minimum of 20 ports for each application). NRCan is expected to launch a new RFP for the Third Party Delivery stream in August

2021 with applications due in November 2021<sup>9</sup>. The CRD should aim to submit an application in 2021, whereby confirmation from NRCan would be provided in early 2022, and CRD could begin working with local partners to apply as ultimate recipients.

The BC government has partnered with NRCan to provide additional funding for DCFC projects deployed through ZEVIP for an additional 25% of project costs. Successful applicants to NRCan's program are automatically eligible for funding from the Government of British Columbia. Separately, the CleanBC Go Electric Public Charger Program also offers funding for the deployment of public fast charging infrastructure, although this program is not eligible for stacking with NRCan's program.

#### 2. Support planning and coordination on site selection

Currently, site selection and planning are fragmented and pursued by various actors in silos. This creates a risk of duplication of efforts and gaps in infrastructure deployment, including geographic distribution, charging type and number of chargers required to meet targets. In addition, there is no formal process or structure for infrastructure builders to connect with potential site hosts. Using the CRD Roadmap as a guideline for how many and what types of charging stations are required to support user needs, the **CRD** should collaborate with **local governments**, **site hosts and EV infrastructure builders** to support planning and coordination on site selection.

This could include identifying and working with potential site hosts to develop EV infrastructure plans or form partnerships with EV infrastructure builders. The CRD should focus on strategic site hosts, for example those that have locations across the region or serve as major transportation hubs (e.g. ferry terminals). By playing this role, the CRD can accelerate EV infrastructure deployment, help build knowledge and capacity across the region, and reduce the risk that infrastructure gaps will emerge. For example, the CRD and local governments could provide financial or other support to encourage charging infrastructure in locations with poor business cases but high value due to geographic or equity factors.

To support this collaboration, the CRD should consider establishing an advisory committee or other formal network that would include key players such as local governments, infrastructure builders and site hosts. As part of this network, the CRD could support the site selection and planning process and address current information gaps in EV infrastructure planning by tracking and sharing information related to:

- Planned charging infrastructure in the capital region;
- Infrastructure builders looking for site hosts; and
- Prospective site hosts, including on-street and MURBs, who have expressed an interest in hosting charging infrastructure (but not deploying it)

<sup>&</sup>lt;sup>9</sup> Timeline of expected future RFP's under NRCan's ZEVIP: <a href="https://www.nrcan.gc.ca/energy-efficiency/energy-eff

#### 3. Engage with BC Hydro on infrastructure planning

**BC Hydro** has an important role to play in EV infrastructure collaborations. As an EV infrastructure builder, BC Hydro's mandate is to focus on filling gaps in DCFC fast charging across the province and support regional connectivity. BC Hydro also has a key role in planning the regional charging network because collaborators will seek guidance on potential sites, power demand considerations, and rate structures that enable strong business cases.

The **CRD** should collaborate with **BC Hydro** to highlight and address the needs of **infrastructure builders** and **local governments**, including power capacity, rate structure, and utility infrastructure plans. The CRD can work with regional stakeholders, particularly the leading local governments, to bring regional needs to the utility.

#### Build capacity through education

Education and capacity building among players involved in charging deployment is a critical need. EV infrastructure can be a complex process for residents, businesses, contractors and trades. There is a major opportunity to build capacity across the region to enable any interested party to participate in transportation electrification and the EV infrastructure industry that develops alongside. The CRD can play an important role by acting as a central resource that can leverage best practices tested

across the region and avoid duplication. While each community is unique, residents and business will have some common questions, and the CRD can develop regional resources that can be locally adapted.

The CRD should also engage with provincial actors such as BC Hydro and Plug-in BC to coordinate and develop shared education and capacity building materials.

These opportunities include:

#### 4. Education and capacity building with potential EV adopters

Many residents and businesses may be considering EVs, but may not know how to get charging installed at their home or workplace, especially in rental or condo buildings. This group includes employees, homeowners and tenants. The CRD and local governments can collaborate with EV ecosystem influencers and EV tech companies to develop educational materials and resources for enable these potential adopters to navigate their infrastructure needs, enabling better adopter advocacy, and increase ease of infrastructure access.

#### 5. Education and capacity building with potential infrastructure builders and site hosts

Regional businesses and organizations may be interested in developing or hosting EV infrastructure. However, for organizations like property management companies, fleet owners and large employers, building EV infrastructure is outside of their expertise. These actors would benefit from capacity building and education on the benefits and the process to seek infrastructure as a site host. The CRD should collaborate with local governments, infrastructure builders and EV tech companies to

"People are looking for

best

practices"

develop resources on charging needs and site selection to ensure this interest can be converted in new infrastructure development.

#### 6. Education and capacity building with engineers, electricians, and other trades

There is significant opportunity to grow the workforce involved with this ramp-up of EV infrastructure deployment. As the industry grows to meet the demand, there is an opportunity build the capacities on the technical and design requirements for EV infrastructure across the construction industry. The CRD should collaborate with industry, **infrastructure builders**, **EV technology companies** and **local governments** to encourage or develop guidance and educational materials to ensure quality and reliability across diverse installation sites. Industry stakeholders may develop standards or best practices to support the nascent sector.

#### Track and share usage and user experiences to meet evolving infrastructure needs

Building out infrastructure is essential to promoting adoption. In early years, charger utilization may be low as infrastructure installations initially outpace demand. Charger utilization is expected to increase over time as adoption and EV driver awareness grows. Infrastructure build out should be informed by regional needs and trends. Leveraging infrastructure data can support future siting and design decisions, to continuously assess and improve the regional network.

"Data integration and information access"

#### 7. Track and share usage at existing sites to monitor performance and inform planning

The **CRD** should facilitate data sharing by acting as regional data repository and defining data needs needed to benchmark the Roadmap. In addition, the CRD should lead or support analysis and share findings to support future infrastructure site planning and design decisions and best practices. Data collection and use is a collaboration because it requires the data owners, whether it be **infrastructure builders**, **site hosts**, **EV tech companies**, or **utilities**, to share the data and to design stations to facilitate sharing (e.g. networked stations).

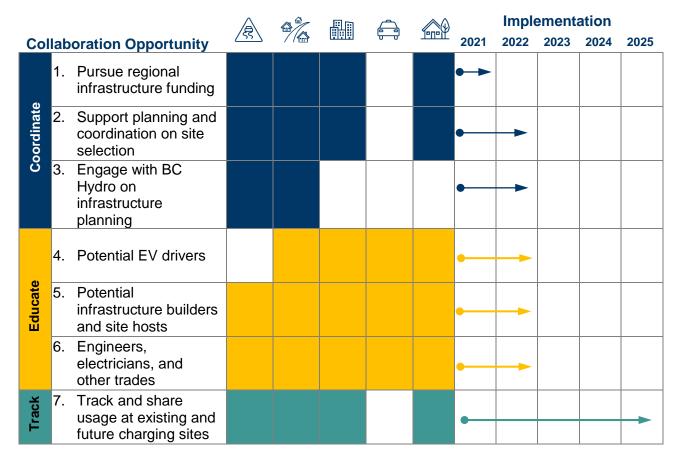
Types of data that should be collected by CRD and regional collaborators includes:

- Site locations, date of installation, port types
- Number of MURB units with EV-Ready spots
- Number of EV-Ready commercial buildings
- For public charging sites, utilization metrics:
  - Total number of charge events and total energy delivered
  - Time-of-use statistics (usage by day of week, hour of day)
- EV adoption metrics: percent of new vehicle sales, percent of fleet, percentage of BEVs vs PHEVs.
- User experience metrics, including trends in timing and geographic use of public infrastructure

The CRD should also explore the option to enhance data collection by conducting a regular (annual or semi-annual) EV user survey to get feedback on wait time, reliability, and convenience of charging locations to inform future infrastructure deployment.

#### Summary of Regional Collaboration Opportunities

The following chart provides a summary of collaboration opportunities. It identifies the relevant charging opportunities that it supports, as well as the implementation timeline.



Collectively, these actions will support infrastructure deployment across the region. The CRD can take a leadership role by taking a regional perspective and ensuring that deployment planning and siting is coordinated, that education is minimized as a barrier to infrastructure deployment, and that a 'systems' approach is taken to infrastructure usage and data across the whole region, for benefit of all.

#### **Actions**

There are key actions that the CRD should take to develop the guidance needed to support local governments and other EV infrastructure players to build out a connected and coordinated regional infrastructure network. While infrastructure actors can provide input, the CRD can independently lead the development of these tools and resources to support regional infrastructure efforts. Alternatively, the CRD could advocate for provincial actors such as BC Hydro or the province to undertake these guidelines to ensure that local governments across B.C. can benefit.

In addition, there are a number of actions that local governments should take to accelerate infrastructure deployment, including planning for and investing in charging infrastructure. Local governments can play varying roles, including hosting, owning, and operating charging stations. Local governments can also introduce or expand EV-Ready requirements for EV ready new construction and support for comprehensive retrofits to shift the market to support an EV network.

The CRD should develop the following guidelines and/or technical standards to address information gaps and encourage consistency across the capital region. Guidelines should be revisited every five years, or more frequently as the regional context evolves. For example, the CRD developed load management guidelines, which should be reviewed and updated in the next several years as technologies evolve.

#### A. Comprehensive EV Ready retrofits

These guidelines and standards enable local governments and other stakeholders to navigate the process, requirements, and value of comprehensive EV-Ready retrofits.

#### B. Curbside installations

On-street charging presents a unique opportunity and challenge due to the specified use of this public, multi-use space. Guidelines with regional context can enable local governments and infrastructure builders to navigate the process and ensure long-term, equitable planning in the development process.

#### C. Site Agreements between charging hosts and owners

Site agreements are critical tools to define how infrastructure collaborations work because they define responsibilities of each actor and define the site access. The **CRD** should develop templates or best practices for site agreements to support the negotiation process.

#### D. Data sharing, user experience, infrastructure deployment

BC Hydro has developed valuable guidelines to support organizations in the deployment of both DCFC and Level 2 charging infrastructure<sup>10</sup>, providing guidance on identifying charging sites, designing the installation, selecting contractors and vendors, and operation and maintenance of

<sup>&</sup>lt;sup>10</sup> BC Hydro. (2021). *EV resources for industry*. Available online: https://www.bchydro.com/powersmart/electric-vehicles/industry.html

charging equipment. The CRD can build on these documents by establishing regional guidelines to encourage local partners to converge towards common design elements. For example, while the BC Hydro guidelines present a wide variety of options for charging equipment vendors and customer interfaces, the CRD can encourage local partners to agree on a harmonized payment system to ensure that EV drivers in the capital region have a consistent user experience from one charging station to the next. These guidelines can also establish requirements for data collection and sharing for local partners to support ongoing tracking of the regional charging network.

#### Summary of Actions

The following is a summary of actions that the CRD should pursue in the near term to support EV deployment in the capital region.

Guidelines for:	<u></u>		
A. Comprehensive EV Ready retrofits			
B. Curbside installations			
C. Site Agreements between charging hosts and owners			
D. Data sharing, user experience, infrastructure deployment			

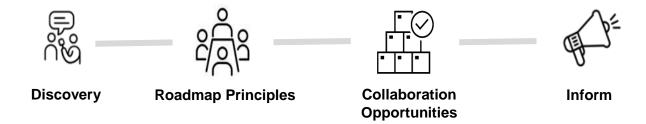
## Appendix A. Stakeholder Engagement Summary

#### **Overview**

The core focus of the CRD's EV Roadmap is to identify collaboration opportunities to ensure the effective deployment of charging infrastructure in the capital region. Therefore, engaging with stakeholders to understand various actors' interests, needs, and plans for EV infrastructure was a critical part of the Roadmap's development. The CRD led the stakeholder engagement strategy and implementation with support from Dunsky.

This memo summarizes the key themes and takeaways from the two workshops that Dunsky supported. The CRD also held a series of in depth one on one interviews with key stakeholders to gain initial insights. Dunsky will present the final results of the Roadmap in a webinar on March 30. The list of stakeholder organizations is presented in Appendix A.

Our stakeholder engagement plan was structured around four phases:



For each of these phases, we answered the following questions:



**Participants**: Who is targeted by / included in the engagement strategy?



Approach: When and how groups will be engaged (e.g. format and timing of meetings)



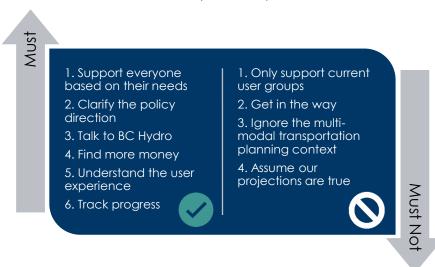
**Objective**: Why is this group engaged, what are the expected outcomes?

## Workshop 1: Developing the Roadmap's Guiding Principles



#### **Key Findings**

The main takeaway was the principles that define the Roadmap. These ten principles were developed through the workshop and summarized by Matt Greeno. These principles have and continue to be used to create the Roadmap and shape its recommendations.



As identified in the principles, several key themes emerged:

#### 1. Ensure a data-driven approach

Data should drive decisions in EV infrastructure planning and deployment. Stakeholders highlighted that there is little data available right now and that it will be critical for informed decision-making, defining collaboration opportunities and understanding the region's evolving activity and needs. For example, current EV charging station usage and electricity system capacity to support new infrastructure.

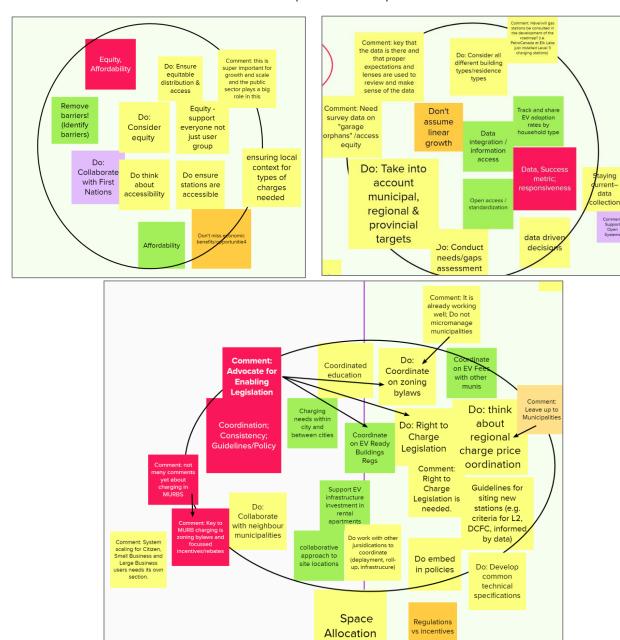
#### 2. An equity lens needed

To be successful and gain broad support, stakeholders identified the need to apply an equity lens to infrastructure decisions. This approach will ensure user needs are met (e.g., accessibility, affordability) and that all communities are covered.

#### 3. A supportive, but not prescriptive, policy landscape

Stakeholders indicated that they need supportive policy and policy supports from all levels of government. At the municipal level, sharing best practices and technical specifications can help move the region forward. However, each local government wants to determine their own policies and infrastructure plans.

Stakeholders expressed their views on guiding principles through an exercise on Mural, an online visual collaboration tool. Here are a few snapshots of sticky notes added to the mural:



## Workshop #2: EV Charging Needs and Collaboration Opportunities



Mar 1

17 Participants

Target: Infrastructure influencers and builders CRD members, institutions, school districts, EV and transportation companies



Mural, Zoom



Explore and identify **collaboration opportunities** for public EV infrastructure deployment.

#### **Key Findings**

The core exercise was to surface interdependencies by making clear requests to other stakeholders and collecting simple responses ("Yes", "No", "I will try", or "whatever" indicating the request was not clear enough to respond). The majority of responses are positive, either "Yes" or "I will try", indicating a broad willingness to collaborate and meet the needs of other stakeholders. However, not all desired stakeholder groups were represented at the session, which limited the applicability of some requests/responses.

#### 1. An infrastructure leadership gap exists

Stakeholders identified that there was a lack a leadership on EV infrastructure planning and deployment. Many organizations have a 'wait and see' approach and look for others to take the first step. The traditional leaders in the space, such as the provincial government and utilities, are not necessarily stepping into this role. This gap presents an opportunity for the CRD to provide regional leadership.

"Everyone wants to do it, but no one has the answers"

#### 2. Capacity building is required

Education and capacity building among players involved in charging deployment is a critical need. Within organizations, particularly local governments, new knowledge bases and skillsets are required across multiple departments to support and build EV infrastructure. Staff time and resources are needed across organizations to facilitate collaboration, recognizing that different organizations are at different stages. This capacity gap has been identified, but there is limited funding to support the skills and time allocation to meet the ramp-up.

Stakeholders identified a need for regional guidance and other resources to cross the capacity gap. This resource discussion included the following concepts:

"Resources can't keep up with momentum"

- A network to share best practices, policy, and planning information, collaboration opportunities. This network could address silos between infrastructure stakeholders across the region.
- Actor-specific guidance on assessing infrastructure opportunities. This guidance would
  ensure infrastructure aligns with site and user needs (e.g. why are we building it and who is it
  for?). This guidance could be tailored by the stakeholder's general role and mandate. For
  example, a school district's infrastructure decisions will look different from those of a local
  government.
- A holistic approach to transportation decisions. Active transportation, transit, and EV's are not either-or options but rather all part of the transportation ecosystem.

#### 3. A strong interest was expressed in collaboration and clarified roles

Stakeholders identified EV infrastructure deployment is a new an innovative field. While there is a lot of enthusiasm to collaborate, there is not a lot of experience with roles, responsibilities and deployment approaches, making collaboration opportunities more challenging.

To tackle these challenges, stakeholders identified the following concepts:

"Innovation / turnkey solutions make the process easier and reduce costs."

- Guidance on potential collaboration roles: outlining business models and the roles within them (e.g., who builds, who pays, who operates, etc.).
- Develop a list of businesses and their potential sites interested in being a site host.
- Encouragement to current infrastructure leaders and to spur demand by developing a list of EV-Ready stratas and businesses.

Key themes were identified through an idea board and are noted in the following screenshot:

Now What? What actions make sense now? What would you help move forward? What will you do next with this? Other barrier, the cost of EVs, is also PACE an issue, that may key stakeholders programming -Link e-bike charging need to be could EV charging access/funding/siting were missing addressed before retrofits be with EVs today (province, suitable under that federal, BCH) infrastructure is program? built. other barriers List of may not interested be heard site hosts collab/coordinated grant application, Need to begin tied to site host defining different financing, ownership idea and operating models having a system to to help potential site determine if/where/ hosts find a solution how to install a that works for them Template site charging station - a hosting decision system Would like to see a agreements network for sharing who is it for? (can prewho are the site why are we identify sites) best practices, hosts and how to Installing policy & planning work together? them? a single decision info, and templates could be making system collaboration valuable on right of there are so many opportunities way, etc; for private, different hands/ institutional sites actors - more Assemble a team to coordination is create an online registry Municipalities need needed - but who? of EV friendly strata and different to translate the businesses - good social pressure, supports EV regional EV station stages at adopters, provides central projections to what different resource for strate/biz is required for their organizations looking to increase action there's a need for own community coordination - It's clearer what needs to happen in a muni is clearer

### **Stakeholder List**

The following stakeholders were engaged during the development of this Roadmap. We sincerely thank them for their input and collaboration.

Organizations interviewed prior to workshops		
BC Ferries	Landlord BC	
BC Hydro	Malahat Nation	
BC Transit	Modo	
Geotab	Robbins Parking	
Hansbraun Investments	University of Victoria	
Island Health	Westshore Town Centre	

Organizations represented at the February 4 workshop			
BC Climate Action	Greater Victoria Harbour Authority		
BC Ferries	Greenlots		
BC Hydro	Island Health		
BC Transit	Leading Ahead Energy		
BCSEA	Landlord BC		
Capital Regional District	Malahat Nation		
ChargePoint	Mogiletech		
City of Victoria	Plug n' Drive		
Current Taxi	Suncor EnergyTesla		
District of Central Saanich	Township of Esquimalt		
District of Highlands	Transition Salt Spring		
District of Oak Bay	University of Victoria		
District of Saanich	Vancouver Island Strata Owners Association		
Geotab	Victoria EV Association		
Government of British Columbia			

Organizations represented at the March	1 workshop
Capital Regional District	School District 61
Chargepoint	School District 62
City of Victoria	School District 63
District of Central Saanich	Town of Sidney
District of Saanich	Town of View Royal
Greenlots	Township of Esquimalt
Island Health	University of Victoria
Modo	

## Appendix B. Funding Opportunities

Fund Name	Technology	Support Available	Eligible organizations
CleanBC Go Electric	DCFC	Range: up to \$20,000 per <50	business, not-for-profit, local
Public Charger		kW DCFC, to \$130,000 per	government, Indigenous
Program		>100 kW DCFC (for Indigenous communities).	community, or public sector
CleanBC Go Electric	Level 2	up to 50% of purchase and	organizations business, not-for-profit, local
Public Charger	LCVCIZ	installation costs of Level 2	government, Indigenous
Program		charging stations (to a	community, or public sector
		maximum of \$2,000 per	organizations
		station). Indigenous	
		communities are eligible for	
		rebates of 75% (to a maximum of \$4,500).	
		Five hours of an EV advisor for	
		advice and planning assistance	
		from an expert in EV charging	
		and equipment is also available	
CleanBC Go Electric	Level 2	zero emissions vehicle fleet	companies registered in B.C,
Fleets Program		advisor support and ZEV	non-profit organizations, and
		training sessions along with financial rebates for fleet	public entities.
		assessments, electrical	
		assessments, electrical work,	
		and charging infrastructure	
CleanBC Go Electric	Level 2	up to 50% of costs, to a	Single family homes
BC Single-Family		maximum of \$350.	
Home Charging Installation			
CleanBC Go Electric	Level 2	. Fankvildings lasking to	Multi-family buildings
BC EV Charger	201012	<ul> <li>For buildings looking to become EV Ready, up to</li> </ul>	Watti farmiy ballanigo
Rebate		\$3,000 or 75% of costs to	
		prepare EV Ready plan by a	
		licensed professional. To	
		implement, buildings can	
		receive a rebate of up to 50%	
		of the infrastructure and	
		installation costs to a maximum of \$600 per stall	
		(total maximum of \$80,000).	
		Once EV-Ready, there is a	
		rebate of up to 50% to a	
		maximum of \$1,400 per	
		charger (and a building	
		maximum of \$14,000).	
		For buildings or individuals     Individuals	
		looking to install standalone chargers, up to 50%, to a	
		maximum of \$2,000 per	
		charging (and a building	
		maximum of \$14,000)	

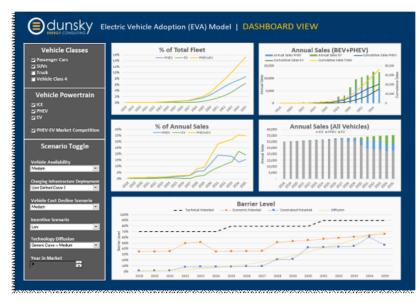
		Five hours of an EV advisor for advice and planning assistance from an expert in EV charging and equipment is also available.	
Natural Resources Canada Zero Emission Vehicle Infrastructure Program	DCFC	of up to 50% of total project costs, to a maximum of \$15,000 per fast-charger for 20kW to 49kW, and up to 50% of total project costs, to a maximum of \$50,000 per fast-charger for 50kW and above.	not-for-profit and for-profit organizations
Natural Resources Canada Zero Emission Vehicle Infrastructure Program	Level 2	up to 50% of total project costs, to a maximum of \$5,000 per Level 2 connector.	not-for-profit and for-profit organizations with funding for on-street and public places and workplaces, including fleets, multi-family buildings

# Appendix C. Modelling Approach

# **EVA Methodology**

Dunsky's Electric Vehicle Adoption (EVA) Model was developed in-house to address a growing need to understand the adoption of electric vehicles in specific jurisdictions. Based on a rigorous review of research from academia and industry, EVA assesses the likely penetration of electric vehicle technology based on several key factors, grouped according to the following four categories:

- A. **Technical potential:** The theoretical potential for EV adoption based on the size and composition of the overall vehicle market, as well as availability of different powertrain types (e.g. plug-in hybrid, battery electric) in different vehicle classes (e.g. cars, SUVs, trucks)
- B. Customer economics:
  The unconstrained
  economic potential based
  on incremental total cost of
  ownership of electric
  vehicles over conventional



Sample EVA Dashboard View

- vehicles, taking into account forecasted energy costs, annual vehicle kilometers travelled, and forecasted battery and vehicle costs
- C. **Market constraints:** Accounting for EV-specific barriers including range limitations and access to both public and home charging infrastructure
- **D. Market dynamics:** Incorporating technology diffusion theory and other market factors to determine rate of adoption and competition between vehicle types

By quantifying the impact of these various factors, EVA allows the development of jurisdiction-specific forecasts for EV adoption and the assessment of the relative effectiveness of a range of policy and program options for accelerating EV adoption, such as home retrofits and public charging infrastructure deployment.

# **High-Level Results**

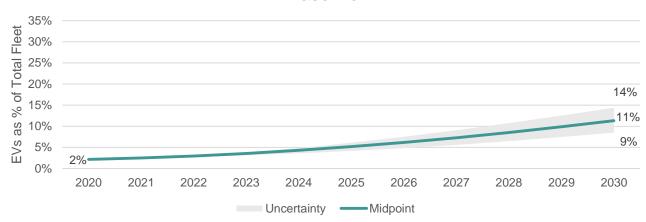
This study assessed EV adoption in the capital region over the 2021-2030 period and the infrastructure required to support this adoption. First, a baseline forecast was developed to estimate adoption in the absence of further charging infrastructure investments and supporting policies. Next, a scenario forecast was developed by adding public charging infrastructure and increased home charging access to the model such that the adoption forecast reached approximately one quarter of the total vehicle fleet by 2030. The charging infrastructure required to reach this target is the basis for the infrastructure recommendations included in this roadmap.

This study includes an aspirational target that approximately one quarter of the light-duty vehicles in the capital region will be EVs by 2030 (with adoption ranging from 17-28%, with a midpoint of 24%). Our modelling shows that this corresponds to a trajectory reaching an annual midpoint EV sales rate of 68% in 2030, which is considerably higher than the provincial government target of 30%. Although the focus of this project was on the public infrastructure required to support this adoption in the capital region, other policies and programs will also be required. The modeling includes the assumptions that upfront purchase incentives are sustained throughout the course of the study (albeit at decreasing levels over time), and that home charging access increases over time as a result of financial and other support for multi-unit home charging retrofits (see 'Other Program and Policy Assumptions' section below). The costs associated with incentives and home charging retrofits are not included in this analysis.

Adoption is also influenced by broader market conditions, including vehicle prices, vehicle model availability, electricity rates, and gasoline prices. In both the baseline and scenario forecasts, high and low bounds were developed for each of these factors and were applied to the scenario to generate a range of uncertainty around the forecast.

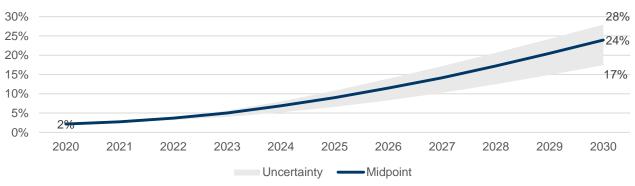
Below, high-level results are provided for the baseline and scenario forecasts. Detailed results are provided in the Detailed Adoption Results section that follows.





		2025	2030
% Annual Sales	Baseline – Upper bound	25%	37%
	Baseline – Midpoint	17%	29%
	Baseline – Lower bound	12%	21%
	Provincial target	10%	30%





		2025	2030
% Annual Sales	Scenario – Upper bound	54%	74%
	Scenario – Midpoint	42%	68%
	Scenario – Lower bound	28%	50%
	Provincial target	10%	30%

# **Market Assumptions**

#### **Vehicle Assumptions**

Vehicle Market Total Fleet and New Sales Assumptions<sup>11</sup>

	Total Trainer Total Trock and Troth Caroo Trocall Priorie												
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
Cars	Total fleet	144,483	143,261	141,950	140,549	139,059	137,480	135,811	134,053	132,206	130,269		
	New sales	6,498	6,443	6,384	6,321	6,254	6,183	6,108	6,029	5,946	5,859		
SUVs	Total fleet	84,577	88,352	92,198	96,115	100,104	104,165	108,297	112,500	116,775	121,121		
	New sales	4,840	5,056	5,276	5,500	5,729	5,961	6,197	6,438	6,683	6,931		
Trucks	Total fleet	41,353	42,579	43,822	45,084	46,363	47,660	48,975	50,308	51,659	53,028		
	New sales	2,873	2,958	3,045	3,132	3,221	3,311	3,403	3,495	3,589	3,684		

#### **Electricity and Fuel Price Assumptions**

Electricity Price Assumptions (\$/kWh)

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
High	0.122	0.125	0.128	0.132	0.135	0.138	0.142	0.146	0.149	0.153
Mid	0.123	0.127	0.130	0.134	0.138	0.142	0.145	0.149	0.154	0.158
Low	0.124	0.128	0.131	0.135	0.139	0.143	0.147	0.152	0.156	0.161

Gasoline Price Assumptions (\$/L)

<u> </u>	arriptionic	γ (Ψ/ Ε/								
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
High	\$1.13	\$1.16	\$1.17	\$1.18	\$1.19	\$1.21	\$1.23	\$1.25	\$1.27	\$1.29
Mid	\$1.36	\$1.38	\$1.40	\$1.42	\$1.44	\$1.46	\$1.48	\$1.51	\$1.54	\$1.56
Low	\$1.58	\$1.62	\$1.66	\$1.69	\$1.70	\$1.72	\$1.74	\$1.78	\$1.81	\$1.83

#### **Building Stock Assumptions**<sup>12</sup>

Forecasted Number of Dwelling Units by Housing Type

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
Single detached	70,693	70,709	70,725	70,741	70,757	70,773	70,789	70,804	70,820	70,836		
Semi-detached	7,195	7,368	7,546	7,728	7,915	8,106	8,301	8,502	8,707	8,917		
Row	11,043	11,216	11,391	11,568	11,749	11,932	12,118	12,308	12,500	12,695		
Apartment and other	89,282	91,035	92,823	94,646	96,505	98,400	100,332	102,302	104,311	106,360		

Forecasted Cumulative New Construction Units by Housing Type

 ordened Carrianante from Contentional Contents by Frodening Type											
2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		

<sup>11</sup> Total light duty vehicle forecasts were provided by the CRD. To capture the split of cars, SUVs, and trucks within the light-duty vehicle population, historic 2017-2019 ICBC registration data market share trends were extrapolated out over the study period. Annual sales were forecasted using province-wide sales as a percent of fleet data from the Canadian comprehensive energy use database.

<sup>&</sup>lt;sup>12</sup> To forecast the building stock, growth rate trends were taken from the 2011 and 2016 census. The rate of new construction (as a percent of existing buildings) was developed using the CMHC 'Housing Starts, Completions and Units Under Construction' publication.

Single detached	317	633	950	1,267	1,584	1,901	2,218	2,535	2,852	3,169
Semi-detached	73	148	224	302	383	465	549	635	723	814
Row	51	103	156	209	264	319	375	432	490	548
Apartment and other	1,275	2,575	3,900	5,252	6,630	8,035	9,468	10,929	12,418	13,937

# **Infrastructure Assumptions**

Infrastructure Targets (Cumulative Ports)

	Lev	el 2	DCFC			
	2025	2030	2025	2030		
Infrastructure	562	1010	81	160		
Required						
Installed	240	240	28	28		
Planned	24	24	0	0		
Total Gap	298	746	53	132		

Level 2 Charging Infrastructure Assumptions (Number of Ports)

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Baseline	240	240	240	240	240	240	240	240	240	240
Scenario	240	240	339	451	562	674	786	861	935	1010

DCFC Charging Infrastructure Assumptions (Number of Ports)

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Baseline	28	28	28	28	28	28	28	28	28	28
Scenario	28	28	41	61	81	101	120	134	147	160

Infrastructure Cost Assumptions

Level 2 curbside (\$ per port)	\$15,000
Level 2 in parkade (\$ per port)	\$5,000
DCFC (\$ per port)	\$175,000

# **Other Program and Policy Assumptions**

Upfront Vehicle Purchase Incentive Assumptions (combined federal and provincial)

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
PHEV	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$2,500	\$2,500	\$1,250	\$1,250	\$1,250
BEV	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$4,000	\$4,000	\$2,000	\$2,000	\$2,000

Public charging infrastructure serves as more than just a substitute for home charging access. For PHEVs it can maximize the use of EV mode vs. internal combustion engine vehicles, and DCFCs provide additional flexibility for BEVs for longer trips or days where they need a top up for any other

number of reasons. Public chargers also support travellers from out of region. Even if home charging access nears 100%, public chargers still have an important role in a charging network.

The modeling assumes considerable retrofits across the whole region, however there are a number of reasons the following retrofits may not be achieved on the schedule included here. For example, these retrofits require cooperation of building owners and tenants, an adequate workforce, and other factors.

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Single Family % Home Charging Access	77%	78%	80%	82%	83%	86%	89%	92%	96%	100%
Multifamily % Home Charging Access	25%	29%	35%	41%	46%	54%	63%	73%	83%	94%

### **Annual Investment**

#### Annual Total Investment, 2021-2025

	2021	2022	2023	2024	2025
Level 2	\$0	\$0	\$746,000	\$1,119,000	\$1,119,000
DCFC	\$0	\$0	\$2,310,000	\$3,465,000	\$3,465,000
Total	\$0	\$0	\$3,056,000	\$4,584,000	\$4,584,000

#### Annual Total Investment, 2026-2030

	2021	2022	2023	2024	2025
Level 2	\$1,119,000	\$1,119,000	\$746,000	\$746,000	\$746,000
DCFC	\$3,465,000	\$3,465,000	\$2,310,000	\$2,310,000	\$2,310,000
Total	\$4,584,000	\$4,584,000	\$3,056,000	\$3,056,000	\$3,056,000



This report was prepared by Dunsky Energy Consulting. It represents our professional judgment based on data and information available at the time the work was conducted. Dunsky makes no warranties or representations, expressed or implied, in relation to the data, information, findings and recommendations from this report or related work products.

#### REGIONAL ELECTRIC VEHICLE INFRASTRUCTURE ROLES

#### June 2021

The table below provides an overview of the potential key stakeholder roles, and example organizations, in electric vehicle infrastructure deployment as envisioned in the CRD Electric Vehicle Infrastructure Roadmap. Organizations can take on many roles within the infrastructure ecosystem. Understanding and integrating these stakeholders' plans and needs is essential to developing a cohesive regional charging network.

Key players' roles and example organizations

Key Player	Role	Example organizations
Infrastructure Builders	Actively deploying charging infrastructure	Local governments, First Nations, utilities, other institutions, building developers, private companies (including EV manufacturers)
Site hosts	Host but not necessarily own or operate infrastructure	Governments, crown corporations, First Nations, campuses, major transit hubs (e.g., ferry terminals), parking companies, retailers, fuel stations
Financial & policy supporters	Deciding or administrating Electric Vehicle (EV) supports	Local governments, First Nations, utilities, provincial and federal governments
Utilities	Supplying electricity and/or building infrastructure	BC Hydro, Fortis
Technology companies	Supplying and/or operating charging stations or cars	Infrastructure manufacturers, EV software and data companies
Drivers	Fleet owners or EV users	Capital region residents and all other stakeholders
Initiative influencers	Advocate with/to industry or communities	Academia, business organizations, EV groups, NGO's, local governments



# REPORT TO TRANSPORTATION COMMITTEE MEETING OF WEDNESDAY, JUNE 16, 2021

#### **SUBJECT** Transportation Priorities Implementation Strategies

#### **ISSUE SUMMARY**

To consider implementation strategies for each of the confirmed transportation priority areas and provide direction on next steps.

#### **BACKGROUND**

On May 12, 2021, the Capital Regional District (CRD) Board confirmed regional transportation priorities and directed staff to develop implementation strategies for each, including a consideration of cooperation mechanisms. These priorities seek to advance regional objectives to reduce congestion, improve mode share and take action on climate.

The approved priorities relate to:

#### Advocacy:

- Bus mass transit (RapidBus)
- Multi-modal and safe highways
- SSI/SGI connectivity
- General transit
- E&N corridor (protection, maintenance and upgrades)
- Westshore passenger ferry feasibility study

#### Action:

- Active Transportation
- Transportation Demand Management (TDM)
- Safety policy
- Strengthening land use
- Parking and access upgrades

#### Pivot:

- Governance (long-term authorities)
- Non-bus mass transit (light rail, passenger ferry)

#### Level of Impact and Implementation Strategies

The priorities reflect the urban, suburban, rural and remote makeup of the region and include a combination of large scale, region wide initiatives and smaller scale local serving initiatives. An analysis of the relative impact of each priority to achieve regional objectives is provided in Appendix A. Priorities could be advanced simultaneously without detracting from achieving regional objectives, as shown in the implementation strategies in Appendix B.

#### **Equity**

Staff have reviewed each of the priorities with a lens to social equity and accessibility and have identified throughout the report where known barriers to participation exist. Available data indicates that low income and visible minorities within the region generally have good access to transportation options. Additionally, there are numerous programs available to provide affordable or free transportation options for those in need particularly in relation to transit. A more fulsome investigation to barriers to access, along with the development of actions to improve equity, would be best addressed at the project, facility or service level with input from affected communities. Further analysis is difficult given the lack of data.

#### **Governance – Short Term Coordination**

Much of the Board's previous transportation work has been focused on the establishment of a regional transportation service. Consensus for such a service was not achieved. The existing transportation governance structure gives strategic and operational decision-making authority to the jurisdiction responsible for a particular transportation mode and/or corridor. Each jurisdiction

has the mandate, expertise and service delivery capacity to advance the regional transportation priorities under their authority. Each implementation strategy identifies a lead and the potential role that the CRD could have under the existing governance structure and within the CRD's authority. This approach allows for the CRD to take action on impactful priorities before the end of the current Board term. Within the context of these current authorities, the most impactful first step would be to create a Transportation Advisory Committee (TAC) to support the significant levels of coordination required to progress work on the gaps.

The immediate gaps are: TDM, safety policy and implementation of a connected and consistent active transportation network. These are gaps as there is no clear mandate or lead authority. As shown in the implementation strategies, the CRD could take a leading role to fill these gaps.

#### **Governance – Long Term Authorities**

A review of governance structures suggests that metropolitan regions are most successful at achieving their goals when strategic and operational decisions about transportation and land use sit with one jurisdiction. Outside of consolidating authorities, the next best option is to formalize coordination at the technical and policy levels. Coordination mechanisms include staff-led technical advisory committees and multi-party agreements negotiated through funding at the time of major project planning. The governance structure scan is provided in Appendix C.

#### **Recommended Actions**

The implementation strategies identify the following CRD actions to advance the priority areas:

- 1. Advocate for senior government investment in infrastructure and delivery of high-quality transit service and develop all required materials to support this advocacy work.
- 2. Continue to provide data and technical expertise on individual infrastructure projects.
- 3. Prioritize the development of shovel-ready regional trail improvement projects to leverage spending within transit and highway corridors.
- 4. Amplify and encourage mode shift in partnership with municipalities, electoral areas, agencies and stakeholders.
- 5. Seek opportunities for funding, incentives and pilot projects to achieve regional growth management and transportation objectives.
- 6. Establish a TAC to:
  - a) prioritize planning and coordination to support development of a safe, connected and consistent active transportation network.
  - b) develop options, in coordination with municipal, electoral area and agency partners, to deliver region-led TDM and safety policy.

#### **ALTERNATIVES**

#### Alternative 1

The Transportation Committee recommends to the Capital Regional District (CRD) Board:

- 1. That staff be directed to form a Transportation Advisory Committee, reporting through the Transportation Committee, with senior staff representation from CRD, municipal, electoral area and agency partners to advise on regional transportation matters requiring coordination;
- 2. That staff be given the mandate to develop a region-wide approach to transportation demand management, safety policy and implementation of a connected and consistent regional trail network, working through the Transportation Advisory Committee; and
- 3. That staff be directed to advance advocacy and other implementation actions, as set out in Appendix B.

#### Alternative 2

That the Transportation Priorities Implementation Strategies report be referred back to staff for additional information based on Transportation Committee direction.

#### **IMPLICATIONS**

#### **Environmental & Climate Implications**

The CRD Board has declared a climate emergency. All priorities have been considered against climate criteria, measured as the priority's potential to decrease greenhouse gas emissions. Per senior government policy frameworks, emissions reductions will be realized by increasing the use of zero-emission vehicles, greening fuel sources and improving multi-modal transportation.

Leveraging multi-modal infrastructure spending within highway corridors is a cost-effective way for the region to achieve its climate objectives. Unless required through a demonstrable safety warrant, transit and active transportation investment within highway corridors will be prioritized over the construction of new general purpose travel lanes.

#### Intergovernmental Implications

Coordination through a TAC would allow for all jurisdictions to retain existing authorities. As shown in the governance structure scan, this approach ensures that technical and policy matters related to the proper functioning of a multi-modal transportation network are consistently evaluated and advanced at the senior staff level. This is the approach being used in the Regional District of Central Okanagan to implement their recently approved regional transportation plan. It is also the approach used to ensure alignment between TransLink and Metro Vancouver. The scope and terms of reference for a TAC reporting through the CRD would be informed by the findings of the governance scan and the specific contextual needs of the region. Coordination on matters requiring immediate action – TDM, safety policy and implementation of a connected, consistent active transportation network – would be a strong first step to build trust in this governance approach.

Significant legislative changes would be needed should the region wish to consolidate authorities. New authorities that further split strategic and operational decisions in the region would be at cross-purposes with the Board's priorities, as shown in the governance scan. It is important to note that although TransLink has authority over transit, emerging mobility technologies and second-tier roads, significant coordination is still required with Metro Vancouver. TransLink, reporting through both its Board and to the Mayors' Council, does not consolidate transportation authorities; strategic, long-range land use and transportation planning sits with Metro Vancouver through its authority for the Regional Growth Strategy (RGS).

#### Regional Growth Strategy Implications

Land use patterns that support transit and active transportation – the densification of designated centres and corridors – are needed to achieve mode share and climate change targets. The RGS sets out a settlement concept in Map 3(b) and policies to support such land use patterns. Realizing the desired land use patterns requires that growth be directed to designated locations and ongoing monitoring to track progress against objectives. The CRD will continue to provide monitoring and will explore opportunities to incent implementation of the RGS policy framework. The CRD does not have authority over local land use decisions.

#### Social Implications

A multi-modal transportation network supports equitable access to transportation options across the region. Different approaches, from infrastructure investment to TDM, are critical to delivering affordable and readily available transportation options. The regional priority areas reflect that different communities have different transportation needs.

In many large centres across Canada, there is a distinct disparity in access to quality multi-modal transportation infrastructure for residents with low income levels. This is not generally the case in the capital region where a majority of low income residents reside in areas where multi-modal transportation options are strongest.

Both the Province and BC Transit provide programs and policies aimed to remove barriers to transportation access. Programs such as heavily discounted or free transit passes target low income transit users, people with disabilities and more recently students and youth. Services such as dedicated handyDART and Taxi Saver programs are available for elder adults and residents with disabilities.

There are fewer policies and programs aimed at reducing barriers to access active transportation options. Consideration of accessibility needs is increasingly integrated in facility design, and is a principle driving the development of an all ages and abilities cycling network.

#### Financial Implications

Advancing the priority areas per the implementation strategies would increase service levels, requiring new staff and financial resources. Staff will identify resourcing requirements and seek approval through the annual service and financial planning process.

#### Service Delivery Implications

The impact analysis shows that the priority areas target interventions at different levels of action, from behaviour change at the individual level to investment and improvements at the policy and infrastructure levels. Action at each level is necessary to achieve regional objectives for reducing congestion, improving mode choice and taking action on climate. The impact analysis also shows that the CRD can be the most impactful by providing regional leadership on priority areas that do not currently fall under the authority of any one municipality or agency.

Infrastructure alone, which falls under the authority of municipal and agency partners, will not be sufficient for people to choose to make trips by walking, cycling or transit. The CRD is well positioned to add immediate value by focusing on TDM and safety policy initiatives that complement existing municipal, electoral area and agency streams of work, delivered within existing authorities. While options for such a program of work need to be developed in partnership, preliminary research through the implementation strategies suggest:

- a) Take an active travel planning approach for TDM, by working with key trip generators (e.g., Department of National Defense, universities, major retail centres); and
- b) Undertake an operational review of the Traffic Safety Commission to determine how it can best support CRD staff with development of safety policy.

In terms of advocacy, the most effective results will occur if the region can speak with one voice to secure senior government investment in active transportation and transit infrastructure, and accelerate delivery of high quality transit service. Such advocacy needs to happen in a coordinated and focused manner, through multiple channels. As set out in the Board's advocacy strategy, this includes taking formal action through the Board and Committee Chair as well as working with individual Directors and at senior staff levels.

#### Alignment with Board & Corporate Priorities

The implementation strategies identify actions that will continue to advance the 2019-2022 Board priorities for transportation – to work with government/community partners to increase use of public transit, walking and cycling and to plan for and deliver an effective, long-term regional multimodal transportation system.

#### Alignment with Existing Plans & Strategies

The regional transportation priorities are largely based on existing plans, strategies and bylaws at local, regional and provincial levels. At the regional level, priorities align with the RGS, Regional Transportation Plan and the Regional Trails Management Plan. The priorities also align to plans and policies from other agencies and senior governments, including the BC Transit Future Plan, BC Transit's RapidBus Strategy, the South Island Transportation Strategy and CleanBC.

#### CONCLUSION

Advancing the regional transportation priorities will take ongoing collaboration amongst the CRD and all municipal, electoral area and agency partners. Implementation strategies have been developed for each priority area and have identified a series of actions for the CRD. Actions related to advocacy, provision of technical expertise, optimization of regional trail infrastructure, partnership-based service delivery and exploration of options to incent plan implementation can be undertaken within existing service authorities and current operational mandate. Actions to deliver TDM, safety policy and improved coordination of active transportation infrastructure require a clear Board-endorsed mandate and a new coordination mechanism. With the creation of a TAC, additional governance authorities could be explored in the long term. Staff will report back to the Committee on budget implications through the annual service and financial planning processes. Recommendations support impactful actions that can be initiated prior to the end of the Board's term.

#### **RECOMMENDATION**

The Transportation Committee recommends to the Capital Regional District (CRD) Board:

- 1. That staff be directed to form a Transportation Advisory Committee, reporting through the Transportation Committee, with senior staff representation from CRD, municipal, electoral area and agency partners to advise on regional transportation matters requiring coordination;
- 2. That staff be given the mandate to develop a region-wide approach to transportation demand management, safety policy and implementation of a connected and consistent regional trail network, working through the Transportation Advisory Committee; and
- 3. That staff be directed to advance advocacy and other implementation actions, as set out in Appendix B.

Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional & Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

#### **ATTACHMENTS**

Appendix A: Transportation Priority Area Impact Analysis

Appendix B: Transportation Priority Area Implementation Strategies

Appendix C: Transportation Governance Structure Scan

# Levels of Action by Transportation Priority Area

Infrastructure alone is not enough for people to choose to walk, wheel or take transit more often to get to the places they want to go. Interventions are needed at the individual level so that people know how to use the infrastructure and at the policy level so that the infrastructure is safe, consistent and connected in a network.

The pyramid below shows the nested opportunities for interventions to achieve regional objectives for reducing congestion, improving mode choice and taking action on climate, based on the regional transportation priority areas.

Individual: Eliminate or reduce # of vehicle trips At the individual level, transportation demand management (TDM) offers an opportunity to encourage people to eliminate or reduce the number of trips they may take by single occupancy vehicle.

#### **Priority Areas:**

✓ TDM

Regional Policy:
Set shared direction and make aligned decisions to support mode choice

At the **policy level**, partners identified specific topics where there are opportunities to target mode share increases through the guiding principles, priorities and approaches that shape how government and agency decisions build and operate communities.

#### **Priority Areas:**

- ✓ Strong land use
- ✓ Safety policy
- ✓ SSI / SGI connectivity
- ✓ Governance

Infrastructure:
Provide transportation options that support
mode choice

#### At the infrastructure level.

improvements across all modes were identified as necessary to achieve regional objectives. Note that the level of impact is the most variable at this level.

#### **Priority Areas:**

- ✓ Active transportation
- ✓ General transit
- ✓ RapidBus
- ✓ Parking and access upgrades
- ✓ Highway safety & multi-modal improvements
- ✓ Westshore passenger ferry feasibility study
- ✓ E&N Corridor protection, maintenance and upgrades

# Levels of Impact by Transportation Priority Area

The table below shows the results of the impact analysis for each priority area, grouped in relation to how much control the CRD has to affect change.



Low CRD Control

# **Evaluation Methodology**

#### Notes on Methodology

The evaluation methodology is high-level as the priority areas are at the problem definition level rather than project design or facility / service option development. The evaluation methodology was chosen based on the following considerations:

- It is not possible to assign costing, trip volumes, travel time, vehicle kilometres travelled or safety warrant values in a consistent manner across all the priority areas at the problem definition level.
- Industry best practice (e.g., MoTI Multiple Account Evaluation Framework) is to undertake high-level analysis for evaluation at the problem definition level.
- The intent of the analysis is not to evaluate the specific project merits associated with each priority area, but rather to identify the relative impact of each priority toward achieving regional objectives.
- Priority areas related to policy are compared against each other and priority areas related to infrastructure are compared against each other to recognize that each of these interventions require different actions.

When results of infrastructure priority areas are compared against each other, active transportation and general transit perform the best given their broad regional reach and potential to increase the most number of trips by walking, cycling or transit. When results of policy priority areas are compared against each other, TDM and land use perform the best given that they provide a regionally-based approach to addressing all the criteria.

#### Performance Score

Each priority area was evaluated against five criteria. The criteria measurements relate directly to the region's transportation objectives. Each criteria is scored out of three, to give a total out of 15.

How does the	How does the priority area achieve regional outcomes?				
Criteria	Measure	Scoring: High (3/3), Medium (2/3), Low (1/3)			
Mode Shift	Potential to increase # of trips by walking, cycling or transit	✓ Highest scores to priorities that have the potential to convert the largest number of vehicle trips. Dependent on the pool of new potential mode users, facility or service quality and network connectivity.			
Climate Action	Potential to decrease GHG emissions toward regional targets	✓ Highest scores to priorities that can decrease GHG emissions. Dependent on degree to which priority supports fuel switch and mode shift.			
Congestion	Potential to reduce travel time in AM / PM peak	✓ Highest scores to priorities that remove or mitigate the need for peak hour trips. Dependent on predominant frequency and timing of mode use.			
Safety	Potential to increase safety	✓ Highest scores to priorities that improve mode, service or facility safety.  Dependent on ability to increase a mode's safety relative to existing.			
Affordability	% income spent on transportation	✓ Highest scores to priorities that offer the potential to decrease percentage income spent on transportation. Dependent on comparison to cost of single occupancy vehicle ownership, operation and maintenance.			
	Total Performance Score	Sum total / 15			

#### **Population and Cost Factors**

Population and cost factors were then applied to the performance score and added together for a total score out of 30.

What is t	What is the scale of impact, based on population served and relative cost?					
Multiplie	Population Total x multiplier / 15	Cost Total x multiplier / 15	Scoring: Sum total of both multipliers / 30			
1	Regional	Low	Sum total of performance score x population multiplier			
.5	Sub-regional EA / Local	Medium High	Sum total of performance score x cost multiplier			

# **Summary of Implementation Actions**

### Appendix B: Transportation Priority Area Implementation Strategies

Priority Area	Lead	CRD Implementation Role	CRD Implementation Actions
Transportation Demand Management (TDM)	No Regional Lead	<b>ESTABLISH LEAD:</b> Set clear mandate for regional action on TDM.	Take an active travel planning approach to TDM, working with key trip generators (e.g., DND, major retail centres, universities).
Safety Policy	No Regional Lead	<b>ESTABLISH LEAD:</b> Set clear mandate for regional approach to safety policy.	Complete an operational review of the Traffic Safety Commission to determine how it can support CRD staff with safety policy development.
Active Transportation	CRD Local Governments	<b>IMPLEMENT:</b> Complete a connected, consistent regional trail network and upgrade heavily used urban sections. <b>ADVOCATE:</b> Secure funding for local and regional infrastructure improvements.	Complete the E&N trail and upgrade heavily used urban sections. Advocate to the provincial and federal governments. Develop a policy framework and partnership agreements for the long-term build out of consistent, connected cycling facilities.
Governance	CRD	<b>IMPLEMENT:</b> Use a Transportation Advisory Committee (TAC) to provide a coordination mechanism.	Establish a TAC to advance regional TDM and safety policy and coordinate implementation of a complete, connected active transportation network.
Parking Upgrades	CRD / Province / Local Governments	IMPLEMENT: Upgrade parking at Regional Parks. ADVOCATE: Upgrade parking at Provincial Parks.	Undertake a parking and safety access study and identify possible funding sources.
Strengthen Land Use	Local Governments	<b>COORDINATE:</b> Through the Regional Growth Strategy (RGS), direct growth to centres and corridors along transportation network.	Seek opportunities for funding, incentives and pilot projects to implement the RGS land use concept.
SSI / SGI Connectivity	MoTI / BC Transit	<b>ADVOCATE:</b> Prioritize active travel modes in terminal design and ferry operations, active transportation in roadwork projects and accelerate BC Ferries fleet electrification.	Advocate to MoTI and BC Ferries.  Provide data and technical expertise to projects.  Administer transportation commissions.
General Transit Investments	BC Transit	<b>ADVOCATE:</b> Improve local transit service in suburban and rural areas, including provision of Park and Rides.	Advocate to BC Transit, MoTI and local governments. Provide data and technical expertise to projects.
Buss Mass Transit (RapidBus)	BC Transit	<b>ADVOCATE:</b> Accelerate implementation, link directly to growth centres, secure funding, locate density near nodes.	Advocate to BC Transit, MoTI and local governments. Leverage transit spending on regional trail improvements. Provide data and technical expertise to projects.
Multi-Modal and Safe Highways	МоТІ	<b>ADVOCATE:</b> Prioritize safety and multi-modal improvements that will advance regional climate action and mode shift targets.	Advocate to BC Transit, MoTI and local governments. Leverage highway spending on regional trail improvements. Provide data and technical expertise to projects.
Westshore Passenger Ferry Feasibility Study	МоТІ	<b>ADVOCATE:</b> Complete a feasibility study to plan for long-term transportation alternatives.	Advocate to BC Transit, BC Ferries and MoTI. Provide data and technical expertise.
E&N Corridor (Protect, Maintain and Upgrade)	МоТІ	<b>ADVOCATE:</b> Invest in corridor upgrades and maintenance to preserve a rail-based transportation option in the long-term.	Advocate to MoTI and the Island Corridor Foundation. Provide data and technical expertise.

	Transportation Demand Management (TDM)			
Priority Description	Confirm CRD as lead agency and develop TDM policy and planning			
Level of Action	Regional Policy – Set shared direction and make aligned decisions			
Level of Impact	Level of Impact CRD action makes the most impact to advance mode shift			

Region's readiness to delive	r the priority
Delivery Partner & Authority	Key Actions, Timing & Commitment
No Lead Agency	A lead agency is needed to explore how to capture ongoing benefits from pandemic travel patterns and develop TDM options to incentivize active transportation, transit and high occupancy vehicle use and discourage single occupancy vehicle travel.
Local Governments (LGA, Climate Plans)	Provide various policy, regulatory and program streams (e.g., parking fees, street use policy, provision of bike parking).
Province / BC Transit (Operating mandate)	Provide various policy, regulatory and program streams (e.g., discounted fares, subsidized transit passes).
5	Mitigate need for travel through flexible workforce policies (e.g., work from home, flex days, virtual meetings, staggered work hours).
Employers / Businesses (Internal policy)	Support mode choice for customers / employees through on-site investments (e.g., secure bike parking, change facilities, bus fare discount program).
	Provide active travel planning service for schools and school communities.
<b>CRD</b>	Provide education and encouragement campaigns to support mode choice.
(20/1)	Previously piloted successful active transportation encouragement initiatives.



CRD Actions to Implement the Priority		
Action	Description	
Establish Lead	CRD Board to give staff the mandate to work with municipal, electoral area and agency partners, reporting through a Transportation Advisory Committee (TAC), to develop TDM options that can be delivered within the scope of the CRD's current authorities.	
Davalan 6	Prepare a scope of work to develop TDM options.	
Develop & Implement (if directed)	Pending input from the TAC, take an active travel planning approach to TDM, working with key trip generators (e.g., Department of National Defense, major retail centres and universities).	

## Transportation Demand Management (TDM)

## How does the priority achieve regional outcomes?

Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of trips by walking, cycling or transit	<b>Medium Potential:</b> Focus on consistent, region-wide education, encouragement, policy and on-site improvements complements investment in active transportation infrastructure and can support people in choosing not to take trips or to make trips by active modes.	2/3
Climate Action	Potential to decrease GHG emissions	<b>High Potential:</b> Many trip generators – businesses, institutions and employers – are committed to mitigating the effects of climate change. There is high potential to work with these groups to develop solutions to support people in choosing to make trips by active modes and to mitigate the need for trips.	3/3
Congestion	Potential to reduce need for peak period travel	<b>High Potential:</b> Focus on flexible work and school arrangements offers greatest potential to mitigate the need for travel / trips, particularly during peak travel periods in the morning and afternoon.	3/3
Safety	Potential to increase safety	<b>High Potential:</b> TDM measures are developed by trained experts prioritizing safety of all road users. Potential to remove vehicles from the road, reducing risk of injury. Potential to remove the need for trips thereby eliminating the chance of being involved in a crash.	3/3
Affordability	% income spent on transportation	<b>High Potential:</b> Mitigating or minimizing the need for travel creates significant savings for users across all modes and shift to active modes offers less costly travel options.	3/3
		Total Score	14/15

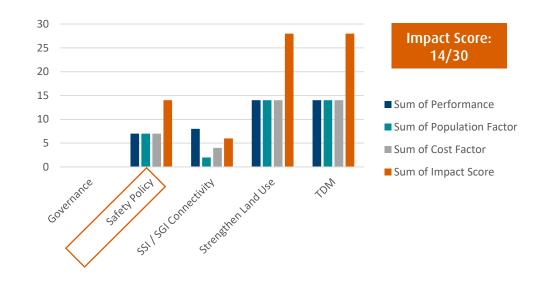
# What is the scale of impact, based on population served and relative cost? (Multiplier of Base Score)

Factor	Measure	Description	Multiplier	Score
		Has potential to benefit all residents of the region.	1 = rgn	1 = rgn
Population	Relative population reach	rias potential to benefit all residents of the region.	.5 =sub-rgn	
			.25 = EA	
		Affordable entires when compared to speital and exerctional costs of expanding roads and transit to	1 = low	1 = low
Cost	Relative cost to deliver	Affordable options when compared to capital and operational costs of expanding roads and transit to accommodate demand for limited peak travel periods.	.5 = med	
		decention of the minited pasts were periods.	.25 = high	
			Total Multiplier	2

TOTAL SCORE WITH FACTORS 28/30

Safety Policy		
Priority Description	Confirm CRD as lead agency and develop a "Vision Zero" policy approach that aims to keep all road users safe from risks of injury or death on the road	
Level of Action	Regional Policy – Set shared direction and make aligned decisions	
Level of Impact	CRD action makes the most impact to advance mode shift	

Region's readiness to deliver the priority		
Delivery Partner & Authority	Key Actions, Timing & Commitment	
No Lead Agency	A lead agency is needed to explore how municipal, electoral area and agency partners can consistently operationalize a Vision Zero approach to land use and infrastructure design.	
Local Governments ( <i>LGA</i> , Climate Plans)	Provide various safety-focused policy, regulatory and program streams.	
Province / BC Transit (Operating mandate)	Provide various safety-focused policy, regulatory and program streams.	
CRD (LGA)	Through the Traffic Safety Commission (TSC), develop education campaigns and support research to improve traffic safety.  TSC has authority to bring forward policy recommendations.	



CRD Actions to Implement the Priority	
Action	Description
Establish Lead	CRD Board to give staff the mandate to work with municipal, electoral area and agency partners, reporting through a Transportation Advisory Committee (TAC), to develop safety policy options that can be delivered within the scope of the CRD's current authorities.
Develop & Implement (if directed)	Prepare a scope of work to develop traffic safety options.  Review the TSC operating model to determine how it can best support CRD staff with development of safety policy.

### **Safety Policy**

## How does the priority achieve regional outcomes?

Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of trips by walking, cycling or transit	<b>High Potential:</b> Sets the decision-making framework that prioritizes the creation of walking and cycling environments that support people choosing to use active modes. If consistently applied, has the potential to influence a large number of trip choices.	3/3
Climate Action	Potential to decrease GHG emissions	N/A – GHG emission reductions is not the focus of this initiative. Emission reductions would be an indirect outcome of mode share changes.	0/3
Congestion	Potential to reduce need for peak period travel	N/A – travel time reduction is not the focus of this initiative. Reduction in congestion would be an indirect outcome of mode share changes.	0/3
Safety	Potential to increase safety	<b>High Potential:</b> Vulnerable road users (e.g., motorcyclists, pedestrians and cyclists) are at a higher risk of injury and death, particularly in mixed traffic situations. This measure prioritizes the needs of these road users in planning and design and has significant potential to increase safety.	3/3
Affordability	% income spent on transportation	Low Potential: This measure would have limited impact on the user costs of transportation.	1/3
		Total Score	7/15

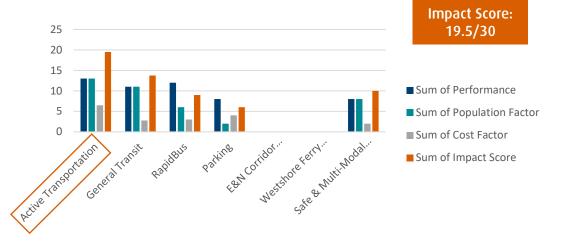
# What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	Has potential to benefit all residents of the region.	1 = rgn .5 =sub-rgn .25 = EA	1 = rgn
Cost	Relative cost to deliver	Cost to prepare and support application of safety policy is relatively low. Implementation costs would be absorbed in development and infrastructure projections. The potential increase in costs are offset by the health and safety benefits realized by fewer accidents and deaths.	1 = low .5 = medium .25 = high	1 = low
			Total Multiplier	2

TOTAL SCORE WITH FACTORS 14/30

Active Transportation		
Priority Description	Complete a connected, consistent regional trail network and seek dedicated funding for active transportation infrastructure	
Level of Action	Infrastructure – Provide transportation options that support mode choice	
Level of Impact	CRD action and advocacy makes the most impact to advance mode shift	

Region's readiness to deliver the priority			
Delivery Partner & Authority	Key Actions, Timing & Commitment		
LEAD: CRD (Regional Trails) (Agreements, Service Bylaws)	Provide policy, planning and design work to complete the E&N Rail Trail and to improve the Galloping Goose and Lochside trails. Trails provide both recreation and active transportation functions. There is opportunity to leverage planned highway and transit improvements adjacent to the regional trail corridors to fund some of this work.		
	The CRD also provides data and technical expertise to support cycling improvements across the region.		
LEAD: Local Governments (Local Roads)	Lead for local active transportation projects. Plan for and complete a connected pedestrian and cycling network that provides a consistent walking and cycling experience for users.		
(LGA   Community Charter)	Plan for and implement land uses that are located in proximity to existing cycling facilities.		
Provincial & Federal	Provide funding for active transportation planning and infrastructure.		
Governments (Operating mandate)	Create and maintain policy frameworks that prioritize investments that shift from higher to lower emitting modes of transportation.		



CRD Actions to Implement the Priority			
Action	Description		
Build Infrastructure	Complete E&N Rail Trail and complete trail widening and lighting on designated sections of the Galloping Goose and Lochside trails. Look for opportunities to leverage highway and transit corridor projects for active transportation improvements.		
	Plan, design and complete active transportation in collaboration with partners in the electoral areas (e.g., Mayne Island Demonstration Project).		
Advocate	To the <b>provincial and federal governments</b> for dedicated and secure funding for local and regional active transportation infrastructure.		
	Continue to provide data and technical expertise to projects.		
Plan & Coordinate	Develop a policy framework and partnership agreements, through a Transportation Advisory Committee, for the long-term build out of a consistent, connected cycling network (e.g., standardized trail crossings, use conflict mitigation).		

### **Active Transportation**

## How does the priority achieve regional outcomes?

Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of	High Potential:	3/3
	trips by walking, cycling or	Dedicated, connected and convenient walking and cycling infrastructure appeals to non-captive users.	
	transit	The pool of potential new users continues to grow as new technologies make active modes more attractive.	
Climate Action	Potential to decrease GHG	High Potential:	3/3
	emissions	Lowest emitting of all existing transportation options.	
		Will help reduce the number of vehicle trips if the infrastructure improvements can successfully attract new users.	
Congestion	Potential to reduce need	Medium Potential:	2/3
	for peak period travel	Reduce travel time for cyclists through connected infrastructure that prioritizes active modes.	
		Improve travel time for goods and service movement if the infrastructure reduces the number of vehicle trips.	
Safety	Potential to increase safety	<b>Medium Potential:</b> Trail improvements and the build out of an all ages and ability cycling network will improve safety for users.	2/3
Affordability	% income spent on	High Potential: Offers the most affordable transportation option per trip when compared to other modes.	3/3
	transportation		
		Total Score	13/15

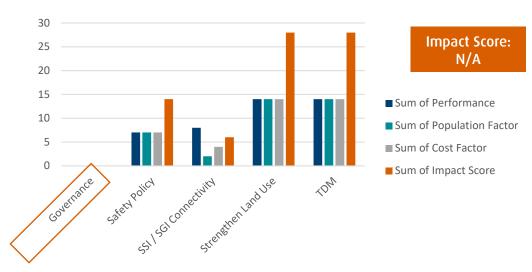
# What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	Has potential to benefit all residents of the region.	1 = rgn .5 =sub-rgn .25 = EA	1 = rgn
Cost	Relative cost to deliver	Capital and operational costs are significantly less expensive than transit and highways. Still requires significant annual capital and operational costs.	1 = low .5 = med .25 = high	.5 = med
			Total Multiplier	1.5

TOTAL SCORE WITH FACTORS 19.5/30

	Governance		
Priority Description			
<b>Level of Action</b> Regional Policy – Set shared direction and make aligned decisions			
Level of Impact	CRD action and advocacy plans for long-term regional needs		

Region's readiness to deliver the priority		
Delivery Partner & Authority	Key Actions, Timing & Commitment	
CO-LEAD: CRD	In relation to current regional transportation priorities, the governance gap is that there is no lead agency or Board-endorsed mandate to deliver region-wide transportation demand management (TDM) initiatives, safety policy or the implementation of a consistent, connected cycling network. A Transportation Advisory Committee (TAC) could address this immediate governance gap.	
	Separate from the delivery of the transportation priorities, determine – if directed – whether there is a need to change who is responsible for making strategic and operational decisions about transportation in the region.  Previous Board direction was to stop working on a new service authority.	
CO-LEAD: Local	Local governments have the authority to make decisions about local roads and land use. A TAC would provide a collaborative approach to governance that maintains existing authorities.	
Governments (LGA   Community Charter)	As the jurisdictional scan shows, the most successful governance structures consolidate authorities under one jurisdiction. Consolidation would require a change to local government authority.	
MoTI and BC Transit (Operating mandate, BC Transit Act)	MoTI funds transit infrastructure and funds and builds highway infrastructure in the service of people and goods movement. BC Transit operates transit service. Each is governed according to legislation.	



Note on Score: No score is available as this is a study for a long-term priority. No direct impacts can be attributed to the criteria in the short-term.

CRD Actions to Implement the Priority		
Action	Description	
Establish a	Establish a TAC with the mandate to advise on matters requiring regional coordination.	
Transportation Advisory Committee	Based on the regional priorities, the initial TAC scope of work should focus on matters requiring immediate regional coordination relate to TDM, safety policy and connected, consistent cycling network.	
Problem Definition (long-term)	etermine if there is a need to change the current multi- isdictional governance model and clearly identify which isdictions should be making strategic and operational decisions out the region's transportation system and services. Current alysis shows that the existing governance framework allows for ojects to progress in alignment with the objectives in the Regional ansportation Plan and could be augmented through the TAC.	
	Prepare governance options, if directed.	

#### Governance

## How does the priority achieve regional outcomes?

Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of trips by walking, cycling or transit	No direct impact	0/3
Climate Action	Potential to decrease GHG emissions	No direct impact	0/3
Congestion	Potential to reduce need for peak period travel	No direct impact	0/3
Safety	Potential to increase safety	No direct impact	0/3
Affordability	% income spent on transportation	No direct impact	0/3
		Total Score	0/15

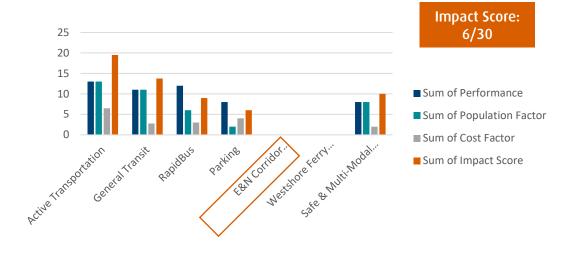
# What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	Any authority changes would impact all regional residents.	1 = rgn .5 =sub-rgn .25 = EA	1 = rgn
Cost	Relative cost to deliver	Cost would be determined by the scope of service. If the scope includes infrastructure, it has the potential to be significantly higher than if focussed on policy.	1 = low .5 = med .25 = high	.5 = med
			Total Multiplier	1.5

TOTAL SCORE WITH FACTORS 0/30

	Parking and Access Upgrades		
Priority Description	Improve parking and access at regional and provincial park locations to address safety and reduce congestion resulting from parking on roadway shoulders		
Level of Action Infrastructure – Provide transportation options that support mode choice			
Level of Impact	CRD action and advocacy supports rural and remote needs		

Region's readiness to deliver	Region's readiness to deliver the priority		
Delivery Partner & Authority	Key Actions, Timing & Commitment		
CRD Regional Parks operates parks in many of the CRD's smaller, more recommunities. Access to these areas is often only possible through vehicle travel and in some instances by bicycle. There is significant pressure on small parking lots that provide park access. Often, available parking is further and users are forced to park on the edge of roads or highways that offer pedestrian infrastructure creating safety and access issues. Parks staff are reviewing this issues as part of its revenue strategy review and strategic planning process.			
CO-LEAD: Ministry of Environment (BC Parks mandate)	As with CRD Regional Parks, additional pressure on park access points is resulting in congestion and safety concerns on local roads.		
Local Governments & EAs (LGA / Community Charter)			



CRD Actions to Implement the Priority		
Action	Description	
Parking Study	Undertake a parking and access study of regional parking and access points in conjunction with local governments and EAs.  Once complete, initiate a capital planning process to prioritize	
	expenditures based on safety and overflow.	
Advocate  To BC Ministry of Environment – BC Parks to undertake a par and access study of regional parks and invest in upgrades.		

## Parking and Access Upgrades

## How does the priority achieve regional outcomes?

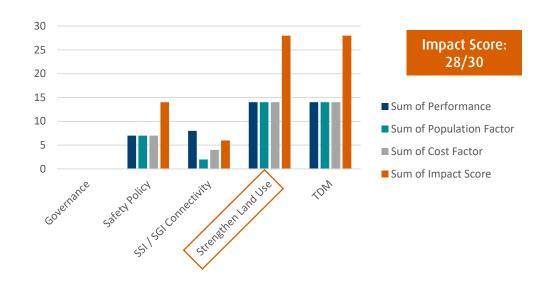
Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of trips by walking, cycling or transit	Low Potential:  New Park and Ride station locations could result in localized transit trip increases.  Upgraded parking at regional and provincial parks will not increase trips by walking, cycling or transit.	1/3
Climate Action	Potential to decrease GHG emissions	Medium Potential:  Park and Rides encourage use of transit and shorten and lessen average vehicle kilometres travelled.  Park and rides may offer the only viable option for people in outlying areas to use transit.  In some cases charging stations could be provided for electric vehicles particularly at Park and Rides.	2/3
Congestion	Potential to reduce need for peak period travel	Medium Potential: Park and Rides offer a viable option to remove vehicles from the major road networks during peak periods.	2/3
Safety	Potential to increase safety	<b>Medium Potential:</b> Improved parking at regional and provincial parks would remove the need for users to park on highway shoulders and arterials – decreasing likelihood of crashes and serious injury.	2/3
Affordability	% income spent on transportation	Low Potential: While parking costs may be slightly offset, does not reduce the cost of owning and operating a personal motor vehicle.	1/3
		Total Score	8/15

# What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	Benefits people living outside of core population centres. Improves access to parks for all recreation users.	1 = rgn .5 =sub-rgn .25 = EA	.25 = EA /local
Cost	Relative cost to deliver	The costs for Park and Ride stations are considered as part of transit infrastructure improvements and are less costly than expanding road networks or operating transit service in less developed parts of the region.  Parking and safety upgrades at targeted regional and provincial parks is more cost effective than providing dedicated transit to sparsely populated parts of the region.	1 = low .5 = med .25 = high	.5 = medium
			Total Multiplier	75

	Strengthen Land Use		
Priority Description			
<b>Level of Action</b> Regional Policy – Set shared direction and make aligned decisions			
Level of Impact CRD advocacy makes the most impact to achieve mode shift			

Region's readiness to deliver the priority		
Delivery Partner & Authority	Key Actions, Timing & Commitment	
	Continue to align to the Regional Growth Strategy (RGS) vision by developing land use policy and plans that support transit oriented development.	
LEAD: Local Governments (LGA   Community Charter)	Achieve the RGS vision by approving development that locates new growth in areas that can be efficiently served by transit and active transportation.	
	Leverage provincial and federal investments in housing and transportation to achieve land use objectives.	
	Continue to monitor and report on RGS indicators.	
CRD	Identify opportunities to incent rapid implementation of the RGS, official community plans and context statements.	
(LGA)	Provide research, data and analysis that supports partners to develop settlement patterns that minimize the use of automobiles and encourage walking, cycling and the efficient use of public transit.	
MoTI and Ministry of Municipal Affairs	Build local government capacity to implement land use policy and plans through funding and programming (e.g., UBCM conferences, grant programs, partnerships).	
(Operating mandate)	Amend legislation to ensure outcomes are being met.	



CRD Actions to Implement the Priority		
Action	Action Description	
Seek Partnership Opportunities	Explore partnership opportunities to incent RGS implementation by working closely with provincial, local government and EA partners on land use and transportation projects, as appropriate.	
Plan and Coordinate	Continue to conduct research and analysis on RGS indicators and report on findings annually.	
	Continue to respond to requests for support on RGS implementation and amendments, as needed.	

# Strengthen Land Use

## How does the priority achieve regional outcomes?

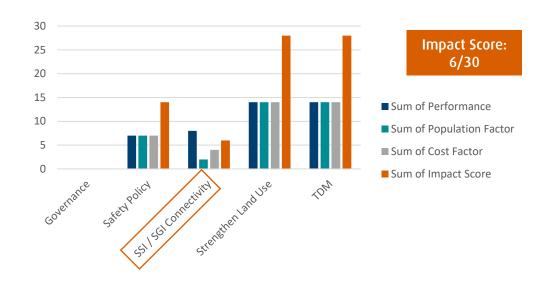
Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of trips by walking, cycling or transit		
Climate Action	Potential to decrease GHG emissions	<b>High Potential:</b> RGS policies for climate action explicitly recognize the need to create low-carbon communities by planning for transportation systems and buildings that reduce reliance on high-emitting fuels.	3/3
Congestion	Potential to reduce need for peak period travel	<b>High Potential:</b> RGS policies to direct new growth to areas that can be served by transit and active transportation can help mitigate potential congestion increases associated with population growth.	
Safety	Potential to increase safety	<b>Medium:</b> Integrated transportation and land use can enable specific attention to be centred on safety of all road users through design. Allows for shorter distances between home and services resulting in less vehicle kilometres travelled and therefore less opportunity for crashes and injury.	2/3
Affordability	% income spent on transportation	<b>High Potential:</b> Land uses that place people in close proximity to services and employment can reduce costs associated with single occupancy vehicle ownership.	3/3
		Total Score	14/15

# What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	Has potential to benefit all residents of the region.	1 = rgn .5 =sub-rgn .25 = EA	1 = rgn
Cost	Relative cost to deliver	This initiative is policy based and can be implemented relatively cost effectively. Integrated transportation and land use can result in significant infrastructure and ongoing service and maintenance savings.	1 = low .5 = med .25 = high	1 = low
		TO	Total Multiplier TAL SCORE WITH FACTORS	

SSI / SGI Connectivity		
Priority Description	Seek multi-modal safety improvements to enhance connectivity to Salt Spring Island (SSI) and the Southern Gulf Islands (SGI)	
Level of Action	Level of Action Regional Policy – Set shared direction and make aligned decisions	
Level of Impact	CRD advocacy supports rural and remote needs	

Region's readiness to deliver the priority		
Delivery Partner & Authority	Key Actions, Timing & Commitment	
CO-LEAD: MoTI / BC Ferries (Operating Mandate and	MoTI mandates ferry service requirements and sets climate action objectives. MoTI also plans and maintains the road network and sets road-related infrastructure policies.	
agreements)	BC Ferries sets operational policy to meet the scope of services set by the Province.	
CO-Lead BC Transit (BC Transit Act)	Provides transit service on SSI.	
	Plan, construct and maintain regional and local trails.	
CRD / Electoral Areas	Develop integrated transportation plans to identify and deliver transportation in partnership with key agencies.	
(LOA)	Seek funding for projects.	
	Approve transit service and confirm local funding.	
Islands Trust (Islands Trust Act)	Authority over land use policy direction under a provincial mandate of preserve and protect.	



CRD Actions to Implement the Priority		
Action	Description	
Advocate	To <b>MoTI</b> and <b>BC Ferries</b> to prioritize active travel modes in terminal design and ferry operations, adopt policy to include paved shoulder / bike lanes as part of roadwork projects, and accelerate BC Ferries fleet electrification.	
Plan and Coordinate  Continue to provide data and technical expertise to projects.  Report on lessons learned from Mayne Island regional trail netword project and seek opportunities to replicate if successful.  Consider how to leverage active travel tourism as an economic development opportunity.		
Implement	Administer SSI Transportation Commission and any future transportation service on the SGI.	

## SSI / SGI Connectivity

### How does the priority achieve regional outcomes?

Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of trips by walking, cycling or transit	<b>Low:</b> Infrastructure improvements to roadways and prioritizing active modes and transit to/from/on ferry service will help improve travel mode choices for SSI and SGI residents and visitors.	1/3
Climate Action	Potential to decrease GHG emissions	<b>Medium:</b> Gradual shift to electric and hybrid fleets per the BC Ferries Clean Futures Plan.  Transition to electric buses in line with BC Transit policy.  Current focus is on vehicular movement with secondary focus on passengers.	2/3
Congestion	Potential to reduce need for peak period travel	<b>Low:</b> Improved internet connectivity and remote work could reduce the need to commute for some island residents. Improving visitor travel mode choice could incrementally decrease travel times in busy periods. Removing the need for personal vehicles mitigates congestion on peak ferry trips.	1/3
Safety	Potential to increase safety	High: Ferry and bus travel is a very safe mode and is facilitated by trained safety teams.	3/3
Affordability	% income spent on transportation	Low: Ferry travel using a vehicle can be expensive.	1/3
		T-1-1 C	0/45

**Total Score** 8/15

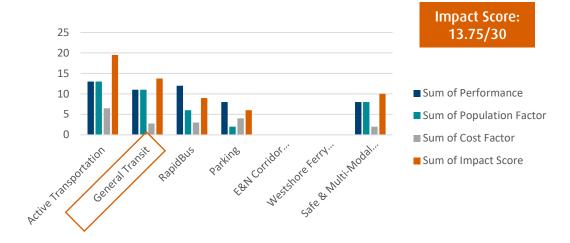
## What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	Limited population reach. Ferry travel is an essential service linking residents to Vancouver Island.	1 = rgn .5 =sub-rgn .25 = EA	.25 = EA
Cost	Relative cost to deliver	High infrastructure delivery costs and ongoing permanent operational costs.	1 = low .5 = med .25 = high	.5 = med
			Total Multiplier	.75

TOTAL SCORE WITH FACTORS 6/30

General Transit Investment	
Priority Description	Improve local transit service in suburban and rural areas, including provision of Park and Rides
Level of Action	Infrastructure – Provide transportation options that support mode choice
Level of Impact	CRD advocacy supports rural and remote needs

Region's readiness to deliver the priority		
Delivery Partner & Key Actions, Timing & Commitment		
LEAD: BC Transit (BC Transit Act)	Complete local area transit plans, adjust operations (e.g., adjusting hours of service, route planning), coordinate operating agreements and coordinate fleet replacement.	
MoTI (Operational mandate)	Provide funding contribution.  Approve new service hours.  Set provincial policy framework (e.g., CleanBC)	
CRD (LGA)	Provide data and technical expertise to planning projects.	
Local Governments & EAs (LGA   Community Charter)	Provide local share of funding.  Confirm desired routing and hours of service.  Integrate transit in to land use and transportation plans.	



CRD Actions to Implement the Priority		
Action	Description	
	To the <b>BC Transit</b> to ensure fleet greening program proceeds on schedule, adjust operations to implement recommendations of Local Area Transit Plans and consider active modes and accessibility in infrastructure projects.	
Advocate	To the <b>provincial and federal governments</b> to access the region's fair share of funding.	
	To <b>municipal governments</b> to locate new housing developments in proximity to local-serving transit.	
	Continue to provide data and technical expertise to projects.	
Plan / Coordinate	Build support during local transit planning for consistency in span and frequency of services and park and rides. Explore partnership opportunities to leverage provincial spending to achieve Regional Growth Strategy objectives.	
Amplify / Encourage	Consider how to encourage transit ridership in CRD education campaigns.	

### **General Transit Investment**

## How does the priority achieve regional outcomes?

Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of	Medium Potential:	2/3
	trips by walking, cycling or	Improved service will appeal to non-captive users (i.e., people who have capacity to choose other modes).	
	transit	Significant trip increases depend on attracting new transit users and regaining ridership lost through the pandemic.	
Climate Action	Potential to decrease GHG	High Potential:	3/3
	emissions	10 year plan to transition fleet per the Low Carbon Fleet Program.	
		Reduce the number of trips taken by single occupancy vehicles. Success for this pathway depends on attracting new riders.	
Congestion	Potential to reduce need	Low Potential: Proposed improvements focus on off-peak travel times in lower density areas. Uses existing general purpose lanes	1/3
	for peak period travel	meaning that it can only travel as fast as general purpose traffic moves.	
Safety	Potential to increase safety	High Potential: A very safe mode facilitated by trained safety teams.	3/3
Affordability	% income spent on	Medium Potential: Offers an affordable alternative when compared to single occupancy vehicles with limited requirement for dedicated	2/3
	transportation	infrastructure.	
		Total Score	11/15
		Total Score	11/12

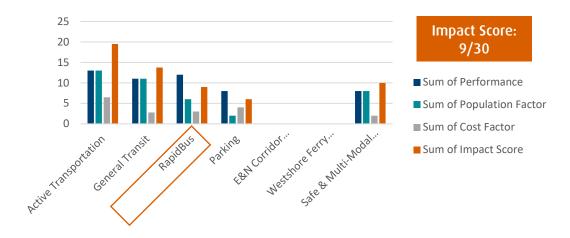
# What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	General transit has the capacity to serve large tracts of the region far more than dedicated RapidBus, rail or ferries.	1 = rgn .5 =sub-rgn .25 = EA	1 = rgn
Cost	Relative cost to deliver	Capital costs are comparatively moderate but ongoing significant operational costs required to be met by both the Province and local tax base.	1 = low .5 = med .25 = high	.25 = high
Total Multiplier				1.25

TOTAL SCORE WITH FACTORS 13.75/30

Bus Mass Transit / RapidBus		
Priority Description	Accelerate RapidBus implementation	
Level of Action	Infrastructure – Provide transportation options that support mode choice	
Level of Impact	CRD advocacy makes the most impact to secure investment and implement service	

Region's readiness to deliver the priority			
Delivery Partner & Authority	Key Actions, Timing & Commitment		
LEAD: BC Transit (BC Transit Act)	As the lead agency, key actions include planning, engineering / design, seeking funding approvals and seeking confirmation of phased construction timing. RapidBus is a priority project for BC Transit and forms a component of their work plan. Fast tracking may require reallocation of resources from other projects.		
MoTI	Provide funding through provincial transfers.		
(Ministerial mandate)	Owns the key corridors.		
Federal Government (Ministerial mandate)	Provide capital funding for transit projects.		
CDD	Provide data and technical expertise to planning projects.		
(LGA, Bylaws, Agreements)	Identify and plan for parallel improvements to the Regional Trail System that runs parallel to key corridors.		
Local Governments	Identify and plan for parallel improvements to the RapidBus corridors including Trail Systems, pedestrian infrastructure and local road connections.		
(LGA, Community Charter)	Plan for and implement high density land use in proximity to RapidBus stations.		



CRD Actions to Implement the Priority			
Action	Description		
Advocate	To the Victoria Regional Transit Commission to accelerate implementation, to the provincial and federal governments to access the region's fair share of funding and with municipal governments to locate higher density housing in proximity to designated rapid transit nodes.		
	Staff to develop materials and provide administrative support to advance advocacy with key audiences, and track and report on progress.		
Plan / Coordinate	Continue to provide data and technical expertise to projects.  Prioritize planning and development of shovel-ready regional trail projects along the key corridors to leverage advancements for active transportation improvements.		
Amplify / Encourage	Consider how to encourage transit ridership in CRD education campaigns.		

## Bus Mass Transit / RapidBus

## How does the priority achieve regional outcomes?

Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of trips by walking, cycling or transit	Medium Potential: Improved speed, reliability and frequency appeals to non-captive users (i.e., people who have capacity to choose other modes). Significant trip increases depend on attracting new transit users, rather than transferring existing users to a new service format. Long-term impacts of pandemic ridership loss is a large unknown.	2/3
Climate Action	Potential to decrease GHG emissions	High Potential: 10 year plan to transition fleet per the Low Carbon Fleet Program. Will help reduce the number of vehicle trips if the service improvements can successfully attract new riders.	3/3
Congestion	Potential to reduce need for peak period travel	Medium Potential: Reduce travel time for transit users through improved trip speed, reliability and frequency. Improve travel time for goods and service movement if the service reduces the number of single occupancy vehicles.	2/3
Safety	Potential to increase safety	High Potential: Removes single occupancy vehicles from road, by a very safe mode facilitated by trained safety teams.	3/3
Affordability	% income spent on transportation	<b>Medium Potential:</b> Offers an affordable alternative when compared to single occupancy vehicles but high capital and operating costs to be met by local tax base and the Province. Could lead to increase in rents and purchase prices for real estate in close proximity to stations.	2/3
		Total Score	12/15

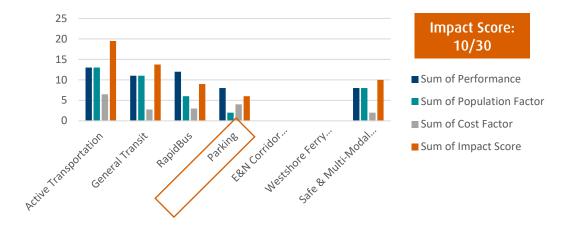
# What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	Incremental reach that focuses on growing population on the Westshore. Biggest benefit to people residing near RapidBus corridors.	1 = rgn .5 =sub-rgn .25 = EA	.5 =sub-rgn
Cost	Relative cost to deliver	High infrastructure costs and ongoing permanent operational costs.	1 = low .5 = med .25 = high	.25 = high
			Total Multiplier	75

otal Multiplier

Multi-Modal and Safe Highways		
Priority Description	Prioritize safety and multi-modal improvements that will advance regional climate action and mode shift targets.	
Level of Action	Infrastructure – Provide transportation options that support mode choice	
Level of Impact	CRD advocacy makes the most impact to secure investment and implement service	

Region's readiness to deliver the priority		
Delivery Partner & Authority	Key Actions, Timing & Commitment	
<b>LEAD: MoTI</b> (Ministerial mandate)	MoTI has identified potential highway upgrades through the South Island Transportation Strategy. MoTI has work plans which allocate resources for planning and design and makes budget requests for implementation of key projects.	
BC Transit (BC Transit Act)	BC Transit works very closely with MoTI to develop and implement the phased expansion of RapidBus.	
CRD (LGA)	Provide data and technical expertise to planning projects.  Identify and plan for parallel improvements to the Regional Trail System that runs parallel to the highway corridors.	
Local Governments (LGA, Community Charter)	Identify and plan for connections to the highway system.	



CRD Actions to Implement the Priority		
Action	Description	
Advocate	To <b>MoTI</b> to ensure that all highway projects deliver multi-modal and safety improvements that will advance regional mode share and climate targets, to progress projects that in a timely manner and to prioritize projects that improve the Regional Multi-Modal Transportation Network.  To <b>gateway areas</b> to build relationships that will support regional connectivity.	
Plan / Coordinate	Continue to provide data and technical expertise to projects.  Prioritize planning and development of shovel-ready regional trail projects along the key corridors in order to leverage spending on active transportation improvements.	

## Multi-Modal and Safe Highways

### How does the priority achieve regional outcomes?

Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of trips by walking, cycling or transit	<b>Medium Potential:</b> Infrastructure improvements (e.g., pedestrian bridges, dedicated bus-only travel lanes) support the provision of multi-modal options. Increased focus on inclusion of transit and active transportation whenever making changes. Upgrades do not equate to new general purpose travel lanes. E.g., RapidBus is dependent on utilizing the highway system.	2/3
Climate Action	Potential to decrease GHG emissions	<b>Low Potential:</b> Installation of electric vehicle charging stations at designated mobility hubs along highway corridors will support the gradual shift to zero-emission vehicles. The inclusion of dedicated transit and active transportation infrastructure on highways assists towards getting more people out of cars and decreasing the associated GHG.	1/3
Congestion	Potential to reduce need for peak period travel	Medium Potential: Potential to reduce queuing / idling through improved traffic flow.  Multi-modal infrastructure improvements reduce the number of single occupancy vehicles, improves travel time for goods and service movement.	2/3
Safety	Potential to increase safety	Medium Potential: MoTI takes a Vision Zero approach to infrastructure planning and design.  Provides a moderately safe mode or combination of modes of transportation. Focus on inclusion of active transportation and transit safety improvements when undertaking highway changes.  Prioritizes safety improvements in high crash locations such as at busy intersections and along the Malahat.	2/3
Affordability	% income spent on transportation	<b>Low Potential:</b> Does not change costs associated with vehicle ownership. May attract greater use of more affordable options such as transit and active transportation as multi-modal projects are built.	1/3

Total Score 8/15

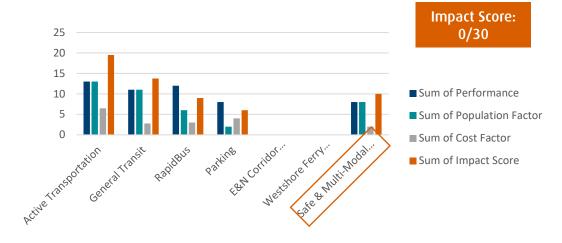
## What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	Reach of the highway system is expansive and complimented by structured network of connector roads.	1 = rgn .5 =sub-rgn .25 = EA	1 = rgn
Cost	Relative cost to deliver	Very high infrastructure costs and ongoing permanent operational costs.	1 = low .5 = med .25 = high	.25 = high
			.25 = high	1 75

TOTAL SCORE WITH FACTORS 10/30

	Westshore Passenger Ferry Feasibility Study		
Priority Description	Complete a passenger ferry feasibility study to plan for long-term transportation alternatives		
Level of Action	Infrastructure – Provide transportation options that support mode choice		
Level of Impact	CRD advocacy plans for long-term regional needs		

Region's readiness to deliver the priority		
Delivery Partner & Authority	Key Actions, Timing & Commitment	
LEAD: BC Ferries / MoTI (Operational mandate)  Undertake and fund a full feasibility study on a passenger ferry from Colwood to Downtown Victoria.		
	Seek dedicated ferry service between Royal Bay in Colwood and Downtown Victoria with a possible stop in Esquimalt. Royal Bay is a developing low to mid density suburban area on the western fringe of Colwood and adjoining rural lands in Metchosin.	
CRD / Local Governments (LGA)	The long-term desired output is to provide an alternative transportation option that is not reliant on a congested and limited road network.	
	In the short-term, the CRD Board and several local governments have indicated support for a full feasibility study identifying whether there is a business case for the project or not. It is acknowledged that any potential for introducing passenger ferry would be a longer term plan.	



CRD Actions to Implement the Priority		
Action	Description	
Advocate	To the <b>BC Ferries and MoTI</b> to undertake and fund a full feasibility study on a passenger ferry from Colwood to Downtown Victoria.	
Plan / Coordinate	Provide data and technical expertise, if requested.	

## Westshore Passenger Ferry Feasibility Study

## How does the priority achieve regional outcomes?

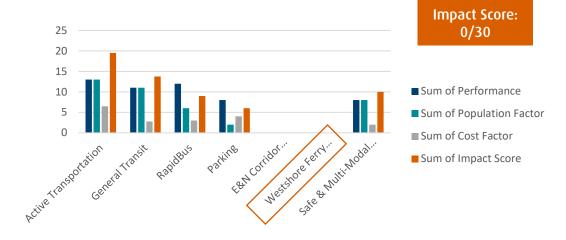
Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of trips by walking, cycling or transit	No short-term potential to impact mode shift. Priority relates to a feasibility study not implementation.	0/3
Climate Action	Potential to decrease GHG emissions	No short-term potential to impact mode shift. Priority relates to a feasibility study not implementation.	0/3
Congestion	Potential to reduce need for peak period travel	No short-term potential to impact mode shift. Priority relates to a feasibility study not implementation.	0/3
Safety	Potential to increase safety	No short-term potential to impact mode shift. Priority relates to a feasibility study not implementation.	0/3
Affordability	% income spent on transportation	No short-term potential to impact mode shift. Priority relates to a feasibility study not implementation.	0/3
		Total Score	0/15

## What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	Sub-Regional: Only two or possibly three stops in its entirety, serving the Westshore and downtown.	1 = rgn .5 =sub-rgn .25 = EA	.5 =sub-rgn
Cost	Relative cost to deliver	Relatively low cost to undertake study. No ongoing financial commitments.	1 = low .5 = med .25 = high	1 = low
			Total Multiplier	1.5
		TOTA	AL SCORE WITH FACTORS	0/30

	E&N Corridor – Protect, Maintain, Upgrade		
Priority Description  Invest in corridor upgrades and maintenance to preserve a rail-based transportation option in the long-term			
Level of Action	Infrastructure – Provide transportation options that support mode choice		
Level of Impact	CRD advocacy plans for long-term regional needs		

Region's readiness to deliver the priority		
Delivery Partner & Authority	Key Actions, Timing & Commitment	
LEAD: Island Corridor Foundation (Operational mandate)  Work collaboratively with partners to maintain and upgrade the E&N of for future transportation use.		
МоТІ	Possible funding source for rail maintenance and upgrades.	
CDD / Local Coverage acts	Seek upgrades and maintenance to the E&N corridor to preserve the viability of the corridor as a long-term alternative transportation option that is not reliant on a congested and limited road network.	
CRD / Local Governments (LGA)	In the short-term, the CRD Board and several local governments have indicated support for protecting the corridor through investments. It is acknowledged that any potential for introducing rail service – whether commuter rail or passenger rail – would be a longer term plan.	



CRD Actions to Implement the Priority		
Action	Description	
Advocate	To the <b>Island Corridor Foundation and MoTI</b> to maintain and upgrade the corridor and enshrine the long-term protection of the corridor in planning and policy documents.	
Plan / Coordinate	Provide data and technical expertise, as needed.  Protect the corridor for future use through planning and policy documents.	

### E&N Corridor – Protect, Maintain, Upgrade

### How does the priority achieve regional outcomes?

Criteria	Measure	Description	Score
Mode Shift	Potential to increase # of trips by walking, cycling or transit	Policy based action not resulting in short-term transportation options.	0/3
Climate Action	Potential to decrease GHG emissions	Policy based action not resulting in short-term transportation options.	0/3
Congestion	Potential to reduce need for peak period travel	Policy based action not resulting in short-term transportation options.	0/3
Safety	Potential to increase safety	Policy based action not resulting in short-term transportation options.	0/3
Affordability	% income spent on transportation	Policy based action not resulting in short-term transportation options.	0/3
		Total Score	0/15

## What is the scale of impact, based on population served and relative cost? (Multiplier of base score)

Factor	Measure	Description	Multiplier	Score
Population	Relative population reach	Future potential to serve defined population along a single corridor connecting the Westshore and Downtown.	1 = rgn .5 =sub-rgn .25 = EA	.5 =sub-rgn
Cost	Relative cost to deliver	Maintenance and upgrade costs to be determined but far below those of operational transit. Resources to maintain and upgrade may result in other projects not being funded.	1 = low .5 = med .25 = high	.5 med
			Total Multiplier	1

TOTAL SCORE WITH FACTORS 0/30

### **ANALYSIS**

Responding to a Board request, staff examined five different transportation governance structures and four key observations were identified in the subsequent tables:

- 1. Those jurisdictions with one level of authority have the greatest ability to align plans with implementation practices.
- 2. The more levels of governance involved the more complexities and grey areas there are around responsibilities and mandate.
- 3. There is a clear need for dedicated funding sources for all modes of transportation otherwise some modes are unlikely to capitalize on their potential. This is particularly likely to disproportionately negatively impact the active modes that are traditionally more reliant on competitive grants from higher levels of governments.
- 4. Federal or provincial highway networks fall outside of the scope of all these governance structures and as such there is a loss of decision making control along key corridors.

	VRTC	TransLink	Central Okanagan	Halifax	Auckland
Approximate Population Covered	400,000	2,600,000	190,000	450,000	1,700,000
Governing Body	BC Transit Board and Victoria Regional Transit Commission (VRTC)	TransLink Board (Operational) and Mayors' Council (Strategic)	Sustainable Transportation Partnership of the Central Okanagan (STPCO)	Regional Municipality of Halifax - Standing Committee. Active Transportation and transit advisory committees report back to it.	Auckland City Council under banner of Auckland Transport
Municipal make up	13 municipalities and one EA	21 municipalities, one EA and one First Nation	Regional District, four municipalities and Westbank First Nations	Single municipality. (amalgamated)	Single municipality
Authority	Provincially Legislated	Provincially Legislated	Formal Partnership Agreement	Local Administrative Order	Federally Legislated
Modes of Transportation	Transit only – bus only at present	All modes but focus predominately on transit. TDM	All modes but transit and active transportation focused. TDM.	All modes and TDM	All modes and TDM

### Appendix C: Transportation Governance Structure Scan

There are advantages and limitations for each of the governance models highlighted. However, none of the governance models would complement the particular makeup of the CRD. The CRD does not operate as a singular municipal government and as such does not have the capacity or authority to oversee implementation of regional policy in relation to land use and transportation integration for instance. Unlike the Central Okanagan, the CRD does not have a single partner such as Kelowna who accounts for an exponentially higher and growing and disproportionate population and employment base. Having one municipal partner in the CRD taking on a lead role would not be appropriate as the CRD is more decentralized and as such a more nodal approach to transportation is required. The CRD does not have access to dedicated transportation funding as is the case in Metro Vancouver and the Victoria Regional Transit Commission (VRTC) mandate limits its role to transit.

Governance Ent	Relationship of Land Use & Transportation	Advantages	Disadvantages
VRTC (status quo	Limited ability to directly impact land use decisions or incentivize mixed use and higher density developments.	<ul> <li>Relatively small decision making body.</li> <li>Clear authority as laid out in legislation.</li> <li>Ability to pivot and align to changes in provincial policy.</li> <li>Funding secured through agreement with the Province and local fuel tax.</li> </ul>	<ul> <li>Membership is not fully representative of all paying participants.</li> <li>Decision making not done in conjunction with land use and broader priorities.</li> <li>Focused purely on transit.</li> <li>Staff are not independent as work for BC Transit as opposed to VRTC or municipal partners – focus on corporate as opposed to local priorities.</li> <li>Fuel tax levy is charged in the region which results in lower percentage of provincial funding than is received in other BC Transit jurisdictions.</li> </ul>
TransLink	Some ability to incentivize mixed use and higher density development through agreements when introducing new high order transit.	<ul> <li>Centralized skills base.</li> <li>Board compromised of appointed professionals with specific expertise removing a political layer.</li> <li>Access to 95% of areas gas tax funding providing a predictable and stable funding source.</li> <li>Stable funding base from the Province.</li> </ul>	<ul> <li>Confusion over role of Mayors' Council and Board.</li> <li>Focus very heavily skewed to transit even though other areas in mandate.</li> <li>Priorities do not always align with the local municipalities and regional district.</li> <li>Decisions made operationally by the appointed Board are worn by politicians.</li> <li>Juggling of major infrastructure projects and needs for smaller communities to access basic transit.</li> <li>Major projects are decades in the making, often with a very large turn over in Mayors during the project lifecycle. Changes in direction can shift with political cycles, resulting in years of lost work and resources or project inertia.</li> <li>Still needs high levels of coordination with Metro Vancouver on matters related to long-term land use and transportation needs.</li> </ul>

## Appendix C: Transportation Governance Structure Scan

Governance Entity	Relationship of Land Use & Transportation	Advantages	Disadvantages
Central Okanagan	Allows for greater flexibility and cooperation over integration of modes and land use.	<ul> <li>Provides for strong levels of voluntary support involving compromise and prioritizing regional travel needs.</li> <li>Recognizes that there is one major employment and service centre that all residents need to access.</li> <li>Staff-led technical role allowing for integration in to local plans.</li> <li>All partners have representation at the table.</li> </ul>	<ul> <li>Significant disparity in population and employment base of membership – Kelowna by far the most populous partner and key service and employment centre.</li> <li>Voluntary in nature so no regulated structure to resolve impasses.</li> </ul>
Halifax Regional Municipality	Allows for greater control over integration of modes and land use as same body making both decisions.	<ul> <li>Integrated planning aligning with municipal priorities.</li> <li>Strong interdepartmental working relationships - all in house.</li> <li>Consideration given to how best to integrate all modes.</li> </ul>	<ul> <li>Too urban focused.</li> <li>Covers a massive geographic area including large portions of rural lands.</li> <li>While one standing committee there are numerous operating entities and advisory committees which adds complexities.</li> </ul>
Auckland	Allows for greater control over integration of modes and land use as same body making both decisions.	<ul> <li>Integrated planning aligning with municipal priorities.</li> <li>Appointed members have varying backgrounds and specializations, allowing for transit planning to include multiple expert perspectives.</li> <li>Direct relationship with federal government.</li> </ul>	<ul> <li>Rapidly growing population and employment base.</li> <li>Increasingly technical in nature.</li> <li>Challenges meeting growth demands.</li> <li>Numerous advisory committees reporting back adding complexities and blurring responsibilities.</li> <li>Local community level decision making is reduced making it more challenging to contest controversial local projects.</li> </ul>



### **Board and Committee Membership**

#### Capital Regional District | July 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 Councillor Joni Olsen – Tsartlip First Nation

#### **Electoral Areas**

Membership consists of all 3 Electoral Area Directors.

Chair: Director Hicks

Vice-Chair: Director Holman

Director Howe

Board Chair (ex-officio)

Councillor Joni Olsen - Tsartlip First Nation



### Board and Committee Membership

#### Capital Regional District | July 2021

#### **Environmental Services**

Chair: Director Desjardins

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

#### **Finance**

Chair: Director Brice

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

#### **First Nations Relations**

Chair: Director Tait

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

#### Governance

Chair: Director Murdoch

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

#### Hospitals and Housing

Chair: Director Helps

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

Vice-Chair: Director Taylor

- Director Ranns
- 9. Director Williams
- 10. Director Windsor

Board Chair (ex-officio)

Councillor Joni Olsen – Tsartlip First Nation

Vice-Chair: Director Williams

- 8. Director Taylor
- Director Windsor
- 10. Director Young

Board Chair (ex-officio)

Councillor Joni Olsen - Tsartlip First Nation

Vice-Chair: Director Isitt

- 7. Director Ranns
- 8. Director Seaton
- 9. Director Williams

Board Chair (ex-officio)

Councillor Joni Olsen – Tsartlip First Nation

Vice-Chair: Director Windsor

- 8. Director Ranns
- 9. Director Tait
- 10. Director Young

Board Chair (ex-officio)

Councillor Joni Olsen - Tsartlip First Nation

Vice-Chair: Director Orr

- 7. Director Loveday
- 8. Director Murdoch
- 9. Director Screech

Board Chair (ex-officio)

Councillor Joni Olsen - Tsartlip First Nation



### **Board and Committee Membership**

#### Capital Regional District | July 2021

#### **Planning & Protective Services**

Chair: Director McNeil-Smith

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

#### **Regional Parks**

Chair: Director Mersereau

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

#### **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 Martin

- 8. Director Tait
- 9. Director Williams
- 10. Director Windsor

Board Chair (ex-officio)

Councillor Joni Olsen – Tsartlip First Nation

Vice-Chair: Director Young

- Director Seaton
- 9. Director Tait
- 10. Director Taylor

Board Chair (ex-officio)

Councillor Joni Olsen – Tsartlip First Nation

Vice-Chair: Director Loveday

- 8. Director Martin
- 9. Director Mersereau
- 10. Director Seaton
- 11. Director Tait
- 12. Director Taylor

Board Chair (ex-officio)

Councillor Joni Olsen - Tsartlip First Nation

### **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



### **Board and Committee Membership**

#### Capital Regional District | July 2021

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

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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



## Board and Committee Membership

### Capital Regional District | July 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



Board and Committee Membership

Capital Regional District | July 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	poke Dana Lajeunesse None		
Southern Gulf Islands	n 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



### **Board and Committee Membership**

#### Capital Regional District | July 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



### **Board and Committee Membership**

### Capital Regional District | July 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	Zeb King
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'Keeffe	Sara Duncan
Sooke	Ebony Logins	None
Southern Gulf Islands	Dave Howe	Ben Mabberley
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 I		
	Natalie Chambers*	Colin Plant, Judy Brownoff, Susan Brice	



**Board and Committee Membership** 

### Capital Regional District | July 2021

	Zac de Vries	Judy Brownoff, Susan Brice, Colin Plant
	Ned Taylor Susan Brice, Colin Plant, Judy I	
Sidney	Sara Duncan	Terri O'Keeffe
Sooke	Tony St. Pierre	Megan McMath
Victoria	Sharmarke Dubow	Sarah Potts, Stephen Andrew,
		Marianne Alto
	Jeremy Loveday*	Sarah Potts, Stephen Andrew,
		Marianne Alto
	Ben Isitt	Sarah Potts, Stephen Andrew,
		Marianne Alto
	Geoff Young	Sarah Potts, Stephen Andrew,
		Marianne Alto
View Royal	John Rogers	David Screech

<sup>\*</sup>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, JULY 14, 2021

#### **SUBJECT** CAO Quarterly Progress Report No. 2, 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 July 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 on May 12, 2021 and the priorities were confirmed and staff was directed to continue to progress the initiatives and actions as developed in the Corporate Plan.

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 second quarter of 2021, however the capital and operating variances and human resources trends are for the first quarter in 2021. 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. 2 - 2021 be received for information.

#### Alternative 2:

That the CAO Quarterly Progress Report No. 2 - 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.

For the fourth year in a row the CRD has been recognized as one of Canada's Greenest Employers. This award recognizes employers across the country that have interesting environmental programs and Earth-friendly policies. Application based awards are important to recognize the leading practices of the CRD and to existing and prospective employees who value being part of a progressive organization.

National Volunteer Week took place April 18 – 24 and the 2021 theme was The Value of One, The Power of Many. This theme is meant to reflect on the awe-inspiring acts of kindness by millions of individuals and the magic that happens when we work together towards a common purpose. This past year, we have seen people supporting family, friends, neighbours, and strangers. We are extremely grateful to the many CRD volunteers who generously give their time and expertise to help our CRD programs succeed and make our region a better place to work and play. Our Regional Parks volunteer program has been going strong for over 39 years, helping to support and enhance the work of staff in protecting the over 13,000 hectares of regional parkland managed by the CRD and to help residents have safe and enjoyable outings in Regional Parks. Some other areas that receive support from volunteers include the CRD Animal Shelter, the Bowker Creek Initiative, the Esquimalt Lagoon Stewardship Initiative, the Gorge Waterway Initiative, Electoral Area Community Parks, Emergency Management, Fire Protection and Animal Control. There are also many residents that serve on the more than 70 CRD commissions and committees.

On April 21, ground breaking for Phase 3 of Croftonbrook on Salt Spring Island took place. Croftonbrook is an affordable housing development operated by Islanders Working Against Violence located at 132 Corbett Road on Salt Spring Island. The project includes 11 units for individuals who can live independently with supports with rent set to match the provincial income assistance rate (currently \$375/month).

On April 23rd, the CRD honoured employees with 20, 25, 30 and 35 years of service at our annual Career Service Celebration event. We also had the opportunity to thank those employees who have retired within the last year for their dedicated service to the CRD. The celebration was an opportunity to recognize and share stories of the accomplishments of those celebrating milestone years of service with the CRD. While we were not able to gather in person to commemorate such significant milestones, we came together virtually to celebrate 26 career service employees with our first live career service event.

Despite the challenges presented over the past year, CRD staff stepped up and showed their local love and had a very successful United Way campaign. In 2020, staff raised more than \$40,000 making the CRD's overall donation over the past 25 years over a million dollars and we were recognized with the "Thanks A Million" award from United Way. A message from the United Way of Greater Victoria read "On behalf of United Way, our Board, Workplace Advisory Council, labour committee, and team members, congratulations again and thank you for your exceptional leadership, generosity and commitment to making our community a better place for all of us".

The Wastewater Treatment Project Board successfully fulfilled its role and presented the CRD with the Wastewater Treatment Project Completion Report and Governance Transition Report. The CRD, through the Project Board, planned, procured and constructed the Wastewater Treatment Project from May 2016 to May 2021. The Project Board held its last meeting on May 19, 2021.

51 new affordable homes are planned at 1909 Prosser Road in the District of Central Saanich as part of the Regional Housing First Program (RHFP). The Prosser Road affordable housing development will be located next to a 39-unit supportive housing project, which is currently under development. It will consist of a five-storey multi-unit residential building with a shared underground parkade. It will be acquired by the CRD through the RHFP following completion of site redevelopment and operated by the Capital Region Housing Corporation. The building will include studios and 1-and 2-bedroom apartments. 41 units will be rented at affordable rates for people with moderate to low incomes, while the remaining 10 units will rent at the provincial income assistance rate of \$375/month as a result of the RHFP equity contribution of \$3 million. Total project cost is estimated at \$17 million including the \$3 million RHFP equity purchase, a \$3.25 million Investment in Housing Innovation grant from BC Housing and \$615,000 in grant funding from the Regional Housing Trust Fund. Construction is underway with building completion expected by spring 2022.

With June being National Indigenous History Month, and June 21st Indigenous Peoples Day, it provided a moment to reflect on and learn about our shared history and envision a path forward that recognizes and respects the rights of Indigenous peoples. As an organization, the CRD remains committed to the Board's Priority of Reconciliation through establishing strong relationships with First Nations based on trust, mutual respect, partnerships and working together on shared goals. This past year, the CRD Board approve the inclusion of First Nations Members to participate on CRD Standing Committees, and the CRD has been consulting with First Nations on the development of Parks Management Plans, for example with Mount Work Regional Park. Also, this year has seen the completion of the Core Area Wastewater Treatment Project in consultation with the Lekwungen Speaking Nations the Songhees and Esquimalt, which was recognized by a Blanketing Ceremony.

A \$10.4 million expansion project will bring improvements to emergency department patient care and privacy at Lady Minto Hospital on Salt Spring Island. Capital costs for the project are being shared by the Lady Minto Hospital Foundation which has pledged \$7.4 million and the Capital Regional Hospital District which will contribute \$3 million. The project involves construction of a new 4,500 square feet emergency department that will double the number of acute and primary care patients that can be treated at one time, a mental health and substance use treatment room, a medication area, dedicated triage desk, nursing/team care station with sight lines to all assessment and treatment areas, ambulance bay, decontamination site, accessible washrooms and expanded patient and family waiting area.

#### **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 Q2, 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 Q2, 2021 as Appendix E.

#### Operating Variance Report -Q1, 2021

The Operating Variance Report outlines the quarterly operating variance, providing actual results and annual forecasts for services with an annual operating budget over \$1.5 million. These services make up approximately 81% of the CRD budget for the year, and also includes the Capital Regional Hospital District (CRHD) budget.

The forecasts have been compiled by staff to determine estimates for how services are expected to perform fiscally for the year, as at the end of the first quarter. Determining these forecasts includes looking at prior year results, planned and actual changes in activity, and considering service level delivery and associated funding impacts.

The amount of budget used to the end of the first quarter will vary from service to service, based on the individual services' planned spending, seasonality, and timing of transactions. For example, services funded by requisition receive their funding in the third quarter, and water supply and distribution services receive more sales revenue over the summer months.

The Quarterly Operating Variance Report, attached in Appendix F, highlights how much of the annual budget has been used, in comparison to prior year, and what the annual forecast is expected to be based on information available to the end of the first quarter. This is outlined for both expenditures and revenue.

Spending to the end of the first quarter, as a percentage of actual budget, is largely in line with the same period and timeframe as 2020 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. Forecasts for the recreation services incorporate estimated impact on business activities as a result of current health guidelines in response to the pandemic. The forecasts for SEAPARC and Panorama Recreation Centre services are not materially different from budget in the first quarter, as budget for these services reflected a gradual return to some recreational programming.

#### Capital Regional Hospital District (CRHD)

The annual forecast highlights some minor savings expected due to temporary staff vacancy, but otherwise the CRHD operations are forecasted to continue as planned.

#### **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 -Q1, 2021

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 2021 and covers all capital projects with budgeted spending in 2021 greater than \$0.5 million.

For 2021, 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 \$46.4 million in the first quarter of 2021, 72% lower than a forecast of \$163.9 million. Of the \$117.5 million variance, \$103.0 million is related to timing of the residual treatment facility substantial completion being deferred to the second quarter, on the Core Area Wastewater Treatment Project (CAWTP). Notable projects in the balance of the variance include timing differences on the work on the Magic Lake Sewer Wastewater Improvements project, and delays in beginning the Saanich Peninsula Wastewater Rotary Presses project.

#### Capital Regional Hospital District (CRHD)

Capital expenditures on projects >\$0.5 million are on track with budget for the first quarter. No spending on these CRHD projects was planned for the first quarter, with the majority of spending planned for the third and fourth quarter of the year. .

#### **Capital Region Housing Corporation (CRHC)**

Capital expenditures, on projects >\$0.5 million totaled \$26.0 million in the first quarter of 2021, 12% lower than forecast of \$29.6 million. The variance is mainly due to timing of the Triway redevelopment, and Caledonia redevelopment projects. The Triway housing redevelopment is expected to have construction begin in the third quarter, after a delay in taking possession of the land from the vendor in the second quarter. The Caledonia housing redevelopment is currently on hold, awaiting agreement on lease terms for the land with school district 61. Estimates at the first quarter forecast the project to resume in the fourth quarter, with costs deferred to 2022.

#### **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.

As with 2020 metrics, the 2021 Quarter 1 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 20.2% better-than-industry-average Employer Rating Assessment and an equally reflected reduction in premiums.

#### Awards and Recognition

As noted in our last report, the CRD has been formally recognized as one of *BC's Top Employers 2021* for the fourth consecutive year. 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.

In addition, and also for the fourth consecutive year, the CRD has been recognized as one of *Canada's Greenest Employers 2021*. This special designation recognizes the employers that lead the nation in creating a culture of environmental awareness in their organizations, which have developed exceptional sustainability initiatives, and which are attracting people to their organizations because of their environmental leadership.

More detail on both awards can be found at <a href="https://reviews.canadastop100.com/top-employer-capital-regional-district">https://reviews.canadastop100.com/top-employer-capital-regional-district</a>.

#### CONCLUSION

As part of staff's commitment to enhanced quarterly reporting to the Board, the CAO Quarterly Progress Report No. 2 - 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. 2 - 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 Q2, 2021

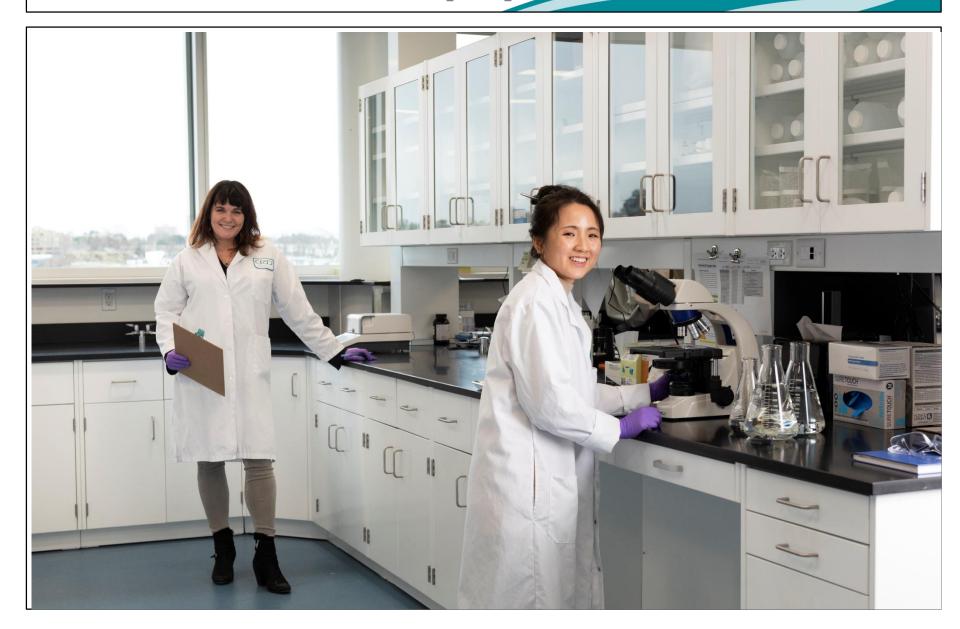
Appendix C: Board Priorities Dashboard – Summary of Completed Actions

Appendix D: Corporate Climate Change Initiatives
Appendix E: Advocacy Dashboard Progress Q2, 2021
Appendix F: Operating Variance Report Q1, 2021
Appendix G: Capital Variance Report Q1, 2021

Appendix H: Human Resources Trends and Corporate Safety Q1, 2021

# Canada's Greenest Employer





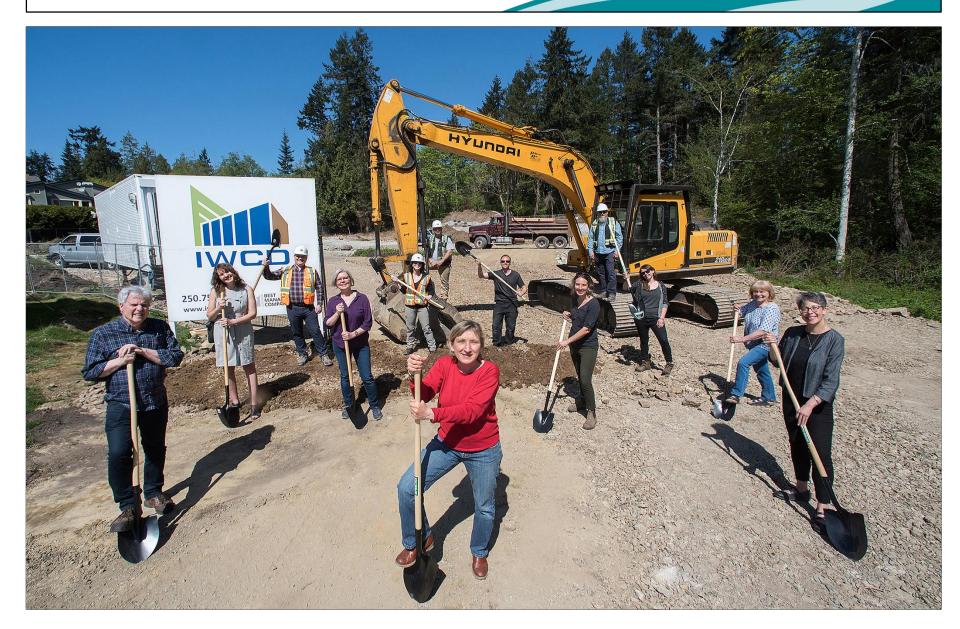
## **National Volunteer Week**





## Croftonbrook - Phase 3









## **Thanks A Million Award**





## **Wastewater Treatment Project Board**





## **Prosser Road**





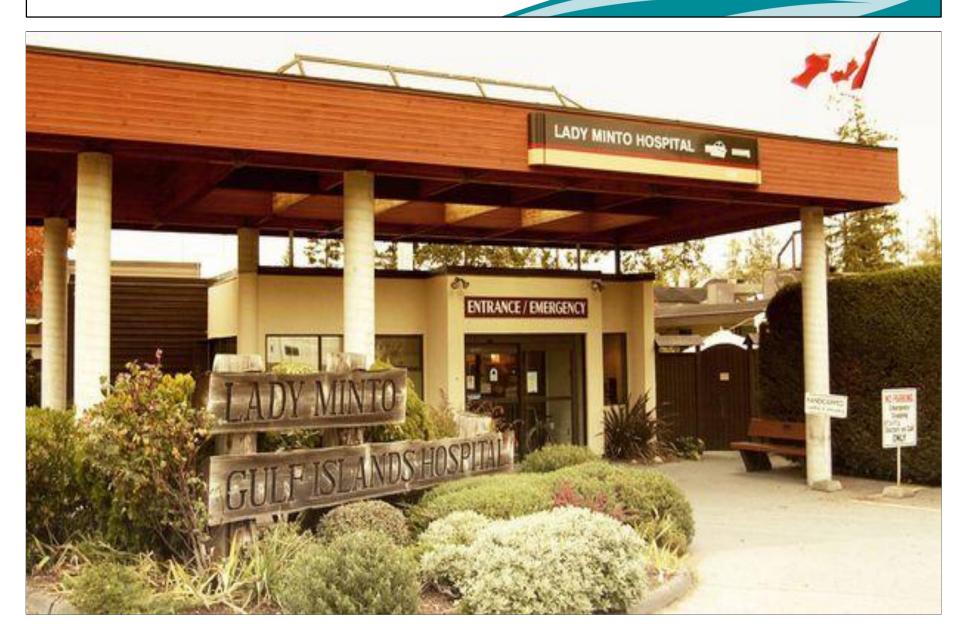
## **Indigenous Peoples Day**





# **Lady Minto Hospital**





## Board Priorities Dashboard ➤ Progress Report No. 10 - Q2 2021



# **Community Wellbeing**Transportation & Housing

CONDITION LEGEND

No issues / Proceeding as planned



Potential or emerging issue/problem



Problem/issue has arisen



Board Initiatives	Status & Condition		Resolutions	Comments	Next Steps		
Bodia Illitiatives	Not Started	In Progress	Completed	Resolutions	Resolutions	Action	Timing
<b>1a</b> 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> <li>TC Apr. 21, 2021</li> <li>Board May 12, 2021</li> </ul>	The Transportation Committee endorsed a recommendation on June 21, 2021 for the CRD to take on a mandate to fill identified transportation priority gaps and to implement advocacy strategies to advance partner led priorities.  **Advocacy**: Regional Transportation Priorities (Jun. 2 , 2021)  **Media Release**: CRD Board confirms Transportation Priorities (May 14, 2021)	<ul> <li>Board to consider Transportation Committee recommendation. Staff to bring forward a Terms of Reference for a transportation working group.</li> <li>Board and staff to advance advocacy on priority areas.</li> </ul>	➤ Q3 2021  ➤ Ongoing
<b>1b</b> 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.			•		<b>Operationalized.</b> The Province's South Island Transportation Strategy considered the E&N corridor in its findings and will continue to protect it as a transportation corridor. The Board approved an advocacy motion on May 12, 2021 to plan for the long term need by maintaining and upgrading the E&N right of way for future use 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.		A		• Board May 12, 2021	Three grants (\$615,000 Regional Housing Trust Fund grant, \$3M Regional Housing First Program grant and \$3.25M BC Housing grant) were approved to support the development of 41 affordable and 10 shelter rate rental housing units at 1909 Prosser Road in Central Saanich.  The timeframe for the SGI electoral area housing strategy has been adjusted to allow for more time to undertake components related to strategy and engage consultants.  Media Release: Capital Region Housing Corporation Board approves 2020 Annual Report (May 13, 2021)  Media Release: More than 190 new supportive homes underway in Victoria (Jun. 9, 2021)  Media Release: More than 50 new affordable homes coming to Central Saanich (Jun. 9, 2021)  Media Release: New homes under construction in Sooke (Jun. 11, 2021)	<ul> <li>Continue to implement Regional Housing First Program</li> <li>Staff develop a housing strategy for the Southern Gulf Islands Electoral Area</li> <li>Staff to add implementation of actions from the SGI housing strategy to the 2021 service planning process</li> </ul>	<ul> <li>→ Ongoing</li> <li>→ Q2 Q3 2021</li> <li>→ Q3 Q4 2021</li> </ul>



- ► 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.

## **Board Priorities Dashboard** ➤ Progress Report No. 10 – Q2 2021



Climate Action & Environmental Stewardship



No issues / Proceeding as planned



Potential or emerging issue/problem



Problem/issue has arisen

Timing has changed

Environmental Stewardship					
Board Initiatives	Status & Condition	Resolutions	Comments	Next Steps	
DOGIU IIIIIdiives	Not Started In Progress Completed		Comments	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> <li>Staff working with municipal, Provincial and Federal staff on policy initiatives</li> <li>Staff to complete renewed CRD Climate Action Strategy and present to Board for approval.</li> </ul>	➤ Ongoing  ➤ Q3 2021
<b>2b</b> Work with local governments to further reduce emissions from buildings, transportation and solid waste.			Hosted both Climate Action Inter-Municipal Working Group and Task Force quarterly meeting.  Completed first phase of regional residential energy retrofit program business case. Received FCM Community Efficiency Financing program grant to undertake detailed design study.  Led a co-application for Natural Resources Canada's Zero Emission Vehicle Infrastructure Program grant.  With City of Victoria and District of Saanich, supported 40 regional Grade 4-6 classrooms in participating in BC Sustainable Energy Association's Cool It! Program.	<ul> <li>Host CRD Climate Action Inter- Municipal Working Group and Task Force meetings</li> <li>Staff to complete regional residential energy retrofit program business case.</li> </ul>	► Quarterly  ► <del>Q2</del> Q3 2021
2c Explore additional opportunities for resource recovery and identify best practices to further reduce waste, increase recycling and find beneficial uses for waste.		• ESC Apr. 21, 2021 • Board May 12, 2021	Staff presented the final Solid Waste Management Plan to the Board for approval in May 2021. The Board endorsed this final draft as well as next steps for implementation, including submitting the plan to the Province in July 2021 and immediately beginning work on priorities for the first three years of the plan.  **Media Release**: CRD Board Approves Solid Waste Management Plan (May 12, 2021)  Staff are shortlisting industry submissions for the design, construction and five-year operation of a new facility that will upgrade the biogas generated at Hartland Landfill to renewable natural gas. FortisBC, with CRD support, submitted the Terms of Agreement for the Renewable Natural Gas Initiative to the BC Utilities Commission for approval in April 2021. FortisBC also began community outreach on a proposed addition to connect Hartland Landfill to their distribution system with area residents and stakeholder groups in Spring 2021.	<ul> <li>Submit final draft Solid Waste         Management Plan to the Province for         approval</li> <li>Present short-term solid waste work         plan</li> <li>Implement RNG invitational Request         for Proposals process</li> </ul>	<ul><li>▶ Q3 2021</li><li>▶ Q4 2021</li><li>▶ Q3 2021</li></ul>
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.		• RPC Apr. 28, 2021 • Board May 12, 2021	Public survey and virtual open houses completed to get feedback on the Regional Trails Widening and Lighting project.  Sustainable Funding Model for Future Land Acquisitions approach approved by Board.  Media Release: CRD Regional Parks Presents Mountain Biking Guidelines to Board (April 23, 2021)  Media Release: New life to be breathed into Elk and Beaver lakes (May 4, 2021)  Media Release: CRD Regional Parks acquires addition to Mount Work Regional Park (May 17, 2021)  Media Release: CRD Seeks Public Feedback on Regional Trails Widening and Lighting (May 25, 2021)	<ul> <li>Commence review and update process for Regional Parks Strategic Plan 2021-2024</li> <li>Award contract for detailed design and construction of the oxygenation system at Elk and Beaver Lakes</li> <li>Report back on the short-term actions to support the Mountain Biking Advisory Committee report</li> </ul>	<ul><li>→ Q3 2021</li><li>→ Q3 2021</li><li>→ Q4 2021</li></ul>
<b>2e</b> Develop model bylaws and best practices for use by municipalities and electoral areas.	•		Shared results of Regional Electric Vehicle (EV) Charging Roadmap with Board and hosted stakeholder webinar.	<ul> <li>Develop guidance documents to support public and multi-unit building EV charging</li> </ul>	• Q3 2022

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. 10 – Q2 2021



First Nations CONDITION LEGEND



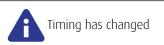
No issues / Proceeding as planned



Potential or emerging issue/problem



Problem/issue has arisen



Reconciliation		c c 11-t					
Board Initiatives		Is & Condition	O <b>n</b> Completed	Resolutions	Comments	Next Steps  Action	Timing
<b>3a</b> Look to First Nations for leadership in understanding how to create new regional planning and decision-making systems together on their Traditional Territories.	Not started	• Troughest	Соптрислед	• FNR May 26, 2021 • Board, Jun. 9, 2021	The WSÁNEC Leadership Council has nominated a Tsartlip First Nation Councillor and alternate to join the CRD committee tables. Staff have provided an initial orientation session and will continue to provide any further assistance that the Nation Members may require to attend meetings. Staff are continuing with outreach to other local Nations that may have interest in participating on CRD committee tables. The CRD Board endorsed Intercultural Skills Training in June 2021, which will support CRD Directors in building positive, respectful and reciprocal working relationships with First Nations participating in CRD Board standing, advisory, select committees and commissions.  CRD First Nations Relations staff continue to support CRD Parks staff in park planning efforts.	<ul> <li>Staff to reach out to established Cultural Training providers to develop and offer Cultural Confident Training Program for staff</li> <li>Meetings with First Nations to discuss requests for establishing forums for ongoing discussions</li> </ul>	• Q3 2021 • Q3 & Q4 202
<b>3b</b> Seek partnerships, share information and deliver fair and equitable services in working with First Nations on achieving their economic goals.				• FNR May 26, 2021 • Board, Jun. 9, 2021	The CRD Board endorsed the First Nations Honorarium Policy on June 9th which establishes consistency, and appropriate recognition for First Nations when they provide voluntary service such as sharing traditional knowledge, blessings, welcomes, and cultural ceremonies, in support of CRD projects and activities. 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.  Panorama Rec Center is working with Tsawout First Nation to facilitate lifeguard training for seven youth from their community.	<ul> <li>Create web content outlining requirements and process for 'working with the CRD', to support Indigenous- led businesses to bid on CRD projects</li> </ul>	▶ Q3 2021
<b>3c</b> 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.					Ongoing liaison support through the First Nations Relations Division for Parks staff and Southern Gulf Island Commissioners to support their requests for the inclusion of Indigenous language, place names and territorial acknowledgment in parks signage when possible. The CRD is working with the Nations to renew water and wastewater servicing agreements. The WSÁNEC Leadership Council (WLC) and the CRD through the approved draft WSÁNEC Land Altering Works MOU continue meeting quarterly to review upcoming works taking place in WSÁNEC Territory, and receive feedback from the Nations on the proposed works.  Regional Parks working with First Nations to include language and perspectives on new park kiosks.	➤ Coordinate bi-annual corporate wide training to support the new Protection and Conservation of Heritage Sites Policy and the BC Archaeology Bran's Remote Access to Archaeological Data (RAAD) training	► 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.		•			Ecological Asset Management Plan project scoping ongoing with multiple CRD divisions.	<ul> <li>Bring report findings to the First Nations Relations Standing Committee</li> </ul>	▶ Q3 2021



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

## Board Priorities Dashboard ➤ Progress Report No. 10 – Q2 2021



CONDITION LEGEND

No issues / Proceeding as planned



Potential or emerging issue/problem



Problem/issue has arisen

& Accountability							
2 1	Sta	atus & Conditi	on	2 1 1		Next Steps	
Board Initiatives	Not Started	In Progress	Completed	Resolutions	Comments	Action	Timing
<b>4a</b> Develop an advocacy strategy to ensure all occupied properties have the opportunity to access high-speed internet services.			•		<b>Operationalized.</b> The SGI Connectivity Plan was completed in April. The report summarizes current levels of connectivity in the region and provides a vision for the future that is mindful of the challenges and opportunities for improving broadband service for the SGI. The report describes alternatives and provides recommendations and cost estimates. SSI EA Administration continues to support for third party proposals for internet service infrastructure improvements and consider partnerships agreements with Connected Coast.		
<b>4b</b> Develop a comprehensive strategy and operational review to reflect the unique needs and governance of each electoral area.					The development of the terms of reference has been deferred until the SSI water optimization consultation is complete (timing still to be determined). May require Provincial direction.  **Media Release**: CRD Initiates Study to Support Transportation Options in the Southern Gulf Islands (Apr. 28, 2021)	<ul> <li>Development of terms of references for SSI operational review initiative</li> </ul>	▶ Q4 2021
<b>4c</b> Explore more comprehensive regional coordination of emergency services, including an assessment of regional hazards, risks and vulnerabilities.				► EAC May 12, 2021  ► Board May 12, 2021	Successful applications submitted to UBCM for the FireSmart initiative and for the Emergency Operations Centres and Training Grants.  The Emergency Management Software contract has been signed and now moving to implementation.  The new Public Alert Notification System contract was signed and the service has been transitioned to the new provider.  The RFP for Fire Dispatch Services has been finalized for Bylaw 3854 participants.	<ul> <li>Emergency Management Software implementation</li> <li>Finalize Public Alert Notification System roll-out</li> <li>Hire FireSmart Coordinator and initiate programs in the Electoral Areas</li> <li>Transition to new Fire Dispatch provider</li> </ul>	<ul> <li>→ Q3 2021</li> <li>→ Q3 2021</li> <li>→ Q3 2021</li> <li>→ Q4 2021</li> </ul>
<b>4d</b> Achieve sustainable budgets through innovation and streamlining while recognizing the need for infrastructure revitalization and accountability to taxpayers.		A		➤ Board May 12, 2021	This initiative has been accelerated and a report on reserve balance measures and gaps/surpluses will be submitted to the Finance Committee for its consideration in July 2021.	<ul> <li>Update reserve guidelines based on feedback and report through Finance Committee</li> </ul>	→ <del>Q</del> 4 <b>Q3</b> 2021
<b>4e</b> Facilitate a discussion of the region's art facility needs and explore partnerships to support 100% participation in the CRD arts function.				<ul> <li>▶ GC, April 7, 2021</li> <li>▶ Board April 12, 2021</li> <li>▶ PAFSC, May 5, 2021</li> </ul>	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 establishing bylaw for the Performing Arts Facilities Service. PAFSC directed staff to develop a service bylaw, service plan and a process to consult with municipalities, electoral areas, arts organizations, and other bodies.	<ul> <li>Staff to develop draft documents as directed for the consideration of the Select Committee</li> </ul>	→ Q3 2021
4f Explore how the CRD can best contribute to regional economic development.			•		Operationalized. Continue to advance advocacy initiatives identified by the SGI and SSI community economic development commissions.  REIP's work is ongoing and regular reporting to the commission will take place as work progresses. The SGI Economic Recovery and Resiliency Program worked through community partners to share information, identify challenges, and identify resources to support businesses and non-profit organizations to navigate the challenges of COVID-19 closures.  Media Release: Capital Regional District reports on 2020 funding for the Electoral Areas (May 18, 2021)		

## © Corporate Priorities Dashboard ➤ Progress Report No. 10 – Q2 2021



## **Accountability**

CONDITION LEGEND

No issues / Proceeding as planned



Potential or emerging issue/problem



Problem/issue has arisen



	Sta	ntus & Condit	ion			Next Steps		
Corporate Initiatives	Not Started	In Progress	Completed	Resolutions	Comments	Action	Timing	
Business capacity & continuity: Advance our workforce planning & Organizational Health & Safety programs to support organizational capacity & resilience.			<b>Ø</b>		<b>Operationalized.</b> Occupational Health and Safety continues to update and create documents outlining health and safety plans and protocols consistent with requirements of Public Health, WorkSafeBC, and other regulating bodies. The CRD's COVID-19 stage 3 safety plan was implemented in June 2021.			
Fiscal responsibility: Integrate asset management & risk analysis into our capital planning processes to strengthen our fiscal management practices & support resource sustainability.		<b>⊘</b>			New manager for asset management has been on-boarded and material progress has been made on the implementation of the enterprise asset management strategy. Related policies have been drafted and over a third of the organization's planned development of sustainable service delivery plans have been drafted or are underway. On track to develop the life-cycle costing framework and procedures by end of the year.	➤ Develop life-cycle policy & procedures	► Q4 2021	
<b>Transparency:</b> Streamline our service planning tools & establish KPIs to effectively track & report progress on Board Priorities, Corporate Projects & operational service activities, thereby enhancing accountability.			<b>Ø</b>		<b>Operationalized.</b> Executing service planning and annual check-in program.			
Efficiency & collaboration: Develop a partnership directory & guidelines document to guide staff & existing potential partner groups & enable greater collaboration.			•		Operationalized. Partnerships directory and guidelines in place.  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.			
<b>Customer service:</b> Enhance our systems and policies to respond to evolving best practices, adhere to legislative requirements, and provide efficient, accessible, customer service.		<b>⊘</b>			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 updated health and safety requirements.	<ul> <li>Progress on implementation to be reviewed quarterly by the Executive Leadership Team</li> <li>Launch Digital Engagement Platform</li> <li>Hartland webcam installation to better inform the public about public area wait times</li> </ul>	➤ Quarterly  ➤ Q3 2021  ➤ Q4 2021	



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

# Board Priorities Dashboard





Summary of Completed Actions

# **Community Wellbeing**

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> <li>TC Feb. 27, 2019</li> <li>Board March 13, 2019</li> <li>EAC June 12, 2019</li> <li>Board June 12, 2019</li> <li>TC July 24, 2019</li> <li>COW Jan. 29, 2020</li> <li>PTPSC Oct. 21, 2002</li> <li>Board Nov. 18, 2020</li> <li>PTPSC Dec. 9, 2020</li> <li>Board Dec. 9, 2020</li> <li>Board Jan. 13, 2021</li> </ul>	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 in summer 2020. 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 brought a report on gaps in regional transportation functions and oet 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). Progress repo
<b>1b</b> 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.	➤ GFC July 3, 2019	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. <i>Bike BC 1M grant</i> awarded May 2019 for phase 3 of the E&N rail trail. <i>Media Release</i> : 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.
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> <li>Board Feb.13, 2019</li> <li>Board Sept. 11, 2019</li> <li>Board Jan. 8, 2020</li> <li>Board Mar. 11, 2020</li> <li>Board June 10, 2020</li> <li>HHC Nov. 4, 2020</li> <li>Board Nov. 18, 2020</li> <li>HHC Dec. 2, 2020</li> </ul>	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). 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. Colling Release: CRD Board Approves Bylaw Amendments for the Regional Housing First Program. Colling Release: Reaching Home funding update received by Board in June 2020. Media Release: Regional Housing First Program. Colling Release: Regional Housing First Program Colling Release: Regional Housing First Program Colling 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 Sa new units in Langford. Groundwork for SGI Housing Strategy will start in Q4 2020 to pave the way for strategy development in early 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). Initial discussions about the SGI Housing Strategy have been held with stakeholders. Plans for a proposed multi-round engagement and consultation on the future of the Oak Bay Lodge property were

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> <li>Board Feb 13, 2019</li> <li>Board April 10, 2019</li> <li>Board, April 8, 2020</li> <li>Board May 13, 2020</li> <li>COW Oct. 28, 2020</li> <li>Board Oct. 28, 2020</li> <li>Board Nov. 18, 2020</li> </ul>	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 was 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 Provincial home heating fuel switching rebate program with municipal study. Study results shared with municipalities. The Climate
<b>2b</b> Work with local governments to further reduce emissions from buildings, transportation and solid waste.	• PEC May 22, 2019 • Board June 12, 2019	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 bil to 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 quarterly meeting, and inter-municipal meeting to share implementation lessons 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). 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.

### **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> <li>Board Mar. 13, 2019</li> <li>Board May 8, 2019</li> <li>Board June 12, 2019</li> <li>PEC Sept. 4, 2019</li> <li>Board Sept. 11, 2019</li> <li>Board Feb. 12, 2020</li> <li>ESC July 15, 2020</li> <li>Board Sept. 9, 2020</li> <li>ESC Sept. 16, 2020</li> <li>Board Aug. 12, 2020</li> <li>Board Aug. 12, 2020</li> <li>ESC Sept. 16, 2020</li> <li>Board Sept. 9, 2020</li> <li>ESC Sept. 16, 2020</li> <li>Board Sept. 9, 2020</li> <li>ESC Sept. 16, 2020</li> <li>Board Oct. 14, 2020</li> <li>Board, Nov. 18, 2020</li> <li>ESC, Jan. 2021</li> <li>Board Feb. 10, 2021</li> <li>ESC, Feb. 17, 2021</li> <li>Board, Mar. 10, 2021</li> </ul>	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. 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. Media Release: CRD seeks feedback on draft Solid Waste Management Plan in November 2020, including targeted engagement 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. Media Release: CRD Board to Consider Final Draft Solid Waste Management Plan in May (Mar. 31, 2021)  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. Media Release CRD seeks proposals for landfill gas upgrade project (Mar. 22, 2021)  On April 30, 2020 the CRD provided the required short-term bioso
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> <li>Board April 10, 2019</li> <li>PEC Oct. 23, 2019</li> <li>COW Oct. 30, 2019</li> <li>Board Oct. 30, 2019</li> <li>Board Nov. 13, 2019</li> <li>Board Mar. 11, 2020</li> <li>Board Mar. 18, 2020</li> <li>Board April 8, 2020</li> <li>Board May 27, 2020</li> <li>Board June 10, 2020</li> <li>Board June 24, 2020</li> <li>RPC Sept. 30, 2020</li> <li>RPC Jan 27, 2021</li> <li>Board Feb. 10, 2021</li> <li>RPC Feb. 24, 2021</li> <li>Board Mar. 10, 2021</li> </ul>	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 \$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 2020 to 2021 Land Acquisition Criteria approved. Regional 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. 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. 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 Work Regional Park (Oct. 23, 2020). Media Release: CRD Regional Park (Oct. 24, 2020). Media Release: CRD Regional Park (Oct. 25, 2020). Media Release: CRD Regiona
<b>2e</b> Develop model bylaws and best practices for use by municipalities and electoral areas.	<ul> <li>PEC July 24, 2019</li> <li>Board Aug. 14, 2019</li> <li>COW Oct. 30, 2019</li> <li>Board Oct. 30, 2019</li> <li>PEC Nov. 27, 2019</li> <li>ESC July 15, 2020</li> <li>Board Aug. 12, 2020</li> <li>RPC Oct. 28, 2020</li> <li>Board Nov. 18, 2020</li> </ul>	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 changes will 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.  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. Completed Regional Electric Vehicle Charging Roadmap.



# Board Priorities Dashboard





Summary of Completed Actions

### **First Nations** Reconciliation

plenning and decision making systems together on ther Ireditional Ieritories.  1			
successmalling flow is common two regimed planning and describements of performance of performan	Board Initiatives	Resolutions	Comments
where the Nation has an interest in matters being considered by the committee. All closed inatives will be directed to the Regional Board, where his Nation Member is not edited by the committee and set remuneration rates for First Nation Members.  (RB) First Nations Relations staff are supporting CRO Parks staff in park planning efforts.  Media Release-CRD Board approves in working with First Nations for in equilibrium of the e	understanding how to create new regional planning and decision-making systems	<ul> <li>FNRC Feb. 26, 2020</li> <li>Board March 11, 2020</li> <li>Board, Oct. 14, 2020</li> <li>COW Oct. 28, 2020</li> <li>Board Oct. 28, 2020</li> <li>Board Nov. 18, 2020</li> </ul>	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 Committee in November 2020. 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.
**Media Release** CRD Board approves inclusion of First Nations in regional governance and decisions-making (fan. 13, 2021)  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***Board, Jan. 13, 2021  ***FRKC Sept. 18, 2019 ** ***FRKC Sept. 18, 2019 ** ***Frkc Allorius Relations Septicing University Program in Modify Drough Interesting Program in Modify Drough Interesting Program in Model Program in Mo			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 no an item-by-item basis. Amendments to the CRD Board Remuneration And Travel Expense Reimbursement Policy include First Nation Members, including all standing
3b Seek partnerships, share information and deliver fair and equitable services in working with First Nations on achieving their economic goals.  **PRRC Sept. 18, 2019**  **Board, Jan. 13, 2021**  **First Nations Relations Service Plan and budget amendment to include resources for Economic Development Feasibility Study. Feasibility Study of First Nations Promoted Under CRD, along with Victoria Native Friendship Program in MDEES by offening job shadow opportunities for individuals that have had challenges entering the workforce. CRD, along with Canada Summer Job, sha engaged an Indigenous community member as Recycling Outreach Assistant through Summer/Fall 2019 to build accountable workforce. CRD, along with Canada Summer Job, sha engaged an Indigenous community member as Recycling Outreach Assistant through Summer/Fall 2019 to build accountable workforce. CRD, along with Canada Summer Job, sha engaged an Indigenous community member as Recycling Outreach Assistant through Summer/Fall 2019 to build accountable workforce. CRD, along with Canada Summer Job, sha engaged an Indigenous community member as Recycling Outreach Assistant through Summer/Fall 2019 to build accountable workforce. CRD, along with Canada Summer Job, sha engaged an Indigenous community member as Recycling Outreach Assistant through Summer/Fall 2019 to build accountable workforce. CRD, along with Canada Summer Job, sha engaged an Indigenous community member as Recycling Outreach Assistant through Summer/Fall 2019 to build accountable workforce. CRD, along with Victoral Nations on Indigenous community member as Recycling Outreach Assistant through Summer/Fall 2019 to build accountable workforce. The Indiana Summer Job, sha engaged an Indigenous Security in Indiana Summer Job, sha engaged an Indigenous Recycling Outreach Assistant through Summer/Fall 2019 to Duild accountable workforce. The Indiana Summer Job, sha engaged an Indigenous Recycling Outreach Assistant through Summer/Fall 2019 to Duild Assistance and Summer Job, sha engaged an Indigeno			
And deliver fair and equitable services in working with First Nations on achieving their economic goals.  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 Cranda 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. 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.  Ongoing work in progress, as recommended by the Economic Partnership Model From The Indigenomics Institute, to establish a First Nations Economic Opportunity Portal, First Nations Internship Program. Board motion approving participation in the Coastal Communities Social Procurement Initiative. December 2020 letters were sent to local First Nations informing them of additional Reaching Home CDVID-19 Funding that was available, detailed information on how to apply was provided. To date there are three First Nations with projects underway to support providing temporary and long term housing, and basic needs such as groceries, transportation, and personal hygiene supplies.  Integrated Water Services continue to work towards water and wastewater service agreements with local First Nations.  3c Work with First Nations on taking care of the land and water while providing space for cultural and creemonial use, food and medicine harvesting, traditional management practices and received information report on archaeology protocol policy approved. Promoted Orang			Media Release: CRD Board approves inclusion of First Nations in regional governance and decision-making (Jan. 13, 2021)
the land and water while providing space for cultural and ceremonial use, food and medicine harvesting, traditional management practices and reclaiming Indigenous place names.  **Board June 12, 2019**  **Board June 12, 2019**  **Board June 12, 2019**  **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. Promoted the celebration of National Indigenous Peoples Day in June 2020 and June 2021. Supported and promoted Orange Shirt Day, Every Child Matters on September 30th, 2020. Corporate wide training to support the new Protection and Conservation of Heritage Sites underway with biannual training opportunities moving forward.  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.	and deliver fair and equitable services in working with First Nations on achieving their		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. 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.  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. Board motion approving participation in the Coastal Communities Social Procurement Initiative. 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 three First Nations with projects underway to support providing temporary and long term housing, and basic needs such as groceries, transportation, and personal hygiene supplies.
<b>3d</b> Prepare an ecological asset management Work underway to draft scope and timeline for an Ecological Asset Management Plan to be undertaken in 2021/2022.	the land and water while providing space for cultural and ceremonial use, food and medicine harvesting, traditional management practices	· ·	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. Promoted the celebration of National Indigenous History Month and Indigenous Peoples Day in June 2020 and June 2021. Supported and promoted Orange Shirt Day, Every Child Matters on September 30th, 2020. Corporate wide training to support the new Protection and Conservation of Heritage Sites underway with bi-
plan that includes natural infrastructure, First Nations guiding principles, First Nations language and place names, historical uses and invasive species management.	plan that includes natural infrastructure, First Nations guiding principles, First Nations language and place names, historical uses and		Work underway to draft scope and timeline for an Ecological Asset Management Plan to be undertaken in 2021/2022.



# Board Priorities Dashboard





Summary of Completed Actions

Board Initiatives	Resolutions	Comments
<b>4a</b> Develop an advocacy strategy to ensure all occupied properties have the opportunity to access high-speed internet services.	<ul> <li>EAC Mar. 13, 2019</li> <li>EAC July 10, 2019</li> <li>Board July 10, 2019</li> <li>EAC Jan. 8, 2020</li> <li>Board, Jan. 8 2020</li> <li>Board Feb. 12, 2020</li> </ul>	CRD staff have been in discussion with SRD staff on the connected coast project since Fall 2018. Sites identified as eligible in the <i>Connected Coast project proposal</i> . Inclusion in various programs is greatly enhanced with a Board endorsed broadband strategy. Staff directed by EAC March 2019 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 2019 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. <i>Media Release</i> : 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. 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.  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)
<b>4b</b> Develop a comprehensive strategy and operational review to reflect the unique needs and governance of each electoral area.	<ul> <li>Board Jan. 9, 2019</li> <li>EAC Mar. 13, 2019</li> <li>EAC April 10, 2019</li> <li>EAC July 10, 2019</li> <li>Board July 10, 2019</li> <li>EAC Sept. 11, 2019</li> <li>Board Sept. 11, 2019</li> <li>Board Feb. 12, 2020</li> <li>Board Sept. 9, 2020</li> </ul>	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.  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. <i>Advocacy:</i> Correspondence sent regarding the application for Salt Spring Island Water Service Optimization Study (July 17, 2019). <i>Advocacy:</i> Inclusion of the Southern Gulf Islands in Community Futures (October 7, 2019). <i>Advocacy:</i> Request for Order in Council - CRD Electoral Areas (November 13, 2019). <i>Media Release:</i> 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. <i>Media Release:</i> 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.
		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. <i>Advocacy</i> : Electoral Areas Rural Status (January 31, 2020) <i>Advocacy</i> : Telus Resolution (February 13, 2020)
		North Ganges Transportation project tendered in March 2020 with construction started in June 2020. <i>Advocacy</i> : Electoral Areas Rural Status (July 17, 2020). <i>Advocacy</i> : Investing in Canada Infrastructure Program (Sept. 20, 2020)
		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.
		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.
		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.
		Media Release: CRD and North Salt Spring Waterworks District Release Water Optimization Study (Mar. 31, 2021)



# Board Priorities Dashboard





## Summary of Completed Actions

Board Initiatives	Resolutions	Comments
<b>4c</b> Explore more comprehensive regional coordination of emergency services, including an assessment of regional hazards, risks and vulnerabilities.	<ul> <li>EAC July 8, 2020</li> <li>Board July 8, 2020</li> <li>PTPSC July 15, 2020</li> <li>EAC Nov. 4, 2020</li> <li>Board, Nov. 18, 2020</li> <li>EAC Feb. 10, 2021</li> <li>Board, Feb. 10 2021</li> </ul>	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. 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 2020.  Participated through the Regional Emergency Management Partnership in a Regional Hazard, Risk and Vulnerability Assessment (HRVA) exploring three regional hazards of snow storm,
	7 Bodio, 165. 10 2021	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 'What we heard' report. The feedback period for the report ran until September 30, 2020. 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.
		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.
<b>4d</b> Achieve triple bottom-line sustainable budgets through innovation and streamlining while recognizing the need for infrastructure revitalization and accountability to taxpayers.	<ul> <li>GFC, Oct. 7, 2020</li> <li>Board, Oct. 14, 2020</li> <li>COW Oct. 28, 2020</li> <li>Board, Oct. 28, 2020</li> <li>Board Mar. 24, 2021</li> </ul>	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. 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. Service plans for 2021 were approved by COW in October 2020. 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. A review of best practices in reserve balances will be undertaken for all services in 2021. <i>Media Release</i> : Public feedback encouraged on CRD and CRHD 2021 provisional financial plans (Oct. 29, 2020). 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)
<b>4e</b> Seek 100% participation in the CRD arts function and facilitate a discussion of the region's art facility needs.	<ul> <li>GFC July 3, 2019</li> <li>GFC Oct. 2, 2019</li> <li>RAFSC Jan. 29, 2020</li> <li>Board, June 24, 2020</li> <li>Board July 8, 2020</li> <li>GFC Oct. 7, 2020</li> <li>Board Oct. 14</li> <li>Board Jan. 13, 2021</li> </ul>	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 proceeded with public engagement through COVID-19. External consultant presented electronic engagement plan to committee and ensured activities are in accordance with Public Health Officer guidelines. Updated CRD Arts & Culture Support Service Strategic Plan and submitted to Board June 24, 2020. 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.
	➤ Board 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.

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





**Regional economic development.**  **Board July 10, 2019  **GFC Oct. 2, 2019  **Board Oct. 9, 2019  **Board Mar 11, 2020  **Board May 13, 2020  **Board May 13, 2020  **GFC July 29, 2020  **Board May 13, 2020  **GFC July 29, 2020  **GFC July 29, 2020  **Media Release: CRD and the Community Economic Development Commission (CEDC) have received a Rural Dividend grant. Staff presented with Ministry of Citizen Services of Broadband Connectivity across BC's rural islands at the Rural Islands Economic Forum (RIEF) in November 2019. Board Chair recommended proposed for an Economic Recover 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 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 Final to fund a project with Rural Island Economic Partnership (REIP) to develop an online business directory and marketing plan for rural businesses. Advocacy: COVID-19 and Community Economic Crisis and Recovery (April 16, 2020). Staff presented report on the regional role in the CRD continues to have a strong interest in supporting a regional economic development strategy and partnering with senior levels of government and staken and the Community Economic Development Commission (CEDC) have received a Rural Dividend grant. Staff presented with Ministry of Citizen Services of 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 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 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 to be held. This proposed fo	Board Initiatives	Resolutions	Comments
Economic Development Commission (CEDC) for regional economic resiliency. Contract was executed with Rural Island Economic Partnership (RIEP) for Shared Business Service Island Food Security report was presented to the SGI CESC. Commission is now exploring funding options for development and implementation partnerships.  Board endorsed three applications to the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream to support all three electoral areas.	· · · · · · · · · · · · · · · · · · ·	<ul> <li>Board July 10, 2019</li> <li>GFC Oct. 2, 2019</li> <li>Board Oct. 9, 2019</li> <li>Board Mar 11, 2020</li> <li>Board May 13, 2020</li> <li>GFC July 29, 2020</li> <li>Board Aug. 12, 2020</li> <li>EAC Sept. 9, 2020</li> <li>Board Sept. 9, 2020</li> <li>GFC Dec. 2, 2020</li> </ul>	commissions. Approved the Rural Dividend amendments and staff authorized to direct award contract to Rural Islands Economic Partnerships Society.  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.  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.  Media Release: Island Coastal Economic Trust expands to more communities (Feb. 19, 2021).





# Corporate Priorities Dashboard





Summary of Completed Actions

## Accountability

Corporate Initiatives	Resolutions	Comments
<b>Business capacity &amp; continuity:</b> Advance our workforce planning & Organizational Health & Safety programs to support organizational capacity & resilience.	► Board Mar. 18, 2020	Organizational Development Plan Actions updated for 2019, 2020 nad 2021 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. *Many media releases have been distributed as a result of COVID-19. For a full list click here.
Fiscal responsibility: Integrate asset management & risk analysis into our capital planning processes to strengthen our fiscal management practices & support resource sustainability.	<ul> <li>Board Mar. 13, 2019</li> <li>GFC Oct. 2, 2019</li> <li>PEC Oct. 23, 2019</li> <li>COW Oct. 30, 2019</li> <li>Board Oct. 30, 2019</li> <li>Board Mar. 11, 2020</li> <li>COW Oct, 28, 2020</li> <li>Board, Oct. 28, 2020</li> </ul>	Asset Management Policy & Strategy approved by Board, 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. 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.  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.
<b>Transparency:</b> Streamline our service planning tools & establish KPIs to effectively track & report progress on Board Priorities, Corporate Projects & operational service activities, thereby enhancing accountability.	<ul> <li>COW Oct. 30, 2019</li> <li>Board Oct. 30, 2019</li> <li>Board Mar. 18, 2020</li> </ul>	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.  Service planning reports for 2021, which included new KPls, 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 were set at annual Board check-in in late spring 2021.
Efficiency & collaboration: Develop a partnership directory & guidelines document to guide staff & existing potential partner groups & enable greater collaboration.	➤ 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.
<b>Customer service:</b> Enhance our systems and policies to respond to evolving best practices, adhere to legislative requirements, and provide efficient, accessible, customer service.	<ul> <li>Board May 8, 2019</li> <li>Board June 12, 2019</li> <li>Board Dec. 11, 2019</li> <li>Board Mar. 18, 2020</li> </ul>	The 2019 Organizational Development Plan actions include implementing new systems to review polices, 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.
		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.
		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.
		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.



## OPEN CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, JULY 14, 2021

## APPENDIX D CORPORATE CLIMATE CHANGE INITIATIVES

Staff continued the development of a renewed Climate Action Strategy for the organization. The Climate Action Strategy will provide a consolidated overview of the climate actions that the CRD will undertake within both its corporate operations and community-focused services over the next five years. Over this quarter, Climate Action Program staff engaged almost two dozen CRD services that will have a role in implementing the strategy. The CRD Climate Inter-Municipal Task Force and the Working Group also provided input on regional climate action priorities related to local government capacity building and policy support, regional/local data acquisition and community programs. The strategy will be presented to the Board for approval in fall 2021, along with any potential 2022 budget implications.

The CRD submitted an application to Natural Resources Canada's Zero Emission Vehicle Infrastructure Program for upwards of \$460,000 in grant funding to support the installation of electric vehicle (EV) charging stations. To reduce administrative burden for municipal partners, the CRD offered to lead a co-application and will manage the funding agreement, if successful. This initiative would see the installation of 110, Level 2 charge points across 17 sites providing public, fleet and workplace charging (63 for CRD, 45 for City of Victoria, 1 for Town of View Royal, and 1 for Township of Esquimalt). In the CRD's case, we have prioritized a significant increase in fleet charging capability to support transition to EVs with the goal of reducing fleet emissions by 40% by 2030. The CRD recently implemented a Green Fleet Policy that will ensure EVs are prioritized for fleet purchases. For public charging, the recently completed Capital Region Electric Vehicle Infrastructure Roadmap has identified a need to increase available public EV infrastructure to achieve regional climate targets and assist municipalities in achieving transportation related emission reduction goals.

The CRD was successful in receiving the Federation of Canadian Municipalities Green Municipal Fund Community Efficiency Financing (FCM CEF) 'design study' grant for up to \$175,000 to complete a more detailed design for the regional energy retrofit program. Staff are actively working with local government partners to develop a business case for a regional energy retrofit program, and will be able to utilize the FCM CEF grant towards determining more detailed design components, including a third party financing mechanism. This business case was a previous 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. In the interim, the business case will inform 2022 budget considerations. Outputs of this work will also allow the CRD and municipal partners to apply to the FCM CEF 'capital' funding in the future.

Between August 2020 and June 2021, the Bring it Home for Climate pilot program collected 402 registrations, provided 101 EnerGuide Home Energy Assessment subsidies, and 93 Virtual Home Energy Check-ups representing residents from across the region. Co-funded by the 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 the initial success of the program, which launched in summer 2020, the CRD supported an extension of the program offering through 2021. Uptake has continued, albeit at a slower pace, despite limited marketing budgets. A follow-up survey conducted in February 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, doors, heat pumps, and insulation), and almost 50% are planning future upgrades. During this quarter, the Bring it Home for Climate Program Administrator also conducted focus groups that showed the program was perceived as valuable by a number of demographic segments, even those not interested in acting to reduce emissions. The focus groups suggested that people need support for retrofits and most people want support. Results are informing the retrofit program design work, noted above.

Forty classrooms representing schools from across the region participated in the BC Sustainable Energy Association's (BCSEA) Cool It! Climate Leadership program. Funded by CRD (20 classrooms), District of Saanich (10 classrooms) and City of Victoria (10 classrooms), Grade 4 to 6 classes participated in online workshops designed to build students' climate change knowledge, followed by a four-week call-to-action challenge to reduce their energy consumption and carbon footprint at home with their families. This year, 860 students committed to 5,568 actions that will result in a projected savings of 160 tonnes of CO2e annually, if continued for one year. Four classrooms with the highest challenge participation rates received an in-class or online celebration hosted by BCSEA staff.

In May 2021, staff presented the CRD's 2020 Climate Action Annual Report to the Environmental Services Committee, which articulated the climate action related accomplishments of CRD services over the past year.

With the recent announcement of the cancellation of the provincial Climate Action Revenue Incentive Program, staff coordinated with local governments across the region and the province to better understand impacts and share information on advocacy pathways. A staff report detailing the CRD perspective was presented to the Environmental Services Committee and CRD Board in June/July 2021.

# Community Wellbeing Transportation & Housing





Tracking #	Iceno	Objective		A due	ocates		Comments	Status/Update
Tracking #	Issue	Objective	Board	LG/EA	Partner	Staff	Comments	status/ update
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.	<b>√</b>	<b>√</b>		<b>√</b>	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.  In relation to this request, in March 2021, BC Assessment made CRHC properties exempt from property tax consistent with CRD owned properties.
20-01-01	Speed Enforcement on the Malahat	Move forward with a trial of point to point interval cameras on the Malahat.	✓		<b>√</b>	✓	Letter to <u>Minister Farnworth</u>	
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	

# Community Wellbeing Transportation & Housing





Tracking #	Issue	<b>Objective</b>		Advo	cates		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.	<b>√</b>			$\checkmark$	Letter to support Aboriginal Coalition to End Homelessness Society March 24, 2021	
21-01-02	Regional Transportation Priorities	Confirm the CRD Board's Regional Transportation Priorities.	<b>√</b>			$\checkmark$	Letter to <u>Minister Fleming</u>	

### Climate Action & Environmental Stewardship





Tracking #	Issue	Objective		Advo	cates		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.	<b>✓</b>	<b>✓</b>	✓	✓	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	<b>✓</b>				Letter to <u>Minister Heyman</u> Response from <u>Minister Heyman</u> Letter to <u>Minister McKenna</u>	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.	✓			<b>√</b>	Letter to Minister Heyman  Met with Minister Heyman by teleconference on February 17, 2021.	

### First Nations Reconcilliation





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.	•				Letter from Minister Robinson identifying the opportunity to meet with Snr. Provincial staff from the Ministry of Indigenous Relations and Reconciliation.  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 JOŁEŁP (Tsartlip First Nation) Chief and Council Forum of All Councils took place on November 28, 2019.	Ongoing





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





						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.	
						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.	
20.04.04	Dural Harra awars assat	Change Dravinsial policy to	1	/		Desclution to UDCM through letter from Doord Chair	
20-04-01	Rural Home owner grant to apply in the CRD rural	Change Provincial policy to allow designation of our EA as	<b>√</b>	<b>✓</b>		Resolution to UBCM through letter from Board Chair Plant	
	EA areas	rural.				Plant	
	LA dieds	Turdi.					
20-04-02	Investing in Canada	Advocate for individual	<b>√</b>	/	$\checkmark$	Letter to Minister Robinson	Ongoing
	Infrastructure Program	assessment of CRD Electoral	Y	<b>V</b>	•		
	(ICIP)	Area ICIP applications to					
		provide the same opportunity					
		as municipalities.					
21-04-01	COVID Safe Restart Grant	Advocate to provide more	/	/		Letter to <u>Premier Horgan</u> requesting additional	
21 04 01	Inequity for Electoral	equitable Safe Restart Grant	<b>✓</b>	<b>V</b>	<b>√</b>	funding for the COVID-19 Safe Restart Grants for Local	
	Areas	funding to Regional District				Government for Electoral Areas and First Nations.	
	Aicos	Electoral Areas.				dovernment for Electoral Areas and First Nations.	
		Electoral Areas.					





	Letter to <u>UBCM</u> seeking advocacy on Safe Restart
	Grants for Local Government for Electoral Areas and
	First Nations.
	Resolution to UBCM and AVICC.
	Letter from <u>Deputy Minister Okenge Yuma Morisho</u>
	announcing additional funding.





Tracking #	Issue	Objective		Advo	cates		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.	<b>√</b>		✓		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 <u>Minister McKenna</u> Letter to <u>Minister Wilkinson</u> Letter from <u>Minister Wilkinson</u>	Ongoing
19-05-05	Deer Management	Encourage province to take responsibility for wildlife.	✓	✓			Letter to <u>Ministers Popham, Heyman and Donaldson</u> Several municipalities are now advocating as a group and individually for Provincial action and support. Letter from <u>Nancy Liesch, ED, Natural Resources</u>	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.	<b>✓</b>	<b>✓</b>	<b>✓</b>	✓	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 Funding was announced by the Province on May 4, 2021 in a Media Release.	Enhanced service plan proposal for 2020.





Tracking #	Issue	Objective		Advo	ocates		Comments Status/Update			
			Board	LG/EA	Partner	Staff				
19-05-07	Weed Control Invasive Species	Ask Province to add additional species to weed control regulation.	✓				Letter to <u>Minister Donaldson</u> Letter from <u>ADM Paul Rasmussen</u>	Ongoing		
19-05-08	Ocean Legacy Foundation Report	Seek favourable consideration and action on the five recommendations in the report.	✓				Letter to <u>Minister Heyman</u> Letter from <u>Minister Heyman</u>	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.	<b>√</b>	<b>√</b>	<b>✓</b>	<b>√</b>	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.	<b>√</b>	<b>√</b>			Letter to Minister Trevena  Letter from Minister Trevena			
20-05-04	Write to UBCM and FCM asking them to advocate to the Federal	Asking for relaxed guidelines in light of economic and financial impacts for up to	<b>√</b>	<b>√</b>			Letter to <u>UBCM and FCM</u> Board Chair and CAO had call with FCM on May 21  Board Chair and CAO had call with UBCM on June 4			





Tracking #	Issue	Objective		Advo	cates		Comments	Status/Update
			Board	LG/EA	Partner	Staff		
	Government to broaden	one year subject to local					Letter from <u>FCM</u>	
	the guidelines of	government due diligence					Letter from <u>UBCM</u>	
	<b>Community Works Funds</b>	and as long as expenditures					UBCM indicated that they are generally aligned with	
	for capital and operating	are in the public interest.					the CRD position in their advocacy with FCM to the	
	expenditures as a result						Federal Government. UBCM is in engaged in discussions	
	of the COVID-19 pandemic						with FCM and the Federal Government to utilize the	
							gas tax funding model for recovery funding and	
1							granting.	
							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.	
							EA continue to what to pursue funding approvals for	
							non profit services.	
							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.	





Tracking #	Issue	<b>Objective</b>	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
							Acknowledged social services and emergency and public service buildings being asked to be included as eligible projects.	
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.	<b>√</b>		<b>√</b>	<b>√</b>	Resolution to UBCM and AVICC.	

# Capital Regional District Quarterly Operating Variance Report - Q1, 2021 Service Budgets Greater than \$1,500,000

	dagets Greater than \$1,50				Or	perating Expen	ses						Operating F	Revenue	
				Year to Q1				Annual Forecast			Year to Q1	1			Annual Forecast
Service Number	Service Description	Annual Budget \$ (Schedule A)	Actuals \$	% of Budget	2020 % of Budget	Ś	% Budget (over)/under	Explanation	Annual Budget \$ (Schedule A)	Actuals \$	% of Budget	2020 % of Budget	\$	% Budget (over)/under	Explanation
1.010	Legislative & General	25,887,694	5,158,652	20%	22%	25,343,000	2%	Forecasted annual savings on timing of staff vacancies, and potential deferral of some one-time spending. Support services forecasting to deliver services as planned.	25,887,694	5,251,094	20%	22%	25,700,000	1%	Half of the revenue is derived from allocations to other services; one-third is funded by requisition, with the balance from reserves, grants or other revenue. Some potential savings from less than planned reserve funding.
1.105	Facility Management	1,690,872	332,549	20%	23%	1,700,000	-1%	Service involves the provision of facilities management services to CRD HQ and satellite facilities, and IWS facilities. Savings in Q1 on temporary staff vacancies are anticipated to be caught up with use of additional labour support in the final 3 quarters of the fiscal year.	1,690,872	313,082	19%	22%	1,700,000	-1%	Revenue largely from provision of facilities management services. Projected on budget.
1.226	Health Facilities - VIHA	1,580,254	368,077	23%	22%	1,575,000	0%	Service involves leasing of CRD buildings to VIHA, and is 100% recovery from tenant. Any potential surpluses are returned to tenant.	1,580,254	216,413	14%	24%	1,575,000	0%	Service involves leasing of CRD buildings to VIHA and is 100% recovery from tenant.  Any potential surpluses are returned to tenant.
1.280	Regional Parks	16,391,381	2,293,339	14%	13%	16,400,000	0%	Service on budget with expenditure primarily weighted to Q2 and Q3.	16,391,381	854,863	5%	5%	16,400,000	0%	Projected on budget. Revenues primarily from requisition.
1.297	Arts Grants & Development	2,942,074	99,431	3%	4%	2,950,000	0%	Service is a grant funding service at full compliment, and projecting to disburse all grant funds available to arts organizations in line with budget.	2,942,074	181,051	6%	6%	2,955,000	0%	Projected on budget. Revenues primarily from requisition.
1.310	Land Banking & Housing	2,692,517	362,019	13%	9%	2,476,588	8%	Operating expenses largely on track for 2021, with some annual savings forecasted for temporary staff vacancies. Large debt payments in Q2 and Q4.	2,692,517	924,063	34%	39%	2,617,045	3%	On target for 2021. 50% requisition, 48% grants and other, 2% surplus carry forward.  Minor reduction in PM fee revenue due to temporary staff vacancy.
1.311	Regional Housing Trust Fund	4,511,970	272,282	6%	0%	4,511,970	0%	Expenses are driven by grants to 3rd party housing service providers. Can vary based on eligibility and selection, surpluses are carried forward.	4,511,970	3,500,051	78%	76%	4,511,970	0%	On target for 2021. 78% from surplus carryforward, 22% from requisition.
1.318	Building Inspection	1,653,290	381,903	23%	25%	1,623,290	2%	Underspend due to temporary staffing vacancies for a Building Inspector. Forecast to backfill with full time hire in Q3.	1,653,290	360,223	22%	13%	1,750,342	-6%	Revenues have increased in general due to gradually increasing permit requests.  Revenues on Salt Spring Island increased by \$97K over budget as a result of particularly high permit activity due to a large condominium project.
1.324	Regional Planning Services	1,662,662	328,057	20%	20%	1,615,962	3%	Forecasted underspend due to savings on Implementation of Data review project. Balance of work program expected to be in line with budget for the year.	1,662,662	307,316	18%	17%	1,626,162	2%	Revenues for service are primarily requisition and fixed allocation. Forecasted decrease in operating reserve funding, due to the projected decrease in operating expenses.
1.40X	SEAPARC	3,684,094	730,045	20%	21%	3,700,000	0%	The service has faced continuing health orders that have limited the provision of indoor programs, it is anticipated that higher activity in the remaining quarters will result in actuals in line with plan.	3,684,094	226,907	6%	14%	3,700,000	0%	Revenues are approximately 80% from requisition; 20% fees. The service has faced continuing health orders that have limited the provision of indoor programs, it is anticipated that higher activity in the remaining quarters will result in actuals in line with plan.
1.44X	Panorama Rec. Center	8,071,561	1,277,064	16%	19%	8,100,000	0%	The service has faced continuing health orders that have limited the provision of indoor programs, it is anticipated that higher activity in the remaining quarters will result in actuals in line with plan.	8,071,561	1,121,579	14%	12%	8,100,000	0%	Revenues are approximately 65% from requisition; 35% fees. The service has faced continuing health orders that have limited the provision of indoor programs, it is anticipated that higher activity in the remaining quarters will result in actuals in line with plan.
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	1,759,079	327,501	19%	19%	1,594,401	9%	Savings expected as the pool is operating under reduced hours of service and for only 6 days a week due on-going Covid restrictions.	1,759,079	91,783	5%	5%	1,633,036	7%	Projection is based on reduced pool capacity and program offerings due to on-going Covid restrictions
1.521	Environmental Resource Management	25,176,280	4,968,402	20%	19%	25,276,280	0%	Operational services are continuing as planned, and forecasted to be in line with budget for the year.	25,176,280	8,349,769	33%	29%	26,176,280	-4%	Tipping fee revenues are forecasted higher largely due to the current environment for construction and redevelopment. This is driving larger volumes of construction, demolition, renovation and moving waste. Also, the current travel restrictions seem to have resulted in more individual resident doing self-hauling of long-time stored items to the landfill for disposal, as evidenced by the increase in traffic across the public scales.
1.576	Environmental Engineering Services	2,802,602	529,802	19%	24%	2,750,000	2%	Service involves the provision of engineering and project management service to multiple services in the CRD's recreation and environmental services. Savings in Q1 on temporary staff vacancies are anticipated to be caught up with use of additional activity in the final 3 quarters of the fiscal year.	2,802,602	758,203	27%	24%	2,750,000	2%	Revenue driven by providing engineering and project management service to multiple service in the CRD's recreation and environmental services. Forecasted to recover in line with budget.
1.577	IW - Environmental Operations	11,626,417	2,814,717	24%	27%	11,358,300	2%	Overhead service budget, continuing to deliver services as planned. Expenditures forecast slightly under budget for the year. Forecasted temporary staff vacancies providing salary savings.	11,626,417	2,995,471	26%	27%	11,576,500	0%	Revenues are driven by providing services to other CRD services, that continue to operate as planned. Recovery revenue forecast Service revenues forecast withing budget level for 2021.
1.578	Environmental Protection and Water Quality	8,238,988	1,935,217	23%	24%	8,038,988	2%	Overhead service budget, continuing to provide service as planned. Forecast largely on budget, with some minor savings on temporary staff vacancies.	8,238,988	2,048,923	25%	24%	8,288,988	-1%	Revenues are driven by providing services to other CRD services that continue to operate as planned.
1.911	911 Systems	2,595,230	382,178	15%	16%	2,522,010	3%	Fixed contracts and debt servicing costs are on track with budget. This service receives 911 levy contributions from phone carriers and pays a portion of these to participating municipalities. Forecasted reduced 911 levies from phone carriers reduces payment distribution compared to budget.	2,595,230	575,188	22%	24%	2,501,010	4%	Sources of revenue are fixed source requisitions, lease revenue, and variable 911 levies from received from phone carriers. Forecasting reduced revenues from a drop in 911 levies.
1.921	Regional CREST	1,723,234	429,591	25%	25%	1,723,234	0%	This is a contribution service that provides support to CREST based on service agreement. Operating expenses are on track with budget.	1,723,234	99,504	6%	6%	1,723,234	0%	Operating revenues are primarily requisition and are on track with budget.
2.610	Saanich Peninsula Water Supply	7,169,999	1,184,653	17%	17%	7,000,000	2%	Operational services and system maintenance are continuing as planned. Expenditures are forecasted to be in line with budget.	7,169,999	1,189,008	17%	17%	7,200,000	0%	Revenues are driven by seasonal water sales. Demand is expected to be within budgeted levels for 2021.
2.670	Regional Water Supply	34,921,283	3,523,420	10%	10%	34,600,000	1%	Operational services and system maintenance are continuing as planned. Minor savings estimated due to temporary staff vacancies.	34,921,283	6,366,149	18%	18%	35,500,000	-2%	Revenues are driven by seasonal water sales. Demand is expected to be slightly higher than budgeted levels for 2021.
2.680	Juan de Fuca Water Distribution	20,793,372	2,790,306	13%	12%	20,800,000	0%	Operational services and system maintenance are continuing as planned.  No material changes in costs are expected.	20,793,372	2,754,392	13%	12%	21,000,000	-1%	Revenues are driven by seasonal water sales. Demand is expected to be within budgeted levels for 2021.
3.717	Core Area Wastewater Operations	29,538,628	4,912,509	17%	0%	29,500,000	0%	Wastewater treament and convayance operations began in Q1 2021. Forecasted savings in electricity and chemicals are expected to be offset by increased labour and contract for services required for first year of treatment and conveyance operations. Forecasts reflect best estimate but still may vary given experience in Q1.	29,538,628	750,420	3%	12%	29,288,628	1%	Service revenues are primarily from requisition. Forecast revenue is reduced due to delays in operational readiness of the OMS receiving facility at the Residual Treatment Facility.
3.718	Saanich Peninsula Wastewater	4,404,946	909,880	21%	21%	4,110,600	7%	Services delivering on plan and expenditures forecast on budget. Savings forecast related to operational delays on the OMS receiving facility.	4,404,946	24,139	1%	1%	4,382,000	1%	Projected on budget. Revenues primarily from requisition.
3.755	Regional Source Control	1,685,236	400,990	24%	24%	1,635,236	3%	Operational services are continuining as planned, with slight reduction in labour charges based on programming.	1,685,236	167,581	10%	1%	1,682,283	0%	Service revenue is primarily from requisition. Minor variance forecast on permit fee revenue. Overall revenue is expected to be in line with budget.
	Total Services above Other CRD Services	223,203,663 51,765,454 274,969,117	81% 19%						223,203,663 51,765,454 274,969,117	81% 19%					
CRHD	Capital Regional Hospital District	36,111,356	2,685,080	7%	7%	36,053,856	0.2%	Savings expected in adminstrative expense due temporary staff vacancy for new HCPS position; otherwise the serivce is continuing as planned.	36,111,356	2,018,907	6%	5%	36,053,856	0.2%	Less reserve funds will be required due to HCPS position vacancy in Q1 and Q2; Revenues are primarily requisition and on track with budget.

	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 2021 Budget Amendment or

						Quarter 1			Total 2	021				Status o	of Total Project Plan
Department	Service Description	Capital Project Title	Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation	Total 2021 Ameno Budget (as per approved budge	Total 2021 Forecast	Total Forecast Variance (over) / under	Total Forecast Variance % (over) / under	Scope	Timing	Budget	Notes
		CRD													
	Core Area Wastewater	Core Area Wastewater Treatment Project	113,249,817	10,157,533	103,092,284	919	OI variance is primarily a result of the timing of RTF substantial completion. In addition, conveyance contractor and engineering consultant billings was less than planned. Increased expenses forecast for 2 and 63 will offer 61 variance. Total project forecast for completion in 2021, on total budget of \$775M.	113,249	111,464,748	1,785,069	296				S - on plan T - completion in Q4 2021 B - on plan
	Core Area Wastewater	Bowker Sewer Rehabilitation	30,000	-	30,000	1009	Awaiting Inspector of Municipality approval for loan authorization before expending funds. Forecast to miss summer construction periods in 2021, construction works to occur in summer 2022.	4,300	000,000	4,210,000	98%		R		S - on plan T - construction deferred to 2022 B - on plan
	Core Area Wastewater	NW Trunk Sewer Rehabilitation Sections 1 & 2	1,000,000	194,480	805,520	819	Delays with contracted construction. Project forecast for completion by Q4, on budget and scope.	2,000	2,000,000		0%				S - on plan T - completion in Q4 vs Q2 2021 B - on plan
	Core Area Wastewater	IT Capital Purchases and Plant Optimization	200,000	51,079	148,921	749	QI variance due to delay in Radio equipment RFP. Optimization and IT related purchases scheduled to be completed in Q3 & Q4. Project still in scope and on budget.	580,	00 580,000		0%				S - on plan T - completion in Q4 vs Q3 2021 B - on plan
	Core Area Wastewater	New Fleet Purchases	80,000	45,377	34,623	439	Tooling of existing trucks in progress. Purchase orders for two heavy duty vehicles created and awalting delivery in Q2. A final heavy duty truck is forecast to be delivered in early 2022.	840,	00 620,000	220,000	26%		R		S - on plan T - majority complete in 2021; residual project spend in 2022 B - on plan
	Regional Water Supply	Sooke Intake Screens Replacement	800,000	333,460	466,540	589	Multi-year project substantially complete in Q1. Closeout costs forecast to be complete in Q2. Overall project forecast to be complete in scope and under budget.	800,	00 533,460	266,540	33%				S - on plan T - on plan B - better than plan
	Regional Water Supply	Implications from Sooke Lake Dam Safety Review	150,000	21,591	128,409	869	Variance due to resourcing and scheduling constraints. Project forecast to 6 commence in Q3 with completion delayed into 2022. Total project is still in scope and on budget.	900,	00 421,591	478,409	53%		R		S - on plan T - completion deferred to 2022 B - on plan
	Regional Water Supply	Butchart Dam No. 5 Remediation	50,000	19,804	30,196	609	Project re-tendered in Q1, and contract has be awarded. Work to commence late Q2, with completion forecast for late 2022. Project is still in scope and on budget.	2,900	00 929,804	1,970,196	68%		R		S - on plan T - completion deferred to 2022 B - on plan
	Regional Water Supply	RWS Supply Main No. 4 Upgrade		-	-	09	Project to begin planning in Q2. Design to continue into 2022, with forecast construction beginning 2022. Staff resources have been redirected to other projects.	1,800	00 95,000	1,705,000	95%		R		S - on plan T - construction deferred to 2022 B - on plan
Integrated Water Services	Regional Water Supply	Sooke Lake Dam - Instrumentation System Improvements	100,000	78,057	21,943	229	Consultant was hired in Q1. Majority of construction and equipment cost to be deferred to 2022. Total project is still in scope and on budget.	900,	00 218,057	681,943	76%		R		S - on plan T - completion deferred to 2022 B - on plan
	Regional Water Supply	GVWSA Land Acquisition Priorities	650,000	650,499	- 499	09	Q1 on plan with Land purchase complete in Q1. Remaining funds are for security infrastructure that will be implemented in Q3 and Q4.	750,	00 750,499	(499)	0%				S - on plan T - on plan B - on plan
	Regional Water Supply	Cabin Pond Dams Decommissioning		-	-	09	Project is deferred to 2022, pending completion of a decomissioning study (business case analysis on maintaining vs removal) and prioritization of other capital work.	600,	-	600,000	100%		R		S - on plan T - deferred completion to 2022 B - on plan
	JDF Water Distribution	Rocky Point Upgrades	100,000	45,640	54,360	549	Project delays due to complexity of contract win multiple parties. Minimal costs of coursed in Q1 with plans to tender the project in Q2 and award in Q3. Total project is still in scope and on budget but will be largely deferred into 2022.	5,360,	00 1,595,640	3,764,360	70%		R		S - on plan T - deferred completion to 2022 B - on plan
	JDF Water Distribution	Goldstream AC Replacement	40,000	1,617	38,383	969	Project consultancy expenditures for Q1 occurred in Q2. Project in scope, on budget and schedule.	4,800	00 4,799,617	383	0%				S - on plan T - on plan B - on plan
	JDF Water Distribution	AC Pipe Replacement Program	1,500,000	1,001,855	498,145	339	Completion of Marwood, Penwood Drive and start of construction of Luxton Road 6 AC replacement. Overall project on budget, scope and schedule for completion in 2021.	3,000,	00 2,999,855	145	0%				S - on plan T - on plan B - on plan
	JDF Water Distribution	Comprehensive Pump Station Upgrades	150,000	110,131	39,869	279	Minor timing differences on construction costs in Q1. Expenditures for Ludlow Pump Station to occur in Q2, Q3, and Q4. Project on budget, in scope and to be completed in 2021.	1,000	00 995,131	4,869	0%				S - on plan T - on plan B - on plan
	JDF Water Distribution	Sun River Reservoir Replacement	50,000	39,169	10,831	229	Project design is complete and expect to tender in Q2. Total project is still in scope and on budget with expectations to finish in 2021.	800,	00 769,169	30,831	4%				S - on plan T - on plan B - on plan
	JDF Water Distribution	Residential Service & Meter Replacement Program	200,000	181,779	18,221	99	Project is on plan at Q1. Total project is in scope, on budget and on schedule.	800,	00 781,779	18,221	2%				S - on plan T - on plan B - on plan
	JDF Water Distribution (DCC)	McCallum Pump Station and Tank 4	50,000	47,944	2,056	49	Project design is expected to be complete in Q2 and will tender in Q3. Total project is in scope and on budget, but will be largely deferred into 2022.	4,610,	00 997,944	3,612,056	78%		R		S - on plan T - completion deferred to 2022 B - on plan

As planned or better than plan
Changes to quarter forecast, no revision to annual plan
Change in annual plan
Changes to project plan (may result in 2021 Budget Amendment or

			, [				Quarter 1	
Department	Service Description	Capital Project Title		Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation
	Regional Water Supply & JDF Distribution	Voice Radio Upgrade		-	-	-	0%	Work to commence in Q3 and Q4 as a radio upgrade plan is being refined amongst staff. 2021 budget will largely be deferred into 2022. Total project is still in scope and on budget.
	Saanich Peninsula Treatment Plant	SPWWTP Replacement of Rotary Presses		1,200,000	1,552	1,198,448	100%	Consultant costs budgeted in Q1 will be incurred in Q2. Majority of work planned for competion in Q4 2021, with project closeout delayed until Q1 2022.
Integrated Water Services	Saanich Peninsula Treatment Plant	Trunk Sewer Relining		30,000	1,029	28,971	97%	Project start delayed awaiting techinical hydraulic analysis. Construction to be completed in conjunction with the CAWW Western Trunk Twinning project, planned to occur in 2022. Project on budget and in scope.
	Saanich Peninsula Treatment Plant	SPWWTP Concrete Tank Repairs		30,000		30,000	100%	Project initiation delayed from Q1. Overall project still forecast to be complete by the end of 2021, on scope and budget.
	Saanich Peninsula Water Supply	SPW System Upgrade and Expansion				-	0%	Project to be completed in conjunction with RWS Goldstream Main No. 4 Replacement project. Design to begin in late 2021 and continue into 2022. Project on budget and in scope.
	Community Transportation (SSI)	Pathway Booth Canal to Vesuvius - Phase 2		400,000	392,860	7,140	2%	Construction commenced in Q1, and forecasted completion for end of Q2.  Project is in scope, and projected to be under budget due to unused contingency funding.
	South Galliano Fire (SGI)	South Galliano Fire Hall		220,000	218,610	1,390	1%	Project is in scope and on budget. Forecasted completion expected for Q3.
	Pender Island Fire Protection (SGI)	New Pumper Truck - Replace E27 Pumper		-			0%	Fire Truck Replacement RFP awarded in 2020 and design completed. Project completion once truck is received, forecast for Q2 2021.
Local Services	Small Craft Facilities (SGI)	Construction of the Anson Road Facility		145,000	142,443	2,557	2%	Construction of on-shore works commenced in Q1 with completion expected in Q2. Dock works to commence in Q2, with forecasted completion for Q4. Project in scope, on budget and on schedule.
	Magic Lake Sewer Utility (SGI)	Wastewater Improvements Phase 1		5,750,000	6,694	5,743,306	100%	Sewer system upgrade portion of project began at the end of Q1. Treatment plant upgrade portion of project is delayed, as it is dependent on grant funding to be announced in Q3. Project completion forecast for 2022. Total project is in scope and on budget.
	Magic Lake Sewer Utility (SGI)	Wastewater Improvements Phase 2		750,000		750,000	100%	Project proceeding is fully contingent on receipt of grant funding. Forecasted to be deferred to Q4 2021 and 2022, pending grant funding decision in Q3 2021.
	Regional Parks	Construct E&N Trail Phases 3 & 4		1,409,457	639,378	770,079	55%	Construction delays due to culverts and weather have pushed costs to later quarters. Project forecast to be complete in 2022.
	Regional Parks	Purchase and Install Elk Lake Remediation Systems			174	- 174	-100%	Design and tendering to occur in Q2 2021. Project is grant-dependent, with receipt of grant forecast for Q2. Project completion deferred to 2022.
	Regional Parks	Mayne Island Demonstration Trail		64,425	37,023	27,402	43%	Project is in preliminary design, and in consultation with First Nations.  Construction now forecast to begin in 2022.
	Regional Parks	Construct Hamsterly Beach Washroom		150,000		150,000	100%	Project start delayed awaiting final budget approval. Construction anticipated to begin in Q4 and complete in Q1 2022.
	Panorama Recreation	Heat Recovery Plant				-	0%	Project proceeding is contingent on receipt of grant funding. Forecasted to be deferred to 2022, pending grant funding decision in Q3 2021.
	Environmental Resource Management	Aggregate Production for Internal Use		700,000	630,893	69,107	10%	Q1 aggregate production on plan. 2021 phase of project forecasted to be completed in scope and on budget. Multi-year project will end in 2023.
	Environmental Resource Management	Landfill Gas Utilization		269,000	189,079	79,921	30%	Development of RFP documentation begun in Q1. Overall project on track for completion in 2021, in scope and on budget.
	Environmental Resource Management	Hartland North Site Buffer Acquisition		100,000	100,817	- 817	-1%	Deposit for land acquisition paid in Q1, with final purchase forecast for Q2.
	Millstream Site Remediation	Millstream Remediation		60,000	54,787	5,213	9%	Q1 work on plan. Awaiting Ministry of Environment approval. Overall project forecast for completion in 2021, in scope and on budget.
Planning & Protective	Land Banking & Housing	RHFP - Hockley (Langford) (CRD/CMHC/CRHC)		32,683,518	31,025,978	1,657,540	5%	Hockley purchase completed on plan in Q1. Project completed on plan, variance due to overstated capital lease between CRD and CRHC.
Services	911 Call Answer	Next-Generation 911 Call Answer Technology Upgrade		1,000,000	-	1,000,000	100%	Project proceeding is fully contigent on new regulation from Canadian Radio- Television and Telecommunications (CRTC). The project scope, timing and budget are to be confirmed after issuance of the published regulation; timing unknown at this stage.

Total 2021				
Total Forecast Variance % (over) / under	Total Forecast Variance (over) / under	Total 2021 Forecast	Total 2021 Amended Budget (as per approved budget)	
699	440,000	200,000	640,000	
179	200,000	1,000,000	1,200,000	
909	988,971	111,029	1,100,000	
09		850,000	850,000	
959	1,715,000	85,000	1,800,000	
109	67,140	632,860	700,000	
01	1,390	598,610	600,000	
09		625,000	625,000	
09	2,557	962,443	965,000	
629	3,550,000	2,200,000	5,750,000	
989	2,935,000	65,000	3,000,000	
329	1,247,281	2,622,178	3,869,459	
499	679,826	720,174	1,400,000	
819	987,402	227,023	1,214,425	
209	120,000	480,000	600,000	
1009	2,453,001		2,453,001	
29	69,107	4,180,893	4,250,000	
69	79,921	1,275,079	1,355,000	
03	(817)	2,000,817	2,000,000	
19	5,213	627,384	632,597	
59	1,657,540	31,025,978	32,683,518	
1009	1,000,000	-	1,000,000	

		Status o	of Total Project Plan
Scope	Timing	Budget	Notes
	R		S - on plan T - deferred portion to 2022 B - on plan
	R		S - on plan T - minor closeout costs in Q1 2022 B - on plan
	R		S - on plan T - construction deferred to 2022 B - on plan
			S - on plan T - on plan B - on plan
	R		S - on plan T - construction deferred to 2022 B - on plan
			S - on plan T - on plan B - better than plan
			S - on plan T - on plan B - on plan S - on plan
			S - On plan B - on plan S - on plan
			T - on plan B - on plan S - on plan
	R		T - completion deferred to 2022 B - on plan
	R		S - on plan T - deferred pending grant funding B - on plan
	R		S - on plan T - completion deferred to 2022 B - on plan
	R		S - on plan T - completion deferred to 2022 B - on plan
	R		S - on plan T - completion deferred to 2023 B - on plan
	R		S - on plan T - completion deferred to 2022 B - on plan
	R		S - on plan T - deferred pending grant funding B - on plan
			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
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - delay pending regulatory direction T - delay pending regulatory direction B - delay pending regulatory direction

#### Capital Regional District 2021 - Quarter 1 - Capital Plan Report Projects Greater than \$500,000



		Quarter 1						
Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation				
20,000	10,787	9,213	46%	Pre project staff and design costs incurred in Q1. Overall project completion deferred to 2022.				
530,000		530,000	100%	Project is grant-dependent, and as of end of Q1, no grants have been received. Forecast project and grant funding deferral to Q3 & Q4.				
163,911,217	46,432,119	117,479,098	72%					

Total 2021					
Total 2021 Amended Budget (as per approved budget)	Total 2021 Forecast	Total Forecast Variance (over) / under	Total Forecast Variance % (over) / under		
1,885,000	1,360,787	524,213	28%		
530,000	530,000		09		
221,092,817	183,022,549	38,070,268	17%		
63,103,433					
284,196,251					

	Changes to quarter forecast, no revision to annual plan				
	Change in a	Change in annual plan			
R	Changes to project plan (may result in 2021 Budget Amendment or included in 2022 Capital Plan)				
		Status o	of Total Project Plan		
Scope	Timing	Budget	Notes		
	R		S - on plan T - completion deferred to 2022 B - on plan		
			S - on plan T - deferred pending grant funding B - on plan		

As planned or better than plan
Changes to quarter forecast, no revision to annual plan

		CRHD
		Oak Bay Lodge Demolition
Planning & Protective Services	Capital Regional Hospital District	Land Acquisition - Royal Bay
		Regional Housing First Program Contribution
		Total Projects >\$500k
		Total Projects <\$500K; Capital Grants
		Total Projects

	-		0%	On track for completion in Q4. Demolition contract awarded in early Q2. Work commencing on hazardous waste removal. Overall project forecast to be under budget due to favorable RFP.
			0%	Acquisition is on track. A deposit will be paid in Q2, and the contract is expected to close in Q4.
			0%	The Health and Capital Planning Strategies division is currently working with CRHC on a strategy for the contribution; expected to be paid in Q4.
-	-	-	0%	

5,000,000	4,266,501	733,499	15%
8,400,000	8,400,000		0%
10,000,000	10,000,000		0%
23,400,000	4,266,501	733,499	3%
11,560,824			
34,960,824			

S - on plan T - on plan B - better than plan
S - on plan T - on plan B - on plan
S - on plan T - on plan B - on plan

CRHC				
		Michigan redevelopment Housing		
		Caledonia Redevelopment Housing		
Planning & Protective Services	Regional Housing	Hockley Prepaid Site Lease		
		Triway Redevelopment Housing		
		Routine Capital		
		Total Projects >\$500k		
		Total Projects <\$500K		
		Total Projects		

29,613,240	26,014,509	3,598,731	12%	
398,948	295,368	103,580	26%	Routine upgrades of housing townhouses and apt buildings are affected by tenant moveouts, trades availability and weather. Some costs deferred to Q2-Q4.
1,797,501		1,797,501	100%	Delay in land donation due to site servicing by vendor, with CRHC taking possession in late Q2. Construction forecast to begin starting Q3. No change to project completion date in 2022.
25,575,117	25,408,892	166,225	1%	Hockley purchase by CRD and lease to CRHC complete. Some project surplus from contingency and due to lower temporary borrowing rate.
1,797,674	276,004	1,521,670	85%	Project on hold until lease with SD61 is finalized. Estimated to start up again in Q4. Most costs deferred to 2022 and beyond.
44,000	34,245	9,755	22%	On track for demolition to begin in Q3.

58,784,5			
57,715,50 1,068,99		20,262,114	35%
3,989,4			09
11,983,3	38 5,172,836	6,810,502	579
25,575,1	17 25,408,892	166,225	25
13,871,€	36 596,004	13,275,632	961
2,296,0	00 2,286,245	9,755	01

	S - on plan T - on plan B - on plan
R	S - on plan T - construction deferred to 2022 B - on plan
	S - on plan T - on plan B - better than plan
R	S - on plan T - Q1 start delayed to Q3 B - on plan
	S - on plan T - some costs delayed until Q2 & Q3 B - on plan



## APPENDIX H HUMAN RESOURCES TRENDS AND CORORATE SAFETY Q1

## OPEN CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, JULY 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 667.48 full time equivalencies (FTEs) – 651.68 regular and 15.8 term positions exceeding one year – and the CRD has 376 auxiliary staff through Quarter 1. In addition, the CRD has almost 1,400 registered volunteers to assist in the support of many of its services and programs. 89.5% 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 9.6 years and 45.9 years respectively. Turnover rates, including retirement rates, are trending towards normal. Turnover rates slowed in mid-2020, primarily as a result of the uncertainties of the health pandemic, and picked back up in the last part of 2020 and first part of 2021. 31% of turnover is related to employee retirements. 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:

rabie i.					
Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2021)	CRD Current (Annual 2021)	Industry Average (Annual 2021)	CRD Annual (2020)	Industry Average (2020)
Total Unionized Workforce (all staff)	Q1: 89.5%	89.5%	82.2%	89.4%	82.3%
Average Length of Service (regular staff)	Q1: 9.6 years	9.6 years	11.0 years	10.2 years	10.8 years
Average Employee Age (regular staff)	Q1:45.9 years	45.9 years	46.4 years	45.8 years	46.0 years
Turnover Rate / Retirement Rate (regular staff)	Q1: 2.6% (0.8% retirements)	2.6% (0.8% retirements)	1.6% (0.7% retirements)	6.7% (2.5% retirements)	5.5% (2.4% retirements)

### 2. Job Opportunities [see Table 2]

By means of 90 job postings, 123 individual job opportunities were open for application at the CRD in Quarter 1. On average, the CRD experiences a low vacancy rate (1.3% of regular staff opportunities) which is approximately one-quarter 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. 39 staff were put through the program in Quarter 1, and 625 employees since this program was implemented.

Table 2:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2021)	CRD Current (Annual 2021)	Industry Average (Annual 2021)	CRD Annual (2020)	Industry Average (2020)
Job Opportunities (all staff)	Q1: 123	123	N/A	299	N/A
Vacancy Rate (regular staff)	Q1: 1.3%	1.3%	5.2%	1.0%	5.4%

### 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 quarter of 2021, absenteeism rates are consistent with previous years, and includes the extended periods required of the province for the requirement to self-isolate when ill. As an essential service, the CRD is closely monitoring the impact of absenteeism related to the health pandemic and is 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 pandemic. 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, and 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 a 20.2% cost savings in 2021.

Table 3:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2021)	CRD Current (Annual 2021)	Industry Average (Annual 2021)	CRD Annual (2020)	Industry Average (2020)
Absenteeism (Sick Leave) Rate (regular staff)	Q1: 3.7%	3.7%	4.8%	3.6%	4.4%
WorkSafeBC Employer Rate (all staff)	Q1: 2.09%	2.09%	2.60%	1.95%	2.19%

### 4. Awards and Recognition

### **BC's Top Employers 2021**

For the fourth (4<sup>th</sup>) consecutive year, the CRD has been formally recognized as one of *BC's Top Employers 2021* (see <a href="https://reviews.canadastop100.com/top-employer-capital-regional-district">https://reviews.canadastop100.com/top-employer-capital-regional-district</a> 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.

### Canada's Greenest Employers 2021

Also for the fourth (4<sup>th</sup>) consecutive year, the CRD has been recognized as one of *Canada's Greenest Employers 2021* (see <a href="https://reviews.canadastop100.com/top-employer-capital-regional-district">https://reviews.canadastop100.com/top-employer-capital-regional-district</a> for detailed information). This special designation recognizes the employers that lead the nation in creating a culture of environmental awareness in their organizations, which have developed exceptional sustainability initiatives, and which are attracting people to their organizations because of their environmental leadership.

### **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, JULY 14, 2021

## <u>SUBJECT</u> AAP Results & Adoption for Bylaws 4393 and 4394 – Florence Lake Improvement District Conversion to CRD Service

### **ISSUE SUMMARY**

To report back on the results of the Alternate Approval Process for Bylaws No. 4393 and 4394 and advance the bylaws for adoption.

#### **BACKGROUND**

At its meeting held December 9, 2020, the CRD Board gave three readings to the following bylaws attached as Appendix A and Appendix B:

- Bylaw No. 4393, "Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020" to establish a water system local service in the area formerly serviced by Florence Lake Improvement District; and
- Bylaw No. 4394, "Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020" to authorize the borrowing of three hundred thousand dollars (\$300,000) for the Florence Lake water system upgrade.

On May 12, 2021, the CRD Board established that elector assent be obtained by Alternative Approval Process (AAP) for the electors within the Florence Lake Improvement District in accordance with section 345 of the *Local Government Act (LGA)*. The number of registered electors was determined to be 32, of which 10% is 4 electors. Notice was published on May 26 and June 2 in the Goldstream Gazette in accordance with section 345(2) of the *LGA*. Due to the small size of the participating area, a letter was mailed to each property and to non-resident property owners using BC Assessment data.

On July 5, 2021, elector approval was received for Bylaws No. 4393 and 4394. In accordance with section 86(8) of the *LGA*, the Corporate Officer's certification of results is attached as Appendix C.

### **ALTERNATIVES**

### Alternative 1

- 1. That the attached Certificate of Results of Alternative Approval Process for Bylaws No. 4393 and 4394 (Appendix C) be received;
- 2. That Bylaw No. 4393 "Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020" be adopted; and
- 3. That Bylaw No. 4394, "Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020" be adopted.

#### Alternative 2

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

### CONCLUSION

On July 5, 2021, elector approval was obtained by an Alternative Approval Process for Bylaw No. 4393 and 4394. The purpose of the bylaws are to convert the Florence Lake Improvement District to a CRD service and undertake borrowing to fund infrastructure upgrades. The Bylaws are now ready for adoption, having received approval from the Inspector of Municipalities and the participating area.

### **RECOMMENDATION**

- 1. That the attached Certificate of Results of Alternative Approval Process for Bylaws No. 4393 and 4394 (Appendix C) be received;
- 2. That Bylaw No. 4393 "Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020" be adopted; and
- 3. That Bylaw No. 4394, "Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020" be adopted.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

### **ATTACHMENT(S)**

Appendix A: Bylaw No. 4393 Appendix B: Bylaw No. 4394

Appendix C: Certificate of Results for Bylaws No. 4393 and 4394

### CAPITAL REGIONAL DISTRICT BYLAW NO. 4393

## A BYLAW TO ESTABLISH THE FLORENCE LAKE WATER SYSTEM LOCAL SERVICE AREA

#### WHEREAS:

- A. The Capital Regional District may, under Section 263(1)(a) of the *Local Government Act*, establish and provide any service that the Board considers necessary or desirable for all or part of the Capital Regional District;
- B. The Board of the Capital Regional District wishes to establish a water distribution local service of the regional district (the "Service"), in the area formerly serviced by the Florence Lake Improvement District, in order to fund upgrades to the water system, while the former water supply service provided by the Florence Lake Improvement District will be taken on by the Juan De Fuca Water Distribution Service and Commission, respectively;
- C. Participating area approval is required and assent of the electors has been obtained pursuant to Section 342(2)(b) of the *Local Government Act*; and
- D. The approval of the Inspector of Municipalities has been obtained under Section 343(1)(a) of the *Local Government Act*.

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

#### Service

1. The Service established by this Bylaw is for the purposes of upgrading the existing Florence Lake Water System, the operation of a water utility, and assuming responsibility for the administration, operation, and maintenance of the infrastructure providing water to the residences of Savory Road, Langford BC, in the area formerly known as the Florence Lake Improvement District.

### **Boundaries**

2. The boundaries of the Service Area are shown in heavy outline on the Plan attached as Schedule "A" to this Bylaw, which are within the City of Langford.

### **Participating Area**

3. Only the City of Langford includes a participating area for this service.

### **Cost Recovery**

4. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service may be recovered by one or more of the following:

- a) parcel taxes imposed in accordance with Division 2 of Part 11 of the *Local Government Act*;
- b) fees and charges imposed under Section 397 of the Local Government Act;
- c) revenues raised by other means authorized under the *Local Government Act* or another Act;
- d) revenues received by agreement, enterprise, gift, grant or otherwise.

### **Maximum Requisition**

**READ A FIRST TIME THIS** 

- 5. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:
  - a) Seventy five thousand (\$75,000); or

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS

b) An amount equal to the amount that could be raised by a property value tax rate of \$6.3298 per One Thousand Dollars (\$1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

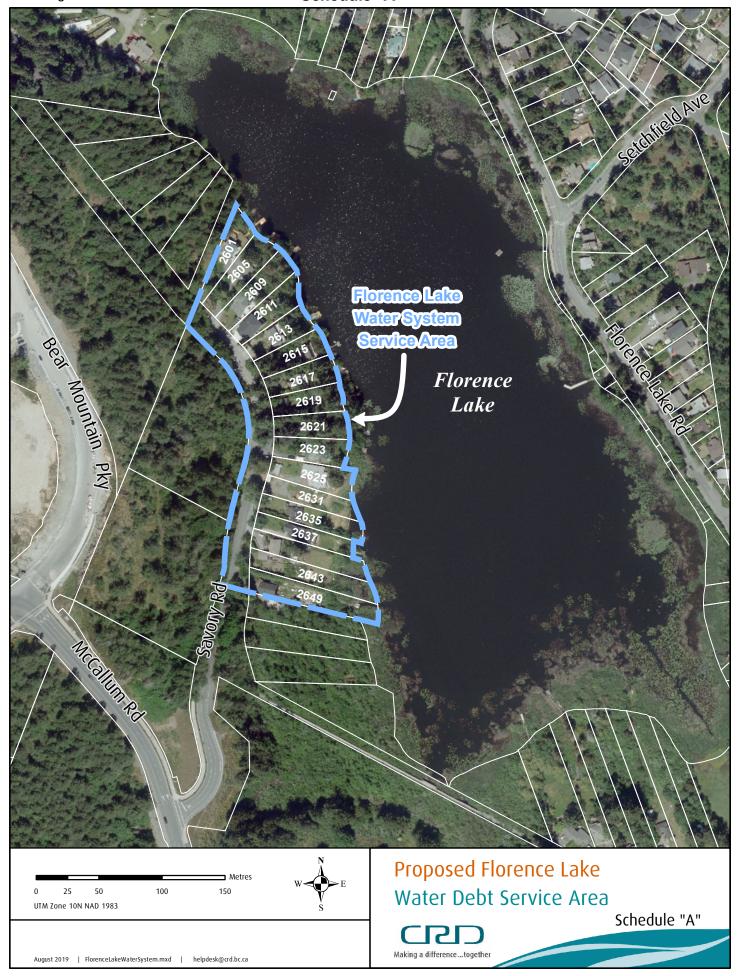
9th day of December 2020

day of

#### Citation

6. This Bylaw may be cited as the "Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020".

•
9 <sup>th</sup> day of December 2020
9 <sup>th</sup> day of December 2020
23 <sup>rd</sup> day of December 2020
5 <sup>th</sup> day of July 2021
day of
CORPORATE OFFICER



### **CAPITAL REGIONAL DISTRICT**

#### **BYLAW NO. 4394**

### A BYLAW TO AUTHORIZE THE BORROWING OF THREE HUNDRED THOUSAND DOLLARS (\$300,000) FOR THE FLORENCE LAKE WATER SYSTEM UPGRADE

#### WHEREAS:

- A. Under Bylaw No. 4393, Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020, the Capital Regional District established a local service for the payment of upgrades to the former Florence Lake Improvement District water distribution service;
- B. The Board of the Capital Regional District wishes to upgrade the existing Florence Lake Water System in connection with the Service (the "**Project**") to facilitate integration with the Juan de Fuca Water Distribution Service;
- C. The estimated cost of the Project, including expenses incidental thereto to be funded by debt servicing, is the sum of Three Hundred Thousand Dollars (\$300,000), which is the amount of debt intended to be authorized by this bylaw;
- D. Pursuant to Section 342, 348 and 351 of the *Local Government Act*, participating area approval is required and shall be obtained by assent of the electors under Section 342(2)(b) of the *Local Government Act*;
- E. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*; and
- F. It is proposed that the financing of the Project is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Capital Regional District.

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

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the planning, study, design and construction of works for the provision of the facilities and equipment for the purpose of the Project in connection with the Service and to do all things necessary in connection with the Project and without limiting the generality of the foregoing:
  - (a) to borrow upon the credit of the Capital Regional District a sum not exceeding Three Hundred Thousand Dollars (\$300,000);
  - (b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the Project.
- 2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is fifteen years.

3.

READ A FIRST TIME THIS	9 <sup>th</sup> day of December 2020
READ A SECOND TIME THIS	9 <sup>th</sup> day of December 2020
READ A THIRD TIME THIS	9 <sup>th</sup> day of December 2020
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	23 <sup>rd</sup> day of December 2020
RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 342(2) OF THE <i>LOCAL GOVERNMENT ACT</i> THIS	5 <sup>th</sup> day of July 2021
ADOPTED THIS	day of
CHAIR	CORPORATE OFFICER
FILED WITH THE INSPECTOR OF MUNICIPAL	ITIES THIS day of

This Bylaw may be cited as the "Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020".



#### **CORPORATE OFFICER'S CERTIFICATION**

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration under section 236 of the *Local Government Act*, certify the results of the alternative approval process that was conducted to obtain the approval of the electors for Capital Regional District Bylaw No. 4393, "Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020" and Bylaw No. 4394, "Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020", as follows:

32	Estimated number of eligible electors
0	Number of elector response forms submitted by the deadline
0	Number of elector response forms rejected
0	Number of elector response forms accepted
0	Percentage of estimated electors who validly submitted elector response forms

and in accordance with section 86 of the Community Charter, the approval of the electors was obtained.

Dated this 6th day of July, 2021

Kristen Morley, Corporate Officer



# REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, JULY 14, 2021

#### **SUBJECT** AAP for Bylaw 4379 – Juan de Fuca Water Distribution Loan Authorization

#### **ISSUE SUMMARY**

To conduct an Alternative Approval Process for Bylaw No. 4379 by confirming the deadline to receive elector responses, establish the total number of electors, and approve the Notice of Alternative Approval Process and the Electoral Response Form.

#### **BACKGROUND**

At its meeting held October 14, 2020, the CRD Board gave three readings to the following bylaw attached as Appendix A:

Bylaw No. 4379, "Juan de Fuca Water Distribution Facilities Loan Authorization Bylaw No. 5, 2020" to authorize the borrowing of \$14,800,000 for the purpose of acquiring, designing and constructing water distribution facilities in the western communities of the Juan de Fuca Water Distribution Local Service Area.

The bylaw obtained Inspector of Municipalities approval on February 17, 2021. The next step prior to adopting the bylaw is to obtain elector assent. The CRD Board directed elector approval be obtained by way of an Alternative Approval Process (AAP) for all electors in the local service area.

In order to conduct the AAP, the attached Notice (Appendix B) and Elector Response Form (Appendix C) have been prepared in accordance with the applicable sections of the *Local Government Act* and the *Community Charter*. With an AAP, the Board may proceed with adopting the bylaw unless more than 10% of electors indicate that the Board must obtain the assent of the electors by way of assent voting (referendum). The proposed deadline to receive elector responses is August 30, 2021.

The total number of registered resident electors and registered non-resident property electors is determined to be 69,419, of which 10% is 6,942 electors.

#### **ALTERNATIVES**

#### Alternative 1

- 1) That in accordance with section 86(3) of the Community Charter, the date of August 30, 2021 be confirmed as the deadline by which electoral response, under the regional Alternative Approval Process for CRD Bylaw No. 4379, must be submitted to the Capital Regional District by the qualified electors of the Juan de Fuca Water Distribution Local Service Area;
- 2) That the attached Notice of Alternative Approval Process (Appendix B) and the Elector Response Form (Appendix C) be approved; and
- 3) That the total number of registered electors within the service area is 69,419 and that 10% of that number is 6,942 electors.

#### Alternative 2

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

#### **CONCLUSION**

The CRD Board has previously approved obtaining elector approval for an Alternative Approval Process for Bylaw No. 4379 to borrow up to \$14,800,000 for the purpose of acquiring, designing and constructing water distribution facilities in the western communities of the Juan de Fuca distribution system. To conduct the regional Alternative Approval Process, the Board has to confirm the deadline to receive elector responses, establish the number of electors, and approve the Notice of Alternative Approval Process and the Elector Response Form.

#### RECOMMENDATION

- 1) That in accordance with section 86(3) of the Community Charter, the date of August 30, 2021 be confirmed as the deadline by which electoral response, under the regional Alternative Approval Process for CRD Bylaw No. 4379, must be submitted to the Capital Regional District by the qualified electors of the Juan de Fuca Water Distribution Local Service Area;
- 2) That the attached Notice of Alternative Approval Process (Appendix B) and the Elector Response Form (Appendix C) be approved; and
- 3) That the total number of registered electors within the service area is 69,419 and that 10% of that number is 6,942 electors.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

#### ATTACHMENT(S)

Appendix A: Bylaw No. 4379 at Third Reading Appendix B: Notice of Alternative Approval Process

Appendix C: Elector Response Form

#### **CAPITAL REGIONAL DISTRICT**

#### **BYLAW NO. 4379**

\*

A BYLAW TO AUTHORIZE THE BORROWING OF FOURTEEN MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$14,800,000) FOR THE PURPOSE OF ACQUIRING, DESIGNING AND CONSTRUCTING WATER DISTRIBUTION FACILITIES IN THE WESTERN COMMUNITIES OF THE JUAN DE FUCA DISTRIBUTION

#### WHEREAS:

- A. Under Bylaw No. 2538, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997", as amended, the Capital Regional District established a local service for the purpose of distributing water in the Regional District;
- B. It is deemed desirable to fund works relating to the acquiring, designing and constructing water distribution facilities in the Western Communities of the Juan de Fuca distribution system, and the work shall include the planning, study, public consultation, site selection, design, land and material acquisition, construction, supply and installation of all material, equipment and components and all construction necessary for the preparation and works relating to the acquiring, designing and constructing water distribution facilities in the Western Communities of the Juan de Fuca distribution system;
- C. The estimated cost of acquiring land, designing and constructing the water works facilities including expenses incidental thereto, is the sum of Fourteen Million Eight Hundred Thousand Dollars (\$14,800,000);
- D. Pursuant to sections 345, 403, and 407 of the *Local Government Act*, required elector approval shall be obtained by alternative approval process, after which the bylaw will be referred to the Inspector of Municipalities for review and approval; and
- E. The financing is to be undertaken by the Municipal Finance Authority of British Columbia;

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

- The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the acquisition of land, planning, study, design and construction of buildings, plant, mains, dams, and other water works facilities and equipment herein before described and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) to borrow upon the credit of the Capital Regional District a sum not exceeding Fourteen Million Eight Hundred Thousand Dollars (\$14,800,000); and
  - b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the acquisition of land, planning, study, design and construction to add, replace,

upgrade water works facilities and all related ancillary works, studies and equipment deemed necessary in connection with construction of the said facilities.

- 2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 15 years.
- 3. This Bylaw may be cited as "Juan de Fuca Water Distribution Facilities Loan Authorization Bylaw No. 5, 2020".

READ A FIRST TIME THIS	14 <sup>th</sup>	day of	October	2020
READ A SECOND TIME THIS	14 <sup>th</sup>	day of	October	2020
READ A THIRD TIME THIS	14 <sup>th</sup>	day of	October	2020
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	17 <sup>th</sup>	day of	February	2021
APPROVED BY ALTERNATIVE APPROVAL PROCESS PER S.345 OF THE <i>LOCAL GOVERNMENT ACT</i> THIS	th	day of		202_
ADOPTED THIS	th	day of		202_
CHAIR		CORPORATE OF	FICER	



# NOTICE TO ELECTORS WITHIN THE JUAN DE FUCA WATER DISTRIBUTION LOCAL SERVICE AREA

Alternative Approval Process for Bylaw No. 4379 – to authorize the borrowing of \$14,800,000 for acquiring, designing and constructing water distribution facilities in the western communities of the Juan de Fuca Water Distribution Local Service Area

**Notice is hereby given** that the Board of Directors of the Capital Regional District ("CRD") proposes to adopt Bylaw No. 4379, "Juan de Fuca Water Distribution Facilities Loan Authorization Bylaw No. 5, 2020" to authorize the borrowing of \$14,800,000 for the purpose of acquiring, designing and constructing water distribution facilities within the western communities of the Juan de Fuca Water Distribution Local Service Area.

Over the next five years the CRD will need up to \$14,800,000 to meet the cash requirements necessary to fund investments in the Juan de Fuca Water Distribution system infrastructure. The debt servicing costs will be recovered through the retail water rate over 15 years.

**Take further notice** that the CRD may proceed with Bylaw No. 4379 unless at least 6,942 electors within the Juan de Fuca Water Distribution Local Service Area indicate, by signing the elector response form, that the Board must obtain the assent of the electors by way of an assent vote (referendum) before proceeding to adopt Bylaw No. 4379.

The elector response must be in the form as established by the CRD and is available from the CRD on request or from the CRD website. The only persons entitled to sign elector response forms are electors of the area to which the alternative approval process opportunity applies. The Alternative Approval Process opportunity applies to electors within the Juan de Fuca Water Distribution Local Service Area which is comprised of the municipalities of Colwood, Metchosin, Sooke, View Royal, and the portion of Highlands, Langford, and the Juan de Fuca Electoral Area as set out in Bylaw No. 2538, in the Capital Regional District.

The deadline for submitting signed elector response forms, in relation to Bylaw No. 4379, to the CRD is **4:00 pm on Monday**, **August 30, 2021**. Forms must be received by the deadline to be counted.

The CRD has determined that the total number of electors within the service area is 69,419 and that 10% of that number or 6,942 electors must submit elector response forms to prevent the CRD from enacting Bylaw No. 4379 without the assent of the electors by referendum.

Questions regarding Bylaw No. 4379 may be directed to Ted Robbins, General Manager, Integrated Water Services, 479 Island Hwy, Victoria, BC, 250.360.3061, trobbins@crd.bc.ca, from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until August 30, 2021.

#### **Qualifications for Resident and Non-Resident Property Electors**

**Resident Elector**: You are entitled to submit an elector response form as a Resident Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months and within the Juan de Fuca Water Distribution Local Service Area in the CRD for at least 30 days prior to signing the elector response form.

**Non-Resident Property Elector**: You may submit an elector response form as a Non-Resident Property Elector if you are 18 years or older on the date of submission of the elector response form, are

a Canadian citizen, have resided in British Columbia for 6 months, have owned and held registered title to property within the Juan de Fuca Water Distribution Local Service Area in the CRD for 30 days and do NOT qualify as a Resident Elector. If there is more than one registered owner of the property (either as joint tenants or tenants in common) only one individual may, with the written consent of the majority, submit an elector response form.

To obtain an elector response form, or for questions about the alternative approval process, contact CRD Legislative Services, PO Box 1000, 625 Fisgard Street, 5<sup>th</sup> Floor, Victoria, BC V8W 2S6, email <a href="legserv@crd.bc.ca">legserv@crd.bc.ca</a>, telephone 250.360.3127 or toll free 1.800.663.4425 local 3127 from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays).

A copy of the elector response form may be downloaded from: www.crd.bc.ca/JDFWaterAAP

Elector response forms, a copy of Bylaw No. 4379, and a copy of this Notice may be inspected during regular office hours, 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until August 30, 2021 at the following CRD locations:

- CRD headquarters, 625 Fisgard Street, Victoria
- on the CRD website: www.crd.bc.ca/JDFWaterAAP

Given under my hand at Victoria, BC this <sup>th</sup> day of July, 2021

Kristen Morley Corporate Officer



Making a difference...together

Alternative Approval Process for Bylaw No. 4379 – to authorize the borrowing of \$14,800,000 for acquiring, designing and constructing water distribution facilities in the western communities of the Juan de Fuca Water Distribution Local Service Area

By completing this elector response form I, the undersigned elector, residing or owning real property within the Juan de Fuca Water Distribution Local Service Area, as defined below, of the Capital Regional District ("CRD"), do hereby present my name on this elector response form for purposes of **OPPOSING** the CRD adopting Bylaw No. 4379, to authorize the borrowing of \$14,800,000 for the purpose of acquiring, designing and constructing water distribution facilities within the western communities of the Juan de Fuca Water Distribution Local Service Area, unless a vote is held.

I acknowledge that I am a person who would otherwise be entitled to register and vote in respect of this matter, had the assent of the electors by voting been required. I hereby certify that:

- 1. I am 18 years of age or older;
- 2. I am a Canadian citizen;
- 3. I have lived in British Columbia for at least 6 months immediately before signing this elector response form;
- 4. I have lived in the Juan de Fuca Water Distribution Local Service Area of the CRD as defined below for at least 30 days before signing this elector response form;
- 5. In the case of a Non-Resident Property Elector:
  - a) I am not entitled to vote as a Resident Elector in the CRD for purposes of this matter;
    - b) I have been a registered owner of real property in the Juan de Fuca Water Distribution Local Service Area of the CRD as defined below for at least 30 days before signing this elector response form;
  - c) I acknowledge that I may sign this elector response form on behalf of only one property that I own in the Regional District;
  - d) If there is more than one individual who is the registered owner of the property, only one of those individuals may sign this elector response form in relation to the property, assuming the Non-Resident Property Elector has the written consent of the number of individuals who, together with the person signing this elector response form constitutes a majority of the registered owners.
  - e) The only persons who are registered owners of the real property are individuals who do not hold the property in trust for a corporation or another trust.
- 6. I am not disqualified from voting under the *Local Government Act* or any other enactment or otherwise disqualified by law from voting.

The **Juan de Fuca Water Distribution Local Service Area** is comprised of the municipalities of Colwood, Metchosin, Sooke, View Royal, and the portion of Highlands, Langford, and the Juan de Fuca Electoral Area as set out in Bylaw No. 2538. in the Capital Regional District.

I understand and acknowledge that I may not sign an elector response form against Bylaw No. 4379 more than once and may not withdraw my name from an elector response form after **August 30**, **2021**. I understand and acknowledge that this elector response form must be received by the CRD no later than **4:00 pm on August 30**, **2021**. In an effort to obtain signatures with respect to this matter, I declare that I have not knowingly made any false or misleading statements to another person with respect to this elector response form, action or other matter to which this elector response form relates.

Signed elector response forms must be returned to the CRD, from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays), on or before 4:00 pm on Monday, August 30, 2021 at the following CRD office location: Legislative Services, 625 Fisgard Street, 5<sup>th</sup> Floor, PO Box 1000, Victoria, BC, V8W 2S6, or by emailing a legible scanned copy to legserv@crd.bc.ca.

₹	FULL NAME OF ELECTOR
):	(please print):
₹	FULL RESIDENTIAL ADDRESS OF ELECTOR
):	Street Address including Town/City (please print):
₹	FOR NON-RESDIENT PROPERTY ELECTOR
):	Address of Property in CRD service area (please print):
::	SIGNATURE OF ELECTOR:



# REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, JULY 14, 2021

## <u>SUBJECT</u> AAP for Bylaw 4382 – Regional Water Supply Water Works Facilities Loan Authorization

#### **ISSUE SUMMARY**

To conduct an Alternative Approval Process for Bylaw No. 4382 by confirming the deadline to receive elector responses, establish the total number of electors, and approve the Notice of Alternative Approval Process and the Electoral Response Form.

#### **BACKGROUND**

At its meeting held November 18, 2020, the CRD Board gave three readings to the following bylaw attached as Appendix A:

 Bylaw No. 4382, "Regional Water Supply Water Works Facilities Loan Authorization Bylaw No. 5, 2020" to authorize the borrowing of \$46,000,000 for infrastructure replacements and improvements outlined in the Regional Water Supply capital plan.

The bylaw obtained Inspector of Municipalities approval on June 18, 2021. The next step prior to adopting the bylaw is to obtain elector assent. The CRD Board directed elector approval be obtained by way of a regional Alternative Approval Process (AAP) for all electors in the local service area.

In order to conduct the AAP, the attached Notice (Appendix B) and Elector Response Form (Appendix C) have been prepared in accordance with the applicable sections of the *Local Government Act* and the *Community Charter*. With an AAP, the Board may proceed with adopting the bylaw unless more than 10% of electors indicate that the Board must obtain the assent of the electors by way of assent voting (referendum). The proposed deadline to receive elector responses is August 30, 2021.

The total number of registered resident electors and registered non-resident property electors in the Water Supply Local Service Area is determined to be 293,733 of which 10% is 29,374 electors.

#### **ALTERNATIVES**

#### Alternative 1

- 1) That in accordance with section 86(3) of the *Community Charter*, the date of August 30, 2021 be confirmed as the deadline by which electoral response, under the regional Alternative Approval Process for CRD Bylaw No. 4382, must be submitted to the Capital Regional District by the qualified electors within the Water Supply Local Service Area;
- 2) That the attached Notice of Alternative Approval Process (Appendix B) and the Elector Response Form (Appendix C) be approved; and
- 3) That the total number of registered electors within the service area is 293,733 and that 10% of that number is 29.374 electors.

#### Alternative 2

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

#### CONCLUSION

The CRD Board has previously approved obtaining elector approval for an Alternative Approval Process for Bylaw No. 4382 to borrow up to \$46,000,000 for replacements and improvements outlined in the Regional Water Supply capital plan. To conduct the regional Alternative Approval Process, the Board has to confirm the deadline to receive elector responses, establish the number of electors, and approve the Notice of Alternative Approval Process and the Elector Response Form.

#### RECOMMENDATION

- 1) That in accordance with section 86(3) of the Community Charter, the date of August 30, 2021 be confirmed as the deadline by which electoral response, under the regional Alternative Approval Process for CRD Bylaw No. 4382, must be submitted to the Capital Regional District by the qualified electors within the Water Supply Local Service Area;
- 2) That the attached Notice of Alternative Approval Process (Appendix B) and the Elector Response Form (Appendix C) be approved; and
- 3) That the total number of registered electors within the service area is 293,733 and that 10% of that number is 29,374 electors.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

#### ATTACHMENT(S)

Appendix A: Bylaw No. 4382 at Third Reading Appendix B: Notice of Alternative Approval Process

Appendix C: Elector Response Form

#### **CAPITAL REGIONAL DISTRICT**

#### **BYLAW NO. 4382**

A BYLAW TO AUTHORIZE THE BORROWING OF FORTY SIX MILLION DOLLARS (\$46,000,000) FOR THE PURPOSE OF ACQUIRING, DESIGNING AND CONSTRUCTING WATER WORKS FACILITIES OF REGIONAL WATER SUPPLY

#### WHEREAS:

- A. Under Bylaw No. 2537, "Water Supply Local Service Area Establishment Bylaw No. 1, 1997", the Board of the Regional District established a local service for the purpose of supplying water in the Regional District:
- B. It is deemed desirable to fund works relating to the acquiring, designing and constructing water distribution facilities in the Regional District water distribution system, and the work shall include the planning, study, public consultation, site selection, design, land and material acquisition, construction, supply and installation of all material, equipment and components and all construction necessary for the preparation and works relating to the acquiring, designing and constructing water distribution facilities in the Regional District water distribution system;
- C. The estimated cost of the works is the sum of forty-six million dollars (\$46,000,000) dollars;
- D. Pursuant to s. 407 of the *Local Government Act*, participating area approval is required for this borrowing and shall be obtained by alternative approval process under s. 345 of the *Local Government Act*:
- E. Financing is proposed to be undertaken by the Municipal Finance Authority of British Columbia pursuant to agreements between it and the Capital Regional District;

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

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the acquisition of land, planning, study, design and construction of buildings, plant, mains, dams, and other water works facilities and equipment herein before described and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) to borrow upon the credit of the Regional District a sum not exceeding Forty Six Million Dollars (\$46,000,000);

CRD Bylaw No. 4382

b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the acquisition of land, planning, study, design and construction to add, replace, upgrade water works facilities and all related ancillary works, studies and equipment deemed necessary by the Board.

- 2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 15 years.
- 3. This Bylaw may be cited as "Regional Water Supply Water Works Facilities Loan Authorization Bylaw No. 5, 2020".

CHAIR	CORPO	DRATE OFFIC	ER	
ADOPTED THIS		day of		202_
APPROVED BY ALTERNATIVE APPROVAL PROCESS PER S.345 OF THE LOCAL GOVERNMENT ACT THIS	_	day of		202_
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	18 <sup>th</sup>	day of	June	2021
READ A THIRD TIME THIS	18 <sup>th</sup>	day of	November	2020
READ A SECOND TIME THIS	18 <sup>th</sup>	day of	November	2020
READ A FIRST TIME THIS	18 <sup>th</sup>	day of	November	2020



Alternative Approval Process for Bylaw No. 4382 – to authorize the borrowing of \$46,000,000 for the purpose of acquiring, designing, and constructing water works facilities of Regional Water Supply

**Notice is hereby given** that the Board of Directors of the Capital Regional District ("CRD") proposes to adopt Bylaw No. 4382, "Regional Water Supply Water Works Facilities Loan Authorization Bylaw No. 5, 2020" to authorize the borrowing of forty-six million dollars (\$46,000,000) to acquire land, plan, study, design and construct buildings, plant, mains, dams and other water works facilities and equipment within the Water Supply Local Service Area.

Over the next five years the CRD will need up to \$46,000,000 to meet the cash requirements necessary to fund investments in the regional water supply system infrastructure and water supply lands acquisition. The debt servicing costs will be recovered through the wholesale water rate over a period of 15 years.

**Take further notice** that the CRD may proceed with Bylaw No. 4382 unless at least 29,374 electors within the local service area indicate, by signing the elector response form, that the Board must obtain the assent of the electors by way of an assent vote (referendum) before proceeding to adopt Bylaw No. 4382.

The elector response must be in the form as established by the CRD and is available from the CRD on request or from the CRD website. The only persons entitled to sign elector response forms are electors of the area to which the alternative approval process opportunity applies. The alternative approval process opportunity applies within all municipalities of the CRD, including Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria and View Royal and in the Juan de Fuca Electoral Area.

The deadline for submitting signed elector response forms, in relation to Bylaw No. 4382, to the CRD is **4:00 pm on Monday**, **August 30**, **2021**. Forms must be received by the deadline to be counted.

The CRD has determined that the total number of electors within the service area is 293,733 and that 10% of that number or 29,374 electors must submit elector response forms to prevent the CRD from enacting Bylaw No. 4382 without the assent of the electors by referendum.

Questions regarding Bylaw No. 4382 may be directed to Ted Robbins, General Manager, Integrated Water Services, 479 Island Hwy, Victoria, BC, 250.360.3061, trobbins@crd.bc.ca, from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until August 30, 2021.

#### **Qualifications for Resident and Non-Resident Property Electors**

**Resident Elector**: You are entitled to submit an elector response form as a Resident Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months and in the CRD for at least 30 days prior to signing the elector response form.

**Non-Resident Property Elector**: You may submit an elector response form as a Non-Resident Property Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months, have owned and held registered title

to property in the CRD for 30 days and do NOT qualify as a Resident Elector. If there is more than one registered owner of the property (either as joint tenants or tenants in common) only one individual may, with the written consent of the majority, submit an elector response form.

To obtain an elector response form, or for questions about the alternative approval process, contact CRD Legislative Services, PO Box 1000, 625 Fisgard Street, 5<sup>th</sup> Floor, Victoria, BC V8W 2S6, email <a href="legserv@crd.bc.ca">legserv@crd.bc.ca</a>, telephone 250.360.3127 or toll free 1.800.663.4425 local 3127 from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays).

A copy of the elector response form may be downloaded from: www.crd.bc.ca/RegionalWaterAAP

Elector response forms, a copy of Bylaw No. 4382, and a copy of this Notice may be inspected during regular office hours, 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until August 30, 2021 at the following CRD locations:

- CRD headquarters, 625 Fisgard Street, Victoria
- on the CRD website: <a href="www.crd.bc.ca/RegionalWaterAAP">www.crd.bc.ca/RegionalWaterAAP</a>

Given under my hand at Victoria, BC this <sup>th</sup> day of July, 2021

Kristen Morley Corporate Officer



#### **ELECTOR RESPONSE FORM**

Alternative Approval Process for Bylaw No. 4382 – to authorize the borrowing of \$46,000,000 for the purpose of acquiring, designing, and constructing water works facilities of Regional Water Supply

By completing this elector response form I, the undersigned elector, residing or owning real property within the Capital Regional District ("CRD"), as defined below, do hereby present my name on this elector response form for purposes of **OPPOSING** the CRD adopting Bylaw No. 4382, to authorize the borrowing of \$46,000,000 to acquire land, plan, study, design and construct buildings, plant, mains, dams and other water works facilities and equipment within the Water Supply Local Service Area, unless a vote is held.

I acknowledge that I am a person who would otherwise be entitled to register and vote in respect of this matter, had the assent of the electors by voting been required. I hereby certify that:

- 1. I am 18 years of age or older;
- 2. I am a Canadian citizen;
- 3. I have lived in British Columbia for at least 6 months immediately before signing this elector response form:
- 4. I have lived in the CRD as defined below for at least 30 days before signing this elector response form;
- 5. In the case of a Non-Resident Property Elector:
  - a) I am not entitled to vote as a Resident Elector in the CRD for purposes of this matter;
    - b) I have been a registered owner of real property in the Regional District as defined below for at least 30 days before signing this elector response form;
  - c) I acknowledge that I may sign this elector response form on behalf of only one property that I own in the Regional District;
  - d) If there is more than one individual who is the registered owner of the property, only one of those individuals may sign this elector response form in relation to the property, assuming the Non-Resident Property Elector has the written consent of the number of individuals who, together with the person signing this elector response form constitutes a majority of the registered owners.
  - e) The only persons who are registered owners of the real property are individuals who do not hold the property in trust for a corporation or another trust.
- 6. I am not disqualified from voting under the *Local Government Act* or any other enactment or otherwise disqualified by law from voting.

The alternative approval process opportunity applies within all municipalities of the CRD, including Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria and View Royal and in the Juan de Fuca Electoral Area.

I understand and acknowledge that I may not sign an elector response form against Bylaw No. 4382 more than once and may not withdraw my name from an elector response form after **August 30**, **2021**. I understand and acknowledge that this elector response form must be received by the CRD no later than **4:00 pm on August 30**, **2021**. In an effort to obtain signatures with respect to this matter, I declare that I have not knowingly made any false or misleading statements to another person with respect to this elector response form, action or other matter to which this elector response form relates.

Signed elector response forms must be returned to the CRD, from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays), on or before 4:00 pm on Monday, August 30, 2021 at the following CRD office location: Legislative Services, 625 Fisgard Street, 5<sup>th</sup> Floor, PO Box 1000, Victoria, BC, V8W 2S6, or by emailing a legible scanned copy to legserv@crd.bc.ca.

FULL NAME OF ELECTOR
(please print):
FULL RESIDENTIAL ADDRESS OF ELECTOR
Street Address including Town/City
(please print):
FOR NON-RESDIENT PROPERTY ELECTOR
Address of Property in CRD service area
(please print):
SIGNATURE OF ELECTOR:

Section 86(7) of the Community Charter requires the elector's full name and residential address or the address of the property in relation to which the person is entitled to register as a Non-Resident Property Elector in order for this response form to be counted.



# REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 14, 2021

## <u>SUBJECT</u> AAP Results & Adoption for Bylaw 4408 – SGI Harbours Service Loan Authorization

#### **ISSUE SUMMARY**

To report back on the results of the Alternate Approval Process for Bylaw No. 4408 and advance the bylaw for adoption.

#### **BACKGROUND**

At its meeting held March 24, 2021, the CRD Board gave three readings to the following bylaw attached as Appendix A:

• Bylaw No. 4408, "Southern Gulf Islands Harbours Service Loan Authorization Bylaw No. 1, 2021" to authorize the borrowing of one million one hundred eighty thousand dollars (\$1,180,000) for Southern Gulf Islands harbours improvements.

On May 12, 2021, the CRD Board established that elector assent be obtained by Alternative Approval Process (AAP) for the electors within the Southern Gulf Islands (SGI) Electoral Area in accordance with section 345 of the *Local Government Act* (*LGA*). The number of registered electors was determined to be 5224, of which 10% is 523 electors. Notice was published on May 26 and June 2 in the Gulf Islands Driftwood newspaper in accordance with section 345(2) of the *LGA*.

On July 5, 2021, elector approval was received for Bylaw No. 4408. In accordance with section 86(8) of the *LGA*, the Corporate Officer's certification of results is attached as Appendix B.

#### **ALTERNATIVES**

#### Alternative 1

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

- 1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4408 (Appendix B) be received; and
- 2. That Bylaw No. 4408 "Southern Gulf Islands Harbours Service Loan Authorization Bylaw No. 1, 2021" be adopted.

#### Alternative 2

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

#### CONCLUSION

On July 5, 2021, elector approval was obtained by an Alternative Approval Process for Bylaw No. 4408. The purpose of the bylaws is to undertake borrowing to fund improvements within the Small Craft Harbour Facilities Local Service Area in the Southern Gulf Islands Electoral Area. The Bylaw is now ready for adoption, having received approval from the Inspector of Municipalities and the

participating area.

#### **RECOMMENDATION**

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

- 1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4408 (Appendix B) be received; and
- 2. That Bylaw No. 4408 "Southern Gulf Islands Harbours Service Loan Authorization Bylaw No. 1, 2021" be adopted.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

### ATTACHMENT(S)

Appendix A: Bylaw No. 4408

Appendix B: Certificate of Results for Bylaw No. 4408

#### **CAPITAL REGIONAL DISTRICT**

#### **BYLAW NO. 4408**

### A BYLAW TO AUTHORIZE THE BORROWING OF ONE MILLION ONE HUNDRED EIGHTY THOUSAND DOLLARS (\$1,180,000) FOR SOUTHERN GULF ISLANDS HARBOURS IMPROVEMENTS

WHEREAS:

- A. Under Bylaw No. 2614, "Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998", the Capital Regional District established a local service for the acquisition and operation of small craft harbor facilities to serve the Southern Gulf Islands Electoral Area;
- B. It is deemed desirable to fund works relating to the designing and constructing of harbour improvements, and the work shall include capital renewal and upgrade of the Retreat Cove, Horton Bay, Miners Bay Upgrades, Port Washington, Swartz Bay dock facilities, as well as supply and construction of an additional float for the Piers Island dock facility, and construction of the Anson Road dock facility as well as other related works, facilities and equipment purchases;
- C. The estimated cost of the Projects, including expenses incidental thereto to be funded from debt servicing, is the sum of One Million One Hundred Eighty Thousand Dollars (\$1,180,000);
- D. Pursuant to section 407 of the *Local Government Act*, participating area approval is required and shall be obtained by alternative approval process under section 345 of the *Local Government Act*;
- E. The approval of the Inspector of Municipalities is required under section 403 of the *Local Government Act*; and
- F. The financing is to be undertaken by the Municipal Finance Authority of British Columbia

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

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the planning, study, design, equipment purchase and construction of works related to the provision of small craft harbor facilities, including, among other related works, capital renewal and upgrade of the Retreat Cove, Horton Bay, Miners Bay Upgrades, Port Washington, and Swartz Bay dock facilities, as well as supply and construction of an additional float for the Piers Island dock facility, and construction of the Anson Road dock facility and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - (a) to borrow upon the credit of the Capital Regional District a sum not exceeding One Million One Hundred Eighty Thousand Dollars (\$1,180,000); and
  - (b) to acquire and dispose of all such real property, easements, rights-of-way, leases,

Bylaw No. 4408 Page 2

licenses, rights or authorities as may be requisite or desirable for or in connection with the planning, study, design and construction of harbour systems and all related ancillary works, studies and equipment deemed necessary in connection with the Southern Gulf Islands Harbours Improvements.

- 2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is twenty years.
- 3. This Bylaw may be cited as the "Southern Gulf Islands Harbours Loan Authorization Bylaw No. 1, 2021".

READ A FIRST TIME THIS	24 <sup>th</sup>	day of	March	2021
READ A SECOND TIME THIS	24 <sup>th</sup>	day of	March	2021
READ A THIRD TIME THIS	24 <sup>th</sup>	day of	March	2021
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	15 <sup>th</sup>	day of	April	2021
RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 342(2) OF THE <i>LOCAL GOVERNMENT ACT</i> THIS	5 <sup>th</sup>	day of	July	2021
ADOPTED THIS	th	day of		202_

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS

CORPORATE OFFICER

day of

202

CHAIR



### **CORPORATE OFFICER'S CERTIFICATION**

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration under section 236 of the *Local Government Act*, certify the results of the alternative approval process that was conducted to obtain the approval of the electors for Capital Regional District Bylaw No. 4408, "Southern Gulf Islands Harbours Service Loan Authorization Bylaw No. 1, 2021", as follows:

5224	Estimated number of eligible electors
27	Number of elector response forms submitted by the deadline
2	Number of elector response forms rejected
25	Number of elector response forms accepted
0.5%	Percentage of estimated electors who validly submitted elector response forms

and in accordance with section 86 of the Community Charter, the approval of the electors was obtained.

Dated this 6th day of July, 2021

Kristen Morley, Corporate Officer



# REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF TUESDAY, JUNE 29, 2021

## SUBJECT Amendment to Bylaw No. 1747 to Expand Port Renfrew Water Local Service Area

#### **ISSUE SUMMARY**

To amend the Port Renfrew Water Supply Local Service Establishment Bylaw to include Pacific Gateway Marina and Port Renfrew Management Lands.

#### **BACKGROUND**

At its October 23, 2019 meeting, the Port Renfrew Utility Services Committee (PRUSC) received a report providing an update on the water system improvements being completed by Port Renfrew Management and Pacific Gateway Marina and agreed in principle to the inclusion of the Pacific Gateway Marina Lands into the Port Renfrew Water Service Area No. 1, subject to a new storage tank being built. Port Renfrew Management has also requested inclusion of lands into Port Renfrew Water Service Area No. 1 after the storage tank is constructed.

The legal description of the lands are shown in Figure 1 attached as Appendix A, and as listed in Appendix B.

As per direction from PRSUC, developers are to provide infrastructure improvements that increase capacity at a contribution rate of \$8,000 per Single Family Equivalent (SFE). The agreement for the storage tank construction, for an estimated cost of \$576,000, between the developers and the Capital Regional District (CRD) had the following contributions:

- Pacific Gateway Marina \$256,000 for 32 SFE's
- Port Renfrew Management \$256,000 for 32 SFE's (includes 13 SFE's for Beachview Rise Subdivision)
- Port Renfrew Business Park (Port Renfrew Management) \$64,000 for eight SFE's
- Total of 72 SFE's

The storage tank has been completed and there is an estimated theoretical capacity within the expanded water system of an additional 151 SFE's; as 72 SFE's are allocated as described above, there will be remaining capacity for 79 SFE's. To ensure that the new lands proposed to be included in the service area associated with Pacific Gateway Marina and Port Renfrew Business Park do not exceed the capacity of the water system a covenant (Appendix D) is proposed on the properties limiting the water supply to the identified number of SFE's. If additional SFE's are required this would need additional review by the CRD and approval by the PRUSC to remove the covenant.

In order to include the lands in the water service area, Bylaw No. 4442, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021" has been prepared (Appendix C) for the Port Renfrew Utility Services Committee's consideration.

#### **ALTERNATIVES**

#### Alternative 1

That the Port Renfrew Utility Services Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

- 1. That Bylaw No. 4442, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021", be introduced and read a first, second, and a third time;
- 2. That Bylaw No. 4442 be referred to the Inspector of Municipalities for approval;
- 3. That Bylaw No. 4442 be referred to the Director of the Juan de Fuca Electoral Area for consent;
- 4. That prior to adoption of Bylaw No. 4442, staff be directed to register a restrictive covenant on the lands to be included in the service area, limiting the number of Single Family Equivalents that can be serviced on the property;
- 5. That Bylaw No. 4442 be referred to staff for an evaluation of consistency with the Regional Growth Strategy and that staff report back to the Regional Board through the Planning and Protective Services Committee.

#### Alternative 2

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

#### **IMPLICATIONS**

#### Service Delivery Implications

In order to move to allow the proposed lands into the water service area, the bylaw amendment must be approved by the PRUSC and forwarded to the Electoral Areas Committee and CRD Board. After third reading of the bylaw, it will then be sent to the Inspector of Municipalities for approval and requires written consent of the Electoral Area Director. The new 100,000 Igal storage tank has been installed, improving the storage capacity for the whole service area. A covenant is required to manage development on the lands. The inclusion of the lands into the service area will benefit the existing participants as additional user fees and parcel taxation could then be collected to offset operating and long term capital costs. The covenant will be registered before adoption of the bylaw.

#### 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. Since Bylaw No. 4442 amends a water supply local service establishment bylaw, the bylaw will be considered by the Planning and Protective Services Committee and the CRD Board for a determination of consistency with the RGS prior to adoption. An amendment to the infrastructure policies in the Port Renfrew Comprehensive Community Development Plan (CCDP) will also be required at such time that the CCDP is updated to reflect the water system improvements per RGS policy 2.2(2)(c).

#### CONCLUSION

The proposed properties currently remain outside, but adjacent to, the Port Renfrew Water Supply Local Service Area No. 1. The inclusion of the properties into the service area will benefit the

existing participants as additional user fees and parcel taxation could then be collected. The inclusion will not adversely impact the existing participants in the water service as the improvements to the system would enhance capacity creating no net loss of service to existing users. A covenant is proposed to be put on the properties limiting development as identified in the agreement.

The Port Renfrew Water Local Service establishing bylaw must be amended to include the lands into the service area to enable the service to be provided. For final approval of this bylaw, the Regional Board must determine it is consistent with the Regional Growth Strategy policy 2.2(2)(c).

### **RECOMMENDATIONS**

That the Port Renfrew Utility Services Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

- 1. That Bylaw No. 4442, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021", be introduced and read a first, second, and a third time:
- 2. That Bylaw No. 4442 be referred to the Inspector of Municipalities for approval;
- 3. That Bylaw No. 4442 be referred to the Director of the Juan de Fuca Electoral Area for consent;
- 4. That prior to adoption of Bylaw No. 4442, staff be directed to register a restrictive covenant on the lands to be included in the service area, limiting the number of Single Family Equivalents that can be serviced on the property;
- 5. That Bylaw No. 4442 be referred to staff for an evaluation of consistency with the Regional Growth Strategy and that staff report back to the Regional Board through the Planning and Protective Services Committee.

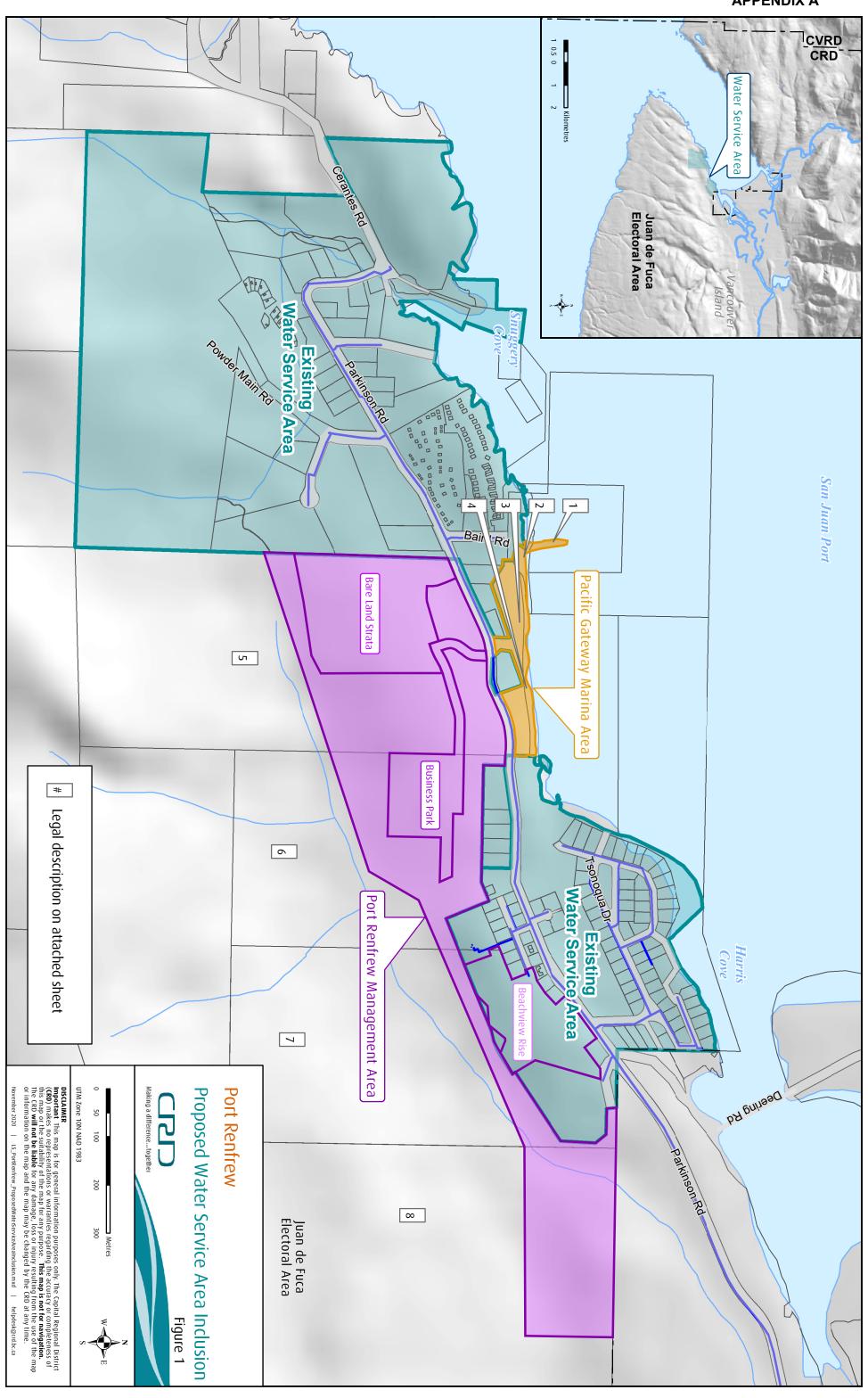
Submitted by:	Joseph Marr, P. Eng., Manager, Water Distribution Engineering & Planning
Concurrence:	Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

#### **ATTACHMENTS**

Appendix A: Figure 1 – Proposed Water Service Area Inclusion

Appendix B: Proposed Water Service Area Expansion Legal Descriptions

Appendix C: Proposed Bylaw No. 4442 Appendix D: Draft Water Service Covenant



#### **Proposed Water Service Area Expansion Legal Descriptions**

- 1) PIN 528031 (Crown Land)
  BLOCK A, DISTRICT LOT 751, RENFREW DISTRICT
- 2) PIN 10247701 (Crown Land)
  BLOCK B, DISTRICT LOT 751, RENFREW DISTRICT
- 3) PID: 028-991-125 LOT 1, SECTION 97, RENFREW DISTRICT, PLAN EPP24972
- 4) PID: 009-592-342
  THAT PART OF SECTION 97, RENFREW DISTRICT AS SHOWN COLOURED RED ON PLAN 344R
- 5) PID: 009-592-423
  PARCEL A (DD 143426I) OF SECTION 97, RENFREW DISTRICT, EXCEPT THAT PART IN PLANS 15462,
  VIP77871 AND EPP24972
- 6) PID: 009-565-787
  THE WEST ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT EXCEPT THOSE PARTS IN PLANS 519, 24267 AND 24755
- 7) PID: 000-468-291
  THE EASTERLY ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT EXCEPT
  THAT PART SHOWN COLOURED RED ON PLAN 346-R AND EXCEPT THOSE PARTS IN PLANS 22475,
  24267, 24755, 29515, 41154, 50819 AND VIP59967
- 8) PID: 009-565-752
  THE NORTH EAST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT

#### CAPITAL REGIONAL DISTRICT BYLAW NO. 4442

5.2.4.116.4442			
***************************************			
PORT RENFREW WATER SUPPLY LOCAL SERVICE ESTABLISHMENT BYLAW NO. 1, 1989, AMENDMENT BYLAW NO. 5, 2020			
**********************************			
WHER	REAS:		
A.	Under Bylaw No. 1747, Port Renfrew Water Supply Local 1989, the Regional Board established a local water service		
B.	The Board wishes to amend the service area set out in Byla portions of properties legally described in Schedule "A", cor Marina and the Port Renfrew Development Area, with such attached Schedule "B";	nmonly known as the Pacific Gateway	
<b>NOW</b> follows	THEREFORE, the Capital Regional District Board in open rs:	meeting assembled hereby enacts as	
1.	Bylaw No. 1747, "Port Renfrew Water Supply Local Service hereby amended by deleting Schedule "A" to Bylaw No. 174 this bylaw, to include in the service area portions of the prope to this bylaw and more particularly shown in Schedule "B" to	7 and replacing it with Schedule "C" to erties legally described in Schedule "A"	
2.	This Bylaw may be cited as "Port Renfrew Water Supply Loc 1989, Amendment Bylaw No. 5, 2021".	al Service Establishment Bylaw No. 1,	
READ A FIRST TIME THIS		DAY OF	
READ A SECOND TIME THIS		DAY OF	
READ A THIRD TIME THIS		DAY OF	
CONSENTED TO BY THE DIRECTOR OF THE JUAN DE FUCA ELECTORAL AREA THIS DAY OF		DAY OF	
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS		DAY OF	

CHAIR CORPORATE OFFICER

DAY OF

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS DAY OF

**ADOPTED THIS** 

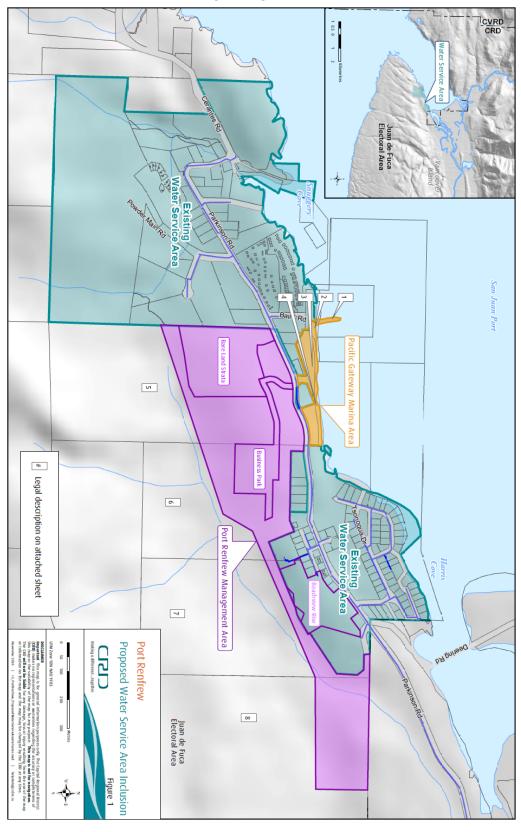
#### **SCHEDULE "A"**

Legal Description of parcels, portions of which are to be serviced, are:

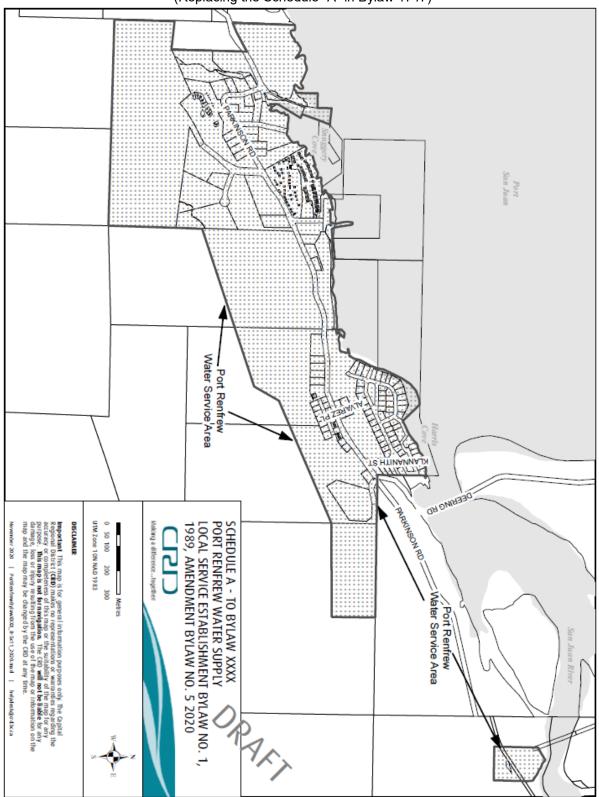
- 1) PIN 528031 (Crown Land), BLOCK A, DISTRICT LOT 751, RENFREW DISTRICT
- 2) PIN 10247701 (Crown Land), BLOCK B, DISTRICT LOT 751, RENFREW DISTRICT
- 3) PID: 028-991-125, LOT 1, SECTION 97, RENFREW DISTRICT, PLAN EPP24972
- 4) PID: 009-592-342, THAT PART OF SECTION 97, RENFREW DISTRICT AS SHOWN COLOURED RED ON PLAN 344R;
- 5) PID: 009-592-423, PARCEL A (DD 143426I) OF SECTION 97, RENFREW DISTRICT, EXCEPT THAT PART IN PLANS 15462, VIP77871 AND EPP24972
- 6) PID: 009-565-787, THE WEST ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT EXCEPT THOSE PARTS IN PLANS 519, 24267 AND 24755
- 7) PID: 000-468-291, THE EASTERLY ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT EXCEPT THAT PART SHOWN COLOURED RED ON PLAN 346-R AND EXCEPT THOSE PARTS IN PLANS 22475, 24267, 24755, 29515, 41154, 50819 AND VIP59967
- 8) PID: 009-565-752, THE NORTH EAST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT

The serviced portions are as set out in Schedule "B" to this bylaw, with the complete service area shown in Schedule "C" in heavy outline.

## **SCHEDULE "B"**



SCHEDULE "C" (Replacing the Schedule "A" in Bylaw 1747)



#### **TERMS OF INSTRUMENT - PART 2**

#### WHEREAS:

A. The Transferor is the registered owner in fee simple of those lands and premises more particularly described as:

[NTD- Include the legal description of lands that will be subject to the covenant] (the "Lands").

- B. The Transferee is the Capital Regional District.
- C. The Transferor wishes that the Transferee extend the Water Service to include the Lands with the intention of developing the Lands to supply Single Family Equivalents located on the Lands with water.
- D. The Transferor acknowledges that it is in the public interest that the development and use of the Lands be limited and wishes to grant this covenant to the Transferee.
- E. Section 219 of the *Land Title Act* provides that a covenant, whether of negative or positive nature, in respect of the use of land or the use of a building on or to be erected on land may be granted in favour of a regional district and may be registered as a charge against the title to that land.

**NOW THEREFORE** in consideration of the premises and covenants contained herein and for the other valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree as follows:

- 1. In this Agreement, the following words have the following meanings:
  - **""Single Family Equivalent"** means any building, improvement or structure on the Lands that are supplied with water by the Water Service.
  - "Single Family Equivalent Unit" means the units of water supplied from the Water Service to a Single Family Equivalent as defined in the Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, and as more particularly set out in Schedule "A" attached hereto.
  - "Water Service" means the local area service for the supply, treatment, conveyance, storage and distribution of water to a portion of the Juan de Fuca Electoral Area by Capital Regional District Integrated Water Services as established by the "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989", as amended.
- 2. The Transferor covenants and agrees with the Transferee that it shall not use or permit the use of the Lands or any building on the Lands for any purpose, or construct any building on the Lands, except in strict accordance with this Agreement.
- 3. The Transferor shall not, nor shall it allow any person to construct, install, place, use, or occupy any building, structure or improvement on the Lands if such construction,

installation, use or occupation results in there being more than [NTD- Include the number of permitted units] Single Family Equivalent Units on the Lands, including any subdivided part of the Lands unless the Transferor has obtained the approval of the Transferee, acting in its sole discretion.

- 4. The Transferee shall not be obliged to issue a building permit or an occupancy permit with respect to any building or structure on the Lands unless the Transferee is, in its sole discretion, satisfied that the Transferor's obligations under section 3 of this Agreement have been fulfilled.
- 5. The Transferor shall, at its sole expense, do all that is necessary to ensure that this Agreement is registered against the Lands at the Victoria Land Title Office.
- 6. The Transferor shall reimburse the Transferee for any expense that may be incurred by the Transferee as a result of a breach of a covenant under this Agreement.
- 7. The Transferee may, at any time, without the consent of the Transferor or anyone, release or cause to be released, this Agreement as a charge against title to the Lands or any portion thereof and, upon such release, this Agreement shall be discharged and of no further force and effect.
- 8. The Transferor and the Transferee agree that the enforcement of this Agreement shall be entirely within the discretion of the Transferee and that the execution and registration of this Agreement against the title to the Lands shall not be interpreted as creating any duty on the part of the Transferee to the Transferor or to any other person to enforce any provision or the breach of any provision of this Agreement.
- 9. The Transferor shall indemnify and save harmless the Transferee from any and all claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which anyone has or may have against the Transferee or which the Transferee incurs as a result of any loss or damage or injury, including economic loss, arising out of or connected with:
  - a. the breach of any covenant in this Agreement;
  - b. the use of the Lands contemplated under this Agreement;
  - c. restrictions or requirements under this Agreement.
- 10. The Transferor hereby releases and forever discharges the Transferee of and from any claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which the Transferor can or may have against the Transferee for any loss or damage or injury, including economic loss, that the Transferor may sustain or suffer arising out of or connected with:
  - a. the breach of any covenant in this Agreement;
  - b. the use of the Lands contemplated under this Agreement;
  - c. restrictions or requirements under this Agreement.
- 11. At the Transferor's expense, the Transferor must do everything necessary to secure priority of registration and interest for this Agreement and the Section 219 Covenant it creates over all registered and pending charges and encumbrances of a financial nature against the Lands.

- 12. Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the Transferee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if the Agreement had not been executed and delivered by the Transferor.
- 13. Time is of the essence of this Agreement.
- 14. The Transferor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions set out in this Agreement and they shall be binding upon the Transferor as personal covenants only during the period of its respective ownership of any interest in the Lands.
- 15. It is mutually understood, acknowledged and agreed by the parties hereto that the Transferee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Transferor other than those contained in this Agreement.
- 16. The Transferor shall pay the legal fees of the Transferee in connection with the preparation and registration of this Agreement. This is a personal covenant between the parties.
- 17. The waiver by a party of any breach of this Agreement or failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar, and no waiver shall be effective unless it is in writing signed by both parties.
- 18. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- 19. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
- 20. This Agreement shall run with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to section 219 of the Land Title Act as covenants in favour of the Transferee as a first charge against the Lands.
- 21. The Transferor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
- 22. If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and severable and the remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.
- 23. This Agreement is to be construed in accordance with and governed by the laws

- applicable in the Province of British Columbia.
- 24. This Agreement may be executed in counterpart with the same effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement. This Agreement may be delivered by electronic means.
- 25. The \*\*\*, the registered holder of a charges by way of \*\*\*\* against the Lands and registered under No. \*\*\*\*\* (the "Charge") in the Land Title Office at Victoria, British Columbia, for and in consideration of the sum of One (\$1.00) Dollar paid by the Transferee to the said Chargeholder (the receipt whereof is hereby acknowledged), agrees with the Transferee, its successors and assigns, that the within section 219 Covenant shall be an encumbrance upon the Lands in priority to the Charge in the same manner and to the same effect as if it had been dated and registered prior to the Charge.

**IN WITNESS WHEREOF** the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C (page 1) and Form D (page 2) attached hereto.

Schedule "A" Single Family Equivalent Units

Use	Number of Single Family Equivalent Units
Residential dwelling unit (including single family,	1 Unit per dwelling unit
apartment, condominium,	
duplex or other multi family facility)	
Bed and Breakfast	1 Unit per building
Hotel/Motel	1 Unit per room
Cabin	1 Unit per cabin
Mobile Home Space	1 Unit per space
Commercial Building with 1	1.25 Units per building
Business and up to 3	
employees	
Commercial Building with 1	1.5 Units per building
Business and 4 or more	
employees	4.05 Units as an haribling
Commercial Building with more than 1 Business and	1.25 Units per building
and up to 3 Employees  Commercial Building with	1.5 Units per building
more than 1 Business and 4	1.5 Office per building
or more employees	
Restaurant	2 Units per building
Church	1 Unit per building
School	1 Unit per classroom
Other	1 Unit for each building
	with 1360 liters of daily
	winter consumption of
	water

If the Single Family Equivalent has not been designated in the table above, the unit calculation will be based on the **Minimum Daily Design Flow** as specified in the <u>Sewerage System Standard Practice Manual</u>, Version 2, September 21, 2007, prepared by the BC Onsite Sewage Association

Single Family Equivalents shall be verified with the installation of water meter(s) at the proposed property lines.



# REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 14, 2021

## <u>SUBJECT</u> Bylaw 4441: Contribution Service Establishment for the Pender Islands Health Care Centre

#### **ISSUE SUMMARY**

A new service request from the Pender Islands Health Care Society to establish a contribution service for the Pender Islands Health Care Centre.

#### **BACKGROUND**

The Pender Islands Health Care Society ("PIHCS") has requested the Capital Regional District establish a contribution service for contributing to the costs incurred in operating the Pender Islands Health Care Centre, the Pender Islands' health care facility. The PIHCS' request for a new service is attached at Appendix A.

PIHCS has operated successfully for 40 years as a non-profit organization, to provide space for health services provided by the Vancouver Island Health Authority ("Island Health"), such as family physicians, nurse practitioners, community nurses, and urgent treatment care bays, as well as other health services (dental, laboratory, wellness practitioners such as an optometrists, chiropractor, audiologist and massage therapists). The society also operates a medical equipment loan service and facilitates mental health support programming. Other activities include education and community programming, such as a 55+ Lunch, Better-at-Home, Maintain Your Independence, Friday Community Gathering, and Meals on Wheels.

The Health Centre is an 8,400 square-foot facility with an insured value of \$2.6 million. Its programming serves 2,300 permanent residents (2016 census) and many regular part-time homeowners and visitors. The facility logs more than 7,000 primary care visits per year, not including community nursing and ancillary services such as the dental clinic and wellness practitioners.

To proceed with this initiative, a new service must be created by adoption of a service establishment bylaw. This bylaw is subject to elector approval under the *Local Government Act*, which may take the form of a referendum or an alternative approval process in the service area.

#### **ALTERNATIVES**

### Alternative 1

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

- 1. Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", be introduced and read a first, second, and third time;
- 2. That CRD staff be directed to implement the elector approval process by way of referendum;
- 3. That Kristen Morley be appointed Chief Election Officer with the power to appoint one or more Deputy Chief Election Officer(s);
- 4. That the wording of the referendum question for the purposes of the ballot shall be as

#### follows:

Are you in favour of the Capital Regional District (CRD) Board adopting Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", authorizing the CRD to establish a service to contribute to the costs incurred by the Pender Islands Health Care Society in operating the Pender Islands Health Care Centre and to raise a maximum annual requisition up to the greater of TWO HUNDRED and THIRTY FIVE THOUSAND DOLLARS (\$235,000) or \$0.1803 per ONE THOUSAND DOLLARS (\$1,000.00) of taxable land and improvements for the purpose of funding the operating costs of the service.

#### YES or NO?

- 5. That general voting be held on Saturday, November 20, 2021, with Advance Voting opportunities held on dates and voting places to be determined by the Chief Election Officer:
- 6. That the synopsis of Bylaw No. 4441, attached as Appendix B, be approved for advertising purposes.

### Alternative 2

The Electoral Areas Committee recommends to the Capital Regional District Board that Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", be referred back to staff for more information.

### **IMPLICATIONS**

#### Social Implications

Pender Island requires medical services for its population. Without a sustained source of ongoing funding, PIHCS and the Health Centre remain reliant on charitable donations to continue operations. Without the Health Centre, Pender Island residents will need to travel to other islands or the mainland for basic health and wellness services which could otherwise be provided on-island. The Health Centre has operated for 40 years and residents benefit from the on-island health support provided.

# Financial Implications

The proposed service bylaw includes a maximum requisition equaling the greater of \$235,000 or \$0.1803 per thousand dollars of assessed value. This would result in an estimated annual cost of \$93 per average residential household (2021 Assessment is \$530,479) in the service area. The requisition will be used to provide a contribution payment to the PIHCS for operating costs and cover ongoing CRD administration impacts for managing the service. The funding will not be used for any capital expenditures or fund improvements to the facility in accordance with CRD policy. The service requisition in the first year will also cover the one-time referendum cost estimated at \$20,000. If the referendum is unsuccessful, the one-time costs will be funded from the Electoral Area Administration budget which is recovered from all service areas across the Southern Gulf Islands. The CRD Board will need to adopt the service establishment bylaw by

December 31, 2021 to be included in the 2022 CRD Financial Plan.

The proposed service would be administered under the terms and conditions of a contribution agreement between CRD and the PIHCS, in accordance with the CRD's policy governing contribution funding to non-profit organizations for the delivery of specified services.

## Service Delivery Implications

CRD does not currently fund health services on Pender Islands, but has established services to fund non-profit health care societies on Galiano and Saturna Islands. This has proven to be a successful funding model to help sustain delivery of health services on the Southern Gulf Islands. Consistent annual funding will stabilize the operation and ensure residents can plan to age-in-place or young families can access basic health services without having to go off-island.

# **CONCLUSION**

The PIHCS is requesting Board support for the establishment of a contribution service to support the operation of the Pender Islands Health Care Centre. Similar contribution services are currently operating on Galiano Island and Saturna Island. The maximum annual requisition for the service is set at \$235,000. Consistent funding through requisition will reduce the amount of funding that must be raised through charitable donations and will support sustained, on-going health and wellness service delivery on the Pender Islands.

# **RECOMMENDATION**

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

- 1. Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", be introduced and read a first, second, and third time;
- 2. That CRD staff be directed to implement the elector approval process by way of referendum;
- 3. That Kristen Morley be appointed Chief Election Officer with the power to appoint one or more Deputy Chief Election Officer(s);
- 4. That the wording of the referendum question for the purposes of the ballot shall be as follows:

Are you in favour of the Capital Regional District (CRD) Board adopting Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", authorizing the CRD to establish a service to contribute to the costs incurred by the Pender Islands Health Care Society in operating the Pender Islands Health Care Centre and to raise a maximum annual requisition up to the greater of TWO HUNDRED and THIRTY FIVE THOUSAND DOLLARS (\$235,000) or \$0.1803 per ONE THOUSAND DOLLARS (\$1,000.00) of taxable land and improvements for the purpose of funding the operating costs of the service.

#### YES or NO?

5. That general voting be held on Saturday, November 20, 2021, with Advance Voting opportunities held on dates and voting places to be determined by the Chief Election

# Officer;

6. That the synopsis of Bylaw No. 4441, attached as Appendix B, be approved for advertising purposes.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services and Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

# ATTACHMENT(S)

Appendix A: PIHCS - Request for New Service

Appendix B: Synopsis of Bylaw No. 4441

Appendix C: Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service

Establishment Bylaw No. 1, 2021"



# Pender Island Health Care Society (PIHCS)

## Request for New Service – Referendum Application

# 1. What is the purpose of the service?

**Purpose of the service:** The public good created by the Pender Islands Health Care Centre (the Centre) has reached the point where a transition of operational costs to the public purse is warranted. Property taxes are a fair and equitable way to ensure reliable and predictable funding for the quality, local health care the community depends on, now and into the future. This was a conclusion of a Strategic Planning retreat in the summer of 2020.

# Reliable and predictable funding for quality, local health care.

A community success story: When the Centre opened 40 years ago, it marked the culmination of more than a decade of dedicated community effort to build a permanent home to serve the community's health care needs. Over the years, it has grown to provide integrated health and wellness services with space for:

- two doctors and a nurse practitioner with examination rooms and reception;
- community nurses;
- two urgent care treatment bays;
- dental office with reception area and 2-chair treatment room;
- laboratory collection and delivery;
- wellness practitioners, including an optometrist, a chiropractor, an audiologist and massage therapists;
- medical equipment loan service; and
- mental health support workers for families, addictions, and those in crisis.

Programs administered from the facility out in the community include the 55+ Lunch, Better-at-Home, Maintain Your Independence, Friday Community Gathering, and Meals on Wheels.

Alongside this growth in services and programs, the environment in which the facility operated has continued to evolve. Changing building standards, technologies, community expectations, demographics, population growth—and now a pandemic—have challenged the Centre's aging infrastructure as never before. The Board recognized that the responsibility of the Society has expanded to include two main roles: maintaining a facility; and, looking after the operational requirements of that facility. This dual role is not sustainable in its current form.

The Centre's volunteer governing body, the Pender Islands Health Care Society (PIHCS or the Society), pressed on in 2020 to develop a 5-year Strategic Plan. Charting this new path positions the Health

Centre to deal effectively with current and upcoming operational challenges as well as eventual renewal/rebuilding of the Centre.

Required Revenue: The tax roll revenue required for this purpose is estimated at \$199,000 - \$255,000 per year over the seven-year period between 2022 and 2029. This funding will cover PIHCS's growing operating deficit (~\$70-90,000) and with tax roll funding in place, other revenues will be used for capital expenses which are substantial and expected to continue. This change will allow the PIHCS to refocus and return to its core mission of securing revenues from other sources aimed at providing outstanding facilities and infrastructure for the delivery of health services. Revenues from other sources, such as grants, will reduce the annual request from PIHCS to the CRD.

This purpose for this new service is informed by the following realities:

- The people we serve: The Health Centre is an 8,401-square-foot facility with an insured value of \$2.6 million. This facility includes the ambulance bay. This important community asset houses the delivery of an integrated set of health care services and wellness programs that serves 2,302 permanent residents [2016 census] as well as the many regular part-timer homeowners and visitors who come to stay on Pender Island. Among the Southern Gulf Islands, Pender Island's health care centre and services are a key factor in attracting residents to the community which, in turn, contributes to a more viable island economy.
- The Centre has a long history of public support and involvement. Starting 50 years ago—and largely without success—the Pender Island community requested recognition that its growing population of year-round residents and visitors required emergency and day-to-day health services in the same manner as the rest of BC.

Out of necessity, islanders built their own clinic. Built by the people of Pender, for the people of Pender, the PIHCS was established in 1981 to own and manage the Health Centre. It officially opened in May 1981, funded with \$65,000 donated by the community, on land donated by the Marler family, and a \$85,000 grant from the BC Lottery Fund. The community provided sweat equity and materials to complete the building.

# Pender Island Health Centre was built from local donations & government

Over time, the community has woven together a patchwork of emergency services, primary care and wellness programs that are much appreciated locally. Nevertheless, people must still go off island for many forms of service which are available in most BC communities. Putting tax roll funding in place will go a long way to ensuring current services are securely financed.

Reflecting community persistence, the Health Centre has expanded several times. A separate Ambulance Building with sleeping quarters was added in 1993. The last, largest expansion was in 2008 when a new Medical Clinic wing was added. It houses space for three practitioners at one time, and a state-of-the-art Emergency Treatment Room with two treatment bays. Another wing was added for allied health service providers, including lab collection and various visiting nurses. The 2008 addition was financed by \$706,000 raised by the community, plus a CRD Grant of \$597,500 and a Vancouver Island Health Authority (VIHA) contribution of \$142,500. Long-term

funding from the tax roll will ensure the Centre can continue to respond to the community's changing health care needs.

VIHA appoints and funds two full-time equivalent (FTE) physician service contracts, the nurse practitioner, a part-time public health nurse, and community health nurses at the Centre. The PIHCS administers VIHA's Closer-to-Home grant to fund a laboratory collection and delivery service, mental health support workers, and a community support worker. As well, Closer-to-Home funds general support for the delivery of health and wellness programs which provides about 15% of the core operating budget.

The United Way's Better-at-Home program—also administered by the PIHCS—is funded from a provincial health grant to help seniors stay in their homes safely as they age by providing non-medical home support.

Finally, several community-based, physical activity programs are made possible through CRD Parks, Recreation and Culture funding.

Donations do not provide reliable and predictable revenues. For more than a generation, community generosity has sustained the Health Centre. Donations made up a significant part of the Centre's budget, which until 2020 otherwise would have had an average annual operating deficit of about \$30,000. In some years, direct community investments exceeded the deficit amount, allowing the Society to accumulate some savings for maintenance and repairs. As important as they are, donations do not provide reliable revenue.

If the tax roll referendum is successful, the Society recognizes the ongoing value of donors and volunteers. Secure, predictable funding from the tax roll will allow the Society the time and energy to focus on stewarding community members' direct investment in their health centre.

• **2020** annual operating budget was a tipping point: Issues associated with an aging building became much more apparent in 2020, especially in the context of operating safely during a pandemic. In 2020, the Society had a reserve of \$103,000, accumulated over 12 years, an amount that is neither sufficient nor prudent for a major health care asset which will require significant renovations in the near future.

This reality underpinned the board's determination to address current and projected future deficits. The very notion of reducing the present level of health services for the local community led to a thorough review of various funding options and the decision to pursue the tax roll as a preferred option.

- The PIHCS has a firm grasp of its financial situation. The consolidated financial statements for the PIHCS have three components:
  - 1. PIHCS operating
  - 2. PIHCS capital.
  - 3. Programs

Programs are funded by various agencies for specific purposes, and apart from transfers to PIHCS for specific services rendered, these funds are not available to fund PIHCS. Revenues for

the PIHCS operating budget come from building rent, transfers from Programs to pay for services PIHCS provides, and community donations. Normally, grants are not available to cover operating expenses, exceptions being during this COVID pandemic, but grants can fund some capital projects.

In 2020-21, PIHCS was faced with an operating deficit of about \$70,000, with no funds for capital projects. This deficit was covered by an extraordinary fundraising campaign: over \$130,000 raised from the community. In 2021-22, the predicted operating deficit was about \$90,000, which has now been covered by a grant from BC Association of Community Health Centres (BCACHC) using Provincial Funding aimed at supporting health programs that are in financial difficulties. The level of donations in 2020-21 is not sustainable, and the BCACHC grant is a one-time event. A variety of funding programs helped to cover many of PIHCS COVID related costs in 2020-21.

In 2020-21, no significant needed capital items were funded. However, in 2021-22 some major items are being addressed because of a large grant from CVRIS (\$164,000), funds from donations in the previous year, and because the operating deficit was covered by the grant from the BC Association of Community Health Centres.

The escalating deficit is attributable primarily to growing administrative and maintenance demands: dealing with COVID 19; the administrative time needed to apply for external funds; implementing a full financial audit; and work associated with organizing contractors to deal with infrastructure problems.

- PIHCS is pursuing a variety of funding sources. Funds from a variety of sources can be accessed through grant applications, but these sources cannot be relied upon. In 2020-21, PIHCS had no success at receiving funds for a major capital item and was faced with an extraordinary growing list of capital demands, with some estimates exceeding \$1 million. In 2021-22, PIHCS has received a \$164,000 COVID-19 Resilience Infrastructure Stream (CVRIS grant) to fund the HVAC system which broke down this spring and a new emergency generator that can handle the whole building. A request to the Victoria Foundation for \$30,000 is pending to produce architectural drawings needed to apply for grants to help in major renovations needed to bring the building up to code for handicap accessibility and fire safety. To address these issues, applications will be made to BC Gaming and various agencies that support handicap accessibility. In the budget for this tax roll proposal, grant funding is not included. When PIHCS does have grant success, it should be reflected in a smaller annual request to CRD and thus the tax-payer.
- Summary of service request purpose: The Board of Directors of the PIHCS believe the time has
  come for the Pender Island community to enjoy a more predictable and secure source of
  funding to cover the operating costs of their Health Centre. Once secured, this will allow the
  Society to refocus its efforts to solicit individual, business, and other community partners and
  stakeholders to support a Building Renewal Reserve Fund.

This funding will allow the Society to cover its operating deficit and maintain and/or replace structures and equipment of the Centre, some of which will be 40 years old in 2021. This renewal will require additional manhours and more expertise and is reflected in the revised budget for personnel in 2021 and beyond (Schedule A). Always forward looking, the Board will

in its next Strategic Planning session (2025) consider adding additional services and/or building expansion as our community continues to grow and our financial position permits.

#### 2. How does the service relate to the Capital Regional District's Mandate?

The proposed service intersects with the CRD Mission and Vision statements by providing for the public good, ensuring that Pender Island is livable and sustainable, and encourages a caring society.

The CRD is a local government organization which covers a diverse region that includes the large urban area of greater Victoria, as well as rural areas like Pender Island. In general, the CRD has a role of integrating services such as the sewage systems of greater Victoria and providing services to less organized areas of the region such as bylaw enforcement and building inspection. The CRD works with other local governments and communities to augment and foster a variety of services, depending upon local involvement. The CRD and the Islands Trust serve as the local government for the Southern Gulf Islands, including North and South Pender.

The Mission of the CRD states "we are diverse communities working together to serve the public good and build a vibrant, livable and sustainable region, through an effective, efficient and open organization." The CRD Vision states "Our communities strive to achieve exemplary environmental stewardship, a dynamic vibrant economy and an inclusive, caring society. Regional cooperation, mutually beneficial decision making and advancing shared interests shape the essence of the CRD."

The CRD 2019 – 2022 Corporate Plan, under Community Needs, lists an initiative to "develop a comprehensive strategy and operational review to reflect the unique needs of electoral areas". Related service plans refer to various Southern Gulf Islands initiatives. The proposed service will deliver on the CRD's mandate in several ways:

# The service will provide for the public good & enable a sustainable community.

- a. The Public Good: By providing the community with a convenient location for the delivery of holistic, integrated health services, the Centre serves the public good and helps maintain the health and well-being of Pender Island residents, 40% of whom are over the age of 65. (Indeed, commercial space on Pender is limited and could not accommodate the various service providers currently operating at the Centre.)
  - The importance of the Centre is reflected in the CRD's membership in Regional Outcomes Monitoring, a Community Health Group for the Capital Region. Accessible health and community services are one of its 10 goal categories, along with inclusive and connected communities, as well as active and healthy living. Each of these is directly supported by programs and services provided by the PICHS, which in turn delivers on the mandate of the CRD.
- b. **Livable and Sustainable Region**: The Centre enhances livability on Pender by providing a place to deliver essential health services and programs which would be difficult to provide in such a cost-effective manner if the Centre did not exist.

The presence of the Centre and its health and wellness services enhances the attractiveness of Pender as a location for families to come and live, reflecting the post-COVID working-from-home economy, thus adding to the viability and sustainability of the local economy. Broad-based tax roll support of the operating and maintenance cost of our facility makes emergency health care accessible to many visitors and tourists, many of whom are retirees. Access to health care is an important consideration in why people choose Pender as a destination or full-/part-time home. In this way, the Centre supports the delivery of the CRD's economic goals, as well as the province's program to attract travellers to Super, Natural BC and the Gulf Islands in particular.

On the flip side, various health services are currently **not** available on Pender Island which requires some residents to face costly travel expenses, or even force a decision to relocate, causing economic and social upheaval. Having secure, predictable funding from the tax roll will allow the Society to address building maintenance issues in hopes that one day we can explore ways to address these service shortfalls.

While it is crucial to stabilize and sustain operational funding, the organization's 2020-2025 Strategic Plan also identified the importance of building a solid financial base for future medical and wellness services. Expansion will be driven by the regular assessment of community health care needs with a view to "upgrade, expand, and/or rebuild the Health Centre".

c. **Caring Society.** Sustaining our Health Centre adds to a sense of community, an essential element of a caring society. Forty per cent of island residents are over the age of 65, and the Centre plays a key role in administering grants for services that allow residents to maintain their health and independence, with assistance at home.

A corps of resident volunteers operating out of the Centre facilitate the delivery of health and well-being related services that might otherwise be inaccessible to community members in need. These programs allow elders and those recovering from illness to remain at home and connected to the community, and for many, the capacity to continue to contribute in meaningful ways. All these are the hallmarks of an inclusive and caring society.

#### 3. Which type of service is proposed?

The service is for a referendum to put in place a contribution service by which the CRD would levy a property tax to provide predictable and stable funding for the Health Centre's operating costs. Effectively, all future donations to the Centre would be applied to capital costs and repairs, as well as a building reserve.

The service will provide stable funding for health centre operating costs.

4. Who will benefit from the service? (What electoral area would be contributing to funding the service? If proposed service area is the same as for an existing service, identify that service.)

The proposed service, if successful in gaining majority support, will benefit all full- and part-time residents and visitors to North and South Pender Islands. In calendar year 2019, the clinic had 7,333 visits (appointments). This includes walk-ins, emergencies attended by the clinic, and booked visits.

From Nov 01/19 to Oct 31/20 the clinic serviced 7,052 appointments. The population is estimated to double in the tourist season, and medical appointments include casual visitors.

## The service will benefit all full and part time residents.

The permanent population of North and South Pender totalled 2,302 [2016 Census]. With a long-term growth rate of 1% per year, it is estimated that the current population on both Pender Islands is now about 2,400. This population will continue to grow and age which will lead to greater demands for access to health care services provided by the Centre.

North and South Pender Islands are part of the Southern Gulf Islands electoral area. The property owners of the Pender Islands will be taxed to fund the service. The BC Assessment list shows there are 2,543 tax folios on Pender Island (both North and South Islands). It also includes non-taxable folios whose numbers are not determined but assumed to be few. Magic Lake Estates Water, Magic Lake Estates Sewer, Pender Fire Protection, Pender Community Parks and Pender Community Recreation, and the Library are existing services that the CRD funds with property tax dollars.

5. Explain how the proposed service will be effective in responding to the identified need.

The proposed service will be effective by ensuring that the Pender Island community has secure and predictable operational funding for their Health Centre. With stable operating funds, the Society can direct its efforts to securing funding for building repair and replacement, as well as ensuring that the facility meets current standards.

The community made an incredible investment when it initially built the Centre. The proposed service will give the community and medical service providers confidence that the Centre will remain viable for the foreseeable and long-term future.

### The service will ensure the long-term viability of the Health Centre.

6. What evidence is there to demonstrate community need and support for the service? (e.g., Petition for Electoral Area services as per Section 337 of the Local Government Act).

The extensive use of the Health Centre demonstrates the level of community need and support for the service. The number of medical appointments logged annually totals more than 7,000 visits. These numbers do not include the community's usage of the dental clinic, community nurses, lab service, chiropractor, optometrist, mental health support and public health nurses – an aggregate annual total of 10,300 additional interactions. (These numbers have been aggregated to protect commercial information.) The facts illustrate that the services housed in the Health Centre are very well patronized. When canvassing community views about the Centre's health services, 85% gave them a "satisfied" rating.

# The Health Centre has an 85% approval rating.

**Community support is strong**. Community support for the services housed in the Health Centre has always been very strong, which can be anticipated to translate into support for the proposed tax. In 2020, the Society appealed for additional donations and by late February has received over \$130,000 from the community. When compared with the \$30,000 usually raised annually by traditional donations, it is clear that when asked, this community responds. In 2008, the last big fund-raising drive, the initial goal was to raise \$100,000 in 100 days. In fact, \$200,000 was raised in that time frame for the clinic expansion to the Centre. By the end of the campaign, an impressive \$706,000 had been raised by the community for capital costs.

From its inception, each time the Health Centre needed support to expand, the community responded in a timely fashion with substantial support which has leveraged funders further afield. Clearly, Pender residents, by their actions, recognize and appreciate the contribution that the Centre makes to the quality of life on Pender Island. The donation history for capital costs gives the Society confidence that support for upgrades and eventual rebuilding/expansion will continue. At the same time, the broad and necessary contribution to the public good provided by the Centre makes it appropriate to now move to stable and predictable funding for **operations** from the tax roll.

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

The community's current understanding and expectations are clear from the results of formal and informal assessments. They suggest that the community is made up of two main groups that can be characterized as known/likely supporters of a positive referendum vote, and those who are currently unaware/undecided. Given this situation, communication planning is under way to reach both audiences, ensuring broad-based community support for the tax service referendum by the fall of 2021.

### A planned communications strategy will ensure a common understanding.

In a small community like Pender Island, the first group—known/likely supporters—is significant in terms of actual numbers and their wider influence and leadership. This group comprises health and wellness workers and volunteers, current and past donors, supporting service organizations and businesses, and frequent users of health services. The goal is to keep these people well-informed and on side, with a willingness to share their positive views with others.

**Proactive approach to increasing awareness of the Health Centre.** After 40 years, it is perhaps not surprising that the Centre is somewhat taken for granted. On the surface, all appears well. Health and wellness services are highly valued, and the building looks fine. Informal conversations have revealed that a segment of the community is under the mistaken impression that Health Centre operations are already funded entirely through public health care dollars.

A key communication opportunity exists to correct this assumption, engage with those who believe the tax roll option may not be the right/best solution, and reach part-time residents or health centre clients who may not use/benefit directly from current health services on a regular basis. The desired outcome is to move this group of people from awareness to a willingness to vote in favour.

When the CRD approves the request to hold a referendum, the plan is to make detailed information publicly available regarding the operating and capital costs that generate the tax roll application. If

Pender Island receives funds based on the approximate mill rate used for the Galiano Health Service and Saturna Medical Centre, the annual tax cost to an average Pender Island taxpayer would be less than \$100 per property. (This level has been indicated in reports to the public in the *Pender Post* and will be reinforced leading up to the referendum.)

The communication plan is being implemented in two main phases:

- a. Phase 1: Build awareness, understanding and transparency from now to August 2021; and
- b. Phase 2: Launch a focused campaign 2-3 months in advance of the referendum.

This latter phase would include a detailed information package delivered to every household. CRD advice on any required components of such a package would be appreciated.

Awareness building has already begun. In the fall of 2020, the Society published a series of articles in the monthly *Pender Post* to remind the community of the history of the Centre and explaining its current circumstances. As we move forward, the Society will communicate across a variety of mutually reinforcing channels, including print, advertising, social media, and community engagement sessions.

As we prepare to implement communications, the Board has been working to establish the cost of significant and known capital problems. However, the demand on contractors has made this a slower process than had been anticipated in the summer of 2020. At the time of submission of this application, the PIHCS is now able to inform the community of the application and its potential costs, with the proviso that it gains CRD approval to proceed to referendum in late 2021.

# **Service Cost and Operation**

8. Does the new service involve capital expenditures? If YES, specify the expenditures and their approximate costs.

As outlined in this application, the new service is to cover operating expenses only. The funding of capital expenses remains a separate responsibility of the PIHCS.

# The service will cover only operating expenses.

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

The tax roll revenue required for this purpose is estimated at \$199,000 - \$255,000 per year over the seven-year period between 2022 and 2029. A detailed presentation of current and projected operating costs shows that estimated operational cost deficits for 2022-23 (\$199k) and 2026-27 (\$229k) provides a useful proxy for what will be required from the tax roll.

PIHCS is confident that grants covering major capital projects will be obtained and will reduce what will be requested in subsequent years.

(Note: These estimates do not include the cost of hosting a polling station type referendum in 2021. Subsequent budgets do not include CRD administration fees which will be included in the tax roll.)

# Estimated average annual operating expenses are \$230,000.

With this funding in place, other revenues will be used for capital expenses which are substantial and expected to continue. This change will allow the PIHCS to refocus and return to its core mission of securing revenues from other sources aimed at providing outstanding facilities and infrastructure for the delivery of health services.

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

The service requested does not contemplate any capital purchase that would become an asset. The service requested is for operational funds that will support the maintenance and operation of the Health Centre building and ancillary buildings which are assets owned by PIHCS.

#### 11. Will a local organization be involved in the service? If YES, what role would it have?

The Pender Island Health Care Society is a registered, non-profit organization on Pender Island. It will continue to have complete responsibility for the management and maintenance of the Health Centre. A CRD – PIHCS agreement will specify the terms and conditions of the contribution service.

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

The PIHCS will conduct an annual assessment of the needs of the community so that it can be proactive in addressing these as they change over time. The operating budget will be adjusted accordingly so that the prioritized services are funded accordingly and, if necessary, the strategic plan will be updated. Furthermore, the contribution service budget requisition can be adjusted, as required, to ensure that the CRD – PIHCS contribution service agreement can be met.

Pender Island taxpayers will be able to vote on the Health Centre budget on an annual basis in a manner which will be acceptable to the CRD, presumably at an Annual or Special General Meeting. Only Society members in good standing can vote at PIHCS meetings. Annual dues are zero so there is no obstacle to membership. Individual email updates keep members updated on and informed about Society business.

A proactive approach will be taken to address the ongoing needs of the community.

#### 13. By when is the service required?

Assuming the referendum receives a positive vote result in the autumn of 2021, the service needs to be included in the 2022 requisition with effect in subsequent years.

The service is required for the 2022-23 fiscal year.

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

Name: Kathleen Lightman, President Name: Marion Alksne, Executive Director Organization: Pender Island Health Care Society Organization: Pender Island Health Care Society

Tel: 250 629-8309 Tel: 250 629-3326

Email: <u>kathleenlightman@shaw.ca</u> Email: <u>execdir@penderislandhealth.ca</u>

#### Schedule A: Budget Forecast 2021 – 2028

**Health Centre Financial Streams**. The PIHCS financial reporting consolidates three separate streams of financial activity: PIHCS operating costs and capital costs, grants and designated donations, and funding from third parties for programs with specific purposes. This latter program funding is the largest financial component but is separate from PIHCS core funding.

**Tax Roll Aims**. The tax roll request has two principal aims:

- a. To cover a growing operating deficit, now about \$70-90,000/y
- b. To allow PIHCS to address capital funding issues by releasing other revenues (rent, donations, & grants) from covering most of the operating expenses

The Capital budget, which would be paid from the PIHCS' revenues NOT obtained from the CRD, includes:

- a. Building Maintenance that is a capital expense, which includes anything on-site;
- b. Equipment and Furnishings which includes computers, printers, etc.;
- c. Building Reserve.

## **Budget Forecast Assumptions**

To arrive at the budget forecasts in Table 1, the following assumptions have been applied.

## 1. Staffing

Several staffing changes have and will occur. Since its inception in 1981, the Society has worked on a "we will get by" attitude and an unwritten expectation that part-time staff should do more than what they are paid to do. The COVID experience clarified that this cannot continue. The Board recognized that the Executive Director position has many demands on her time. The building needs a manager who is more qualified than a handyman to deal with routine and major repair/maintenance issues. As well, the custodians and bookkeeper need additional hours.

In 2020-21, a part-time Assistant to the Executive Director was appointed, whose time has been fully utilized, and will continue for the foreseeable future. In 2021-22, the bookkeeper and custodians will have extra hours, and the facility manager position will be upgraded to manage the extensive capital items in the next 5 years.

#### 2. Capital Budget

In the next 5 - 7 years, the PHICS will need to address capital issues that may approach \$1 million and will do so with a variety of strategies. First, PIHCS needs to have its operating budget supported by the Tax Roll, thus releasing nearly all other revenues except the Transfers for capital issues. Combined with a modest amount of donations (\$30,000/year), the PIHCS should have about \$140,000/year available for capital projects. Other funds will be

sought from third-party agencies. If needed, PIHCS has assurances from Island Savings that they would advance loans in the \$200-300,000 range.

During 2020, the PIHCS has received two complementary reports, A Health Centre Condition Evaluation carried out by MacLEAN ARCHITECTURE Inc., and A Health Centre Building Assessment-Renewal Plan carried out by BC Building Science Limited which includes a capital plan extending out 30 years. The former report identifies numerous issues with the Health Centre structure, principally code deficiencies that need attention, while the latter deals with the timing of the replacement of the building infrastructure, detailing years 2020 – 2049 and the costs associated with replacement and maintenance.

The Health Centre Condition Evaluation identified code deficiencies can be grouped as handicap accessibility requirements and fire prevention requirements. In addition, many other more minor concerns are identified. These have not been costed in detail, but a professional estimate of the whole report comes to \$500,000. A priority from this report is the installation of a fire wall that meets code separating the ambulance bay from the living quarters in the Ambulance Building, which is scheduled for remediation in 2021.

In addition to the issues identified in the two reports, the PIHCS has had several contractors and experts working on a drainage problem. Despite months of investigation, the Society has yet to receive a final recommendation. Likely costs are about \$50,000. This issue is a priority, as remediation of water entering into the crawl space had to be attended to in 2020 and continues in 2021 and may need further attention.

The handicap accessibility issues will be supported by grant applications. The Health Centre is accessible only with assistance to those who are mobility impaired. It is not accessible to an independent, mobility-impaired person. In addition, none of the washrooms are handicap accessible. PIHCS currently plans to address these issues starting in 2023.

A major code problem relates to the lack of an underfloor fire barrier. PIHCS is seeking a second opinion about this fire safety recommendation for the main Health Centre building, which may be more appropriately done during major renovations in future years. In addition, the report identifies many smaller issues which will be addressed through ongoing maintenance.

# 3. Capital Requirements

The capital, and some maintenance needs for the next 2021-2028 can be summarized as follows:

Health Centre Condition Evaluation\$500,000Health Centre Building Assessment-Renewal Plan\$300,000Drainage remediation\$50,000Additional needs identified by PIHCS\$100,000

A tentative schedule of immediate major capital issues, follows:

Year	ltem	Cost
2021	Address drainage issues	\$50,000 (est.)
	Ambulance building firewall	\$33,000 (est.)
	HVAC and Emergency Generator Replacement	\$164,000 (grant received)
2022-23	Meeting room renovation, handicap access, universal washroom, exterior ramp & storage	\$100,000 (apply for a grant)
2023-24	Replace exterior doors, build exterior ramp, and replace several internal doors to comply with accessibility standards; make 2 accessible washrooms	\$100,000 (apply for a grant)
	Replace carpeting with new cleanable surface	\$70,000 (est.)
2024	Replace septic system	\$42,000 (quote)

The above is an optimal time frame. Time taken to complete grant applications and difficulties obtaining contractors may delay implementation. Currently, capital projects are experiencing considerable cost increases. From past budget experience and from the Building Assessment-Renewal Plan, PIHCS will have miscellaneous capital expenses of \$30,000-60,000 per year in today's dollars. The Building Assessment-Renewal Plan which goes out 30 years indicates that major expenses for siding replacement and roof replacement will occur in 2035 (~\$250,000) and 2048 (~\$200,000) respectively. These values account for inflation.

It should be noted that replacement of computers and medical equipment is not included in these reports on the building.

When any new service would be established at the Centre, or a major renovation would be needed, it is likely that the Health Centre would need additional space. Currently, the Centre has no spare space, which is compounded by an identified lack of appropriate storage. These matters will presumably be a major focus of the next Strategic Planning retreat scheduled for 2025.

#### 4. Enhanced Financial Reporting

The Board has decided that to fulfill tax roll reporting requirements, a full audit will occur each year which represents a \$5000-per-year increase in costs plus extra administrative time needed to prepare for such annually. These are subsumed above in (1) Staffing.

#### 5. Building Reserve

The PIHCS is responsible for a building insured for \$2.6 million plus a site that has a parking lot, septic system, and significant drainage infrastructure. This value is probably significantly lower than replacement cost for an 8000 square foot building. Replacement cost estimate is currently being obtained. The need to have a significant reserve to deal with repairs and replacement has been demonstrated by the issues that have presented. Moreover, as Pender Island's population grows and the building ages, the need for an expansion and/or renovation is already evident. Thus, the \$50,000 per year contribution to a building reserve is prudent and reasonable. PIHCS has established a target for the reserve as 20% of the replacement value of the building.

#### 6. Other Income, Loans and Repayment

In 2020-21, the PIHCS received \$60,000 from the federal COVID program of which \$20,000 is forgivable and the \$20,000 is recorded as income in 2021-22 as the \$40,000 will be repaid this summer 2021. Use of the remaining \$20,000 will be considered by the Board, and may be applied to increasing the laboratory service, mental health needs, appointment of a facility manager, or some combination of these. This is recorded as "other" in the operating expenses. Included in 2020-21, other income are payments received from insurance claims for the water damage to the crawl space.

#### 7. Other Comments.

Professional fees are high in 2021-22 and 2022-23 due to the costs of an architect to provide drawings for the renovations needed for handicap accessibility and legal costs associated with a major review of our bylaws and leases.

The Communications budget is higher in 2021-22 due to the referendum process.

In 2021-22, several capital and major maintenance items were deferred, and some are now in the 2022-23 capital budget.

#### 8. Annual Budget Forecasting

Expenses and revenues have been forecast to increase by 2% annually, which is the average CPI in the past 5 years, but not including the 2020 COVID year. The two exceptions are:

- Maintenance and building capital costs for materials, parts and contractor services have been set to increase at 5% per year due to current experience with the rate of increasing costs.
- Insurance costs are set to increase another 25% in 2022-23, and 15% per year subsequently. Insurance costs are currently volatile and the PIHCS had a water damage claim in 2020.

# Schedule B: Pender Island Health Care Society Board of Directors (2020/2021)

<u>Executive</u>	<u>Directors</u>
Kathleen Lightman, President Dan Weeks, Vice President Bruce Waygood, Treasurer Allan Shapiro, Secretary	Karen Bell Urs Boxler Howard Cummer Catherine Dawson Keith Gladstone John Ackermans Morlene Tomlinson

# **Source Documents Available**

- 1. Pender Island Health Care Society Strategic Plan 2020-2025
- 2. Financial Statements for the Pender Island Health Care Society
- 3. A Health Centre Condition Evaluation, MacLEAN ARCHITECTURE Inc., 2020
- 4. A Health Centre Building Assessment-Renewal Plan, BC Building Science Limited, 2020

Table 1: The PIHCS Budget Projection

ITEM	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
	ACTUAL								
Revenues									
Building Rent	\$130,000	\$131,000	\$133,620	\$136,300	\$139,000	\$141,800	\$144,600	\$147,500	\$150,500
Programs Users Transfers	\$54,100	\$52,000	\$53,000	\$54,100	\$55,200	\$56,300	\$57,400	\$58,600	\$59,700
Community Group Donations	\$0	\$20,000	\$10,000	\$10,200	\$10,400	\$10,600	\$10,800	\$11,000	\$11,300
Individual Donations	\$119,300	\$50,000	\$20,000	\$20,400	\$20,800	\$21,200	\$21,600	\$22,100	\$22,500
Designated Donations	\$19,400								
Other income	\$28,000	\$5,300	\$5,400	\$5,500	\$5,600	\$5,700	\$5,900	\$6,000	\$6,100
Grants	\$0	\$255,000							
COVID loan		\$20,000							
<b>Total Revenues</b>	\$350,800	\$533,300	\$222,000	\$226,500	\$231,000	\$235,700	\$240,400	\$245,200	\$250,100
Administration/Staff									
Executive Director	\$52,800	\$50,800	\$51,800	\$52,900	\$53,900	\$55,000	\$56,100	\$57,200	\$58,400
Executive Assistant	\$30,400	\$35,300	\$36,000	\$36,700	\$37,500	\$38,200	\$39,000	\$39,800	\$40,500
Bookkeeper Admin Assistant	\$17,400	\$20,100	\$20,500	\$20,900	\$21,300	\$21,800	\$22,200	\$22,600	\$23,100
Facility Manager	\$10,400	\$12,000	\$25,000	\$25,500	\$26,000	\$26,500	\$27,100	\$27,600	\$28,200
Custodian	\$22,200	\$24,700	\$25,200	\$25,700	\$26,200	\$26,700	\$27,300	\$27,800	\$28,400
Office Assistant	\$1,500	\$1,500	\$1,500	\$1,600	\$1,600	\$1,600	\$1,700	\$1,700	\$1,700
Travel	\$0	\$0	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Total	\$134,700	\$144,400	\$160,300	\$163,600	\$166,800	\$170,200	\$173,600	\$177,000	\$180,600
Operations									
BC Ambulance	\$600	\$600	\$600	\$700	\$700	\$700	\$700	\$700	\$700
Emergency Treatment Room	\$1,600	\$3,000	\$3,100	\$3,100	\$3,200	\$3,200	\$3,300	\$3,400	\$3,400
Communications/Fundraising	\$5,700	\$11,200	\$4,200	\$4,300	\$4,400	\$4,500	\$4,500	\$4,590	\$4,682
Computer/Web support	\$3,500	\$5,300	\$5,400	\$5,500	\$5,600	\$5,700	\$5,900	\$6,000	\$6,100
Insurance	\$13,200	\$17,600	\$22,000	\$25,300	\$29,100	\$33,500	\$38,500	\$44,300	\$50,900

ITEM	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Office Supplies	\$3,400	\$4,000	\$4,080	\$4,162	\$4,245	\$4,330	\$4,416	\$4,505	\$4,595
Professional Fees	\$11,600	\$41,000	\$54,000	\$18,300	\$18,700	\$19,000	\$19,400	\$19,800	\$20,200
Property Taxes	\$2,200	\$2,200	\$2,300	\$2,300	\$2,400	\$2,400	\$2,500	\$2,500	\$2,600
Repairs & Maintenance	\$46,400	\$38,500	\$50,000	\$42,000	\$44,100	\$46,300	\$48,600	\$51,100	\$53,600
Telecommunications	\$10,600	\$10,600	\$10,800	\$11,000	\$11,200	\$11,500	\$11,700	\$11,900	\$12,200
Utilities	\$17,000	\$17,300	\$17,700	\$18,000	\$18,400	\$18,800	\$19,100	\$19,500	\$19,900
Other	\$11,400	\$20,000							
Total	\$115,800	\$151,200	\$174,200	\$136,200	\$142,000	\$149,900	\$158,600	\$168,300	\$178,900
<b>Designated Donation</b>									
Expenses	\$15,300								
TOTAL Non-capital	4076 700	4005.000	4004.500	4000 000	4000 000	4000 400	4000 000	40.45.000	40-0-00
Expenditures	\$276,700	\$295,600	\$334,500	\$299,800	\$308,800	\$320,100	\$332,200	\$345,300	\$359,500
Conital Funance									
Capital Expenses	40	442.000	450.000	452.000	455,200	460 500	472.000	476.600	400.400
Building Maintenance	\$0	\$43,000	\$60,000	\$63,000	\$66,200	\$69,500	\$72,900	\$76,600	\$80,400
Furnishings, Equipment & IT	\$19,100	\$173,000	\$25,000	\$12,000	\$12,200	\$12,500	\$12,700	\$13,000	\$13,200
Building Reserve	\$40,000	\$10,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Total	\$59,100	\$226,000	\$85,000	\$125,000	\$128,400	\$132,000	\$135,600	\$139,600	\$143,600
TOTAL Expenditures	\$335,800	\$521,600	\$419,500	\$424,800	\$437,200	\$452,100	\$467,800	\$484,900	\$503,100
TOTAL Experiences	<del>3333,600</del>	<b>7321,000</b>	J413,300	J424,000	3 <del>4</del> 37,200	J <del>4</del> J2,100	3 <del>4</del> 07,000	3 <del>404</del> ,300	\$303,±00
SURPLUS/(Deficit)	\$15,000	\$11,600	-\$197,500	-\$198,300	-\$206,200	-\$216,400	-\$227,400	-\$239,700	-\$253,000
Request to CRD			\$197,500	\$198,300	\$202,300	\$216,400	\$227,400	\$239,700	\$253,000

# Appendix B

Synopsis of Bylaw No. 4441

The intent of Bylaw No. 4441, the "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", is to establish a new service to contribute to the costs incurred by the Pender Islands Health Care Society in operating the Pender Island Health Care Centre. The bylaw permits the CRD to raise a maximum annual requisition for the purpose of funding the operating costs of the service to the greater of two hundred and thirty-five thousand dollars (\$235,000) or \$1.1803 per one thousand dollars (\$1,000) of taxable land and improvements in the service area. It is estimated that the participants will pay an additional \$93.00 per average household on an annual basis if the bylaw is approved.

Please note that this synopsis of Bylaw No. 4441 is not intended to be or understood as an interpretation of the bylaw. A copy of the complete bylaw and this notice may be viewed at the Capital Regional District offices located at 625 Fisgard Street, Victoria B.C. during business hours. This information may also be viewed on the website at www.crd.bc.ca.

## CAPITAL REGIONAL DISTRICT BYLAW NO. 4441

# A BYLAW TO ESTABLISH A CONTRIBUTION SERVICE FOR THE PENDER ISLANDS HEALTH CARE CENTRE

#### WHEREAS:

- A. The Capital Regional District may, under section 332 of the *Local Government Act*, RSBC 2015, c 1, establish and provide any service that the Board considers necessary or desirable for all or part of the Capital Regional District;
- B. The Regional Board of the Capital Regional District wishes to establish a service for the purpose of contributing financially to the administration and operation of the Pender Islands Health Care Centre which is owned and managed by the Pender Islands Health Care Society;
- C. Participating area approval is required and assent of the electors will be obtained under Section 336 of the *Local Government Act*;
- D. The approval of the Inspector of Municipalities is required under Section 341(1)(a) of the *Local Government Act*.

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

#### Service

1. The Capital Regional District hereby establishes a service for the purpose of contributing to the costs of administration and operation of the Pender Islands Health Care Centre.

#### **Boundaries**

2. The boundaries of the Service Area are shown on the map attached hereto as Schedule A.

# **Participating Area**

3. The participating areas for the service are North and South Pender Islands, being a portion of the Southern Gulf Islands Electoral Area, as shown in Schedule A.

#### Cost Recovery

- 4. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service, net of grants and revenue, shall be recovered by one or more of the following:
  - (a) property value taxes imposed in accordance with Division 3 [Requisition and Tax Collection], Part 11 of the Local Government Act;
  - (b) Fees and charges imposed under Section 397 of the Local Government Act;
  - (c) Revenues raised by other means authorized under the *Local Government Act* or another Act:
  - (d) Revenues received by agreement, enterprise, gift, grant or otherwise.

# **Maximum Requisition**

- 5. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:
  - a) Two Hundred and Thirty Five Thousand Dollars (\$235,000); or
  - b) An amount equal to the amount that could be raised by a property value tax rate of \$0.1803 per One Thousand Dollars (\$1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

# **Agreement**

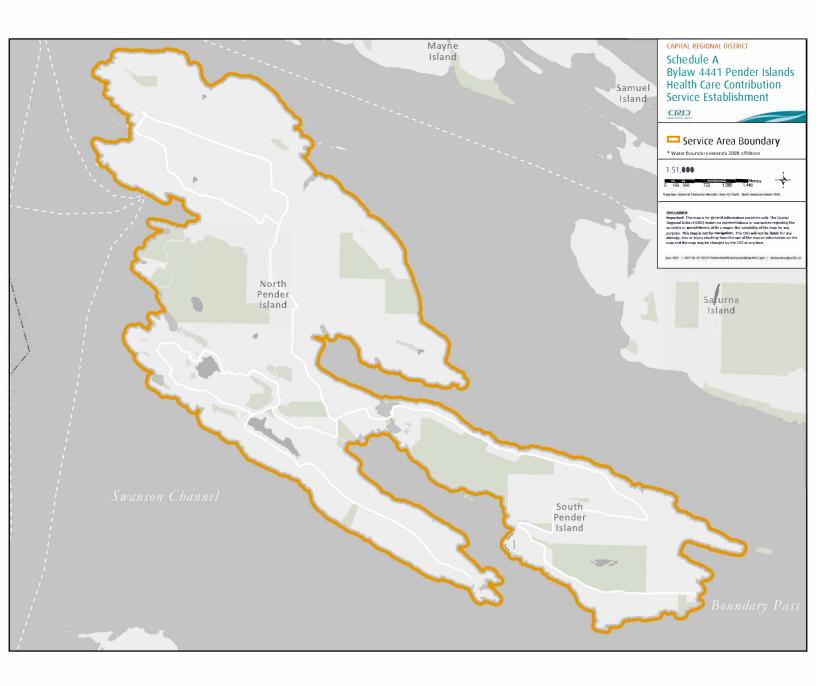
6. A contribution agreement will be established between the Capital Regional District and the Pender Islands Health Care Society.

#### Citation

7. This Bylaw may be cited as the "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 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
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	202_
RECEIVED THE ASSENT OF THE ELECTORS UNDER SECTION 336 OF THE <i>LOCAL</i> GOVERNMENT ACT THIS	day of	202_
ADOPTED THIS	day of	202_
CHAIR	CORPORATE OFFICER	
FILED WITH THE INSPECTOR OF MUNICIPALIT	TIES THIS day of	202_

# **SCHEDULE A**





# REPORT TO ENVIRONMENTAL SERVICES COMMITTEE MEETING OF WEDNESDAY, JUNE 16, 2021

# SUBJECT Repealing the Capital Regional District Recycling Bylaw (Bylaw No. 2290)

# **ISSUE SUMMARY**

To repeal Bylaw No. 2290, "Capital Regional District Recycling Bylaw No. 2, 1995".

#### **BACKGROUND**

In March 1995, the Capital Regional District (CRD) Board adopted Bylaw No. 2290, "Capital Regional District Recycling Bylaw No. 2, 1995", for the purpose of preventing scavenging of materials by establishing the CRD as the owner of residential recyclable materials placed out for collection in the curbside blue box program. As of May 2014, the CRD has been providing the curbside blue box program under contract to the stewardship agency Recycle BC. Under this contract, all recyclable materials are owned by Recycle BC, and not the CRD. With this change, Bylaw No. 2290 (Appendix A) became obsolete and remains unused. The repealing Bylaw No. 4432 is provided for information as Appendix B.

As a result of the repealing of Bylaw No. 2290 as outlined above, Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", will need to be amended to reflect this change and is attached as Appendix C.

# **ALTERNATIVES**

#### Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:

- 1. That Bylaw No. 4432, "Capital Regional District Recycling Bylaw No. 2, 1995, Repeal Bylaw No. 1, 2021" be introduced and read a first, second time and third time;
- 2. That Bylaw No. 4432 be adopted.
- 3. That Bylaw No. 4434 "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 72, 2021" be introduced and read a first, second time and third time:
- 4. That Bylaw No. 4434 be adopted.

#### Alternative 2

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

## **IMPLICATIONS**

#### Legal Implications

Bylaw No. 2290 has never been utilized. Most individuals engaging in scavenging from curbside bins either lack financial means to pay fines, meaning there is no deterrent to this activity, or do

so in a way that does not attract complaints to CRD bylaw services or local police. In discussions with local police departments, there is no public interest in prosecuting under this bylaw. Most residents concerned with scavenging delay putting out valuable recyclables until near collection time.

As the CRD no longer owns the recyclables, it is appropriate to repeal this bylaw.

## CONCLUSION

Bylaw No. 2290 was established for the purpose of preventing scavenging of materials from the curbside blue box program. The bylaw has not been used since May 2014, when Recycle BC became responsible for the program and ownership of the recyclable materials. Bylaw No. 2290, and associated reference in the Ticket Information Authorization Bylaw, are now therefore obsolete and should be repealed. Adopting Bylaw No. 4432, Capital Regional District Recycling Bylaw No. 2, 1995, Amendment Bylaw No. 3, 2021" and Bylaw 4434, "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 72, 2021" is recommended.

## RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:

- 1. That Bylaw No. 4432, "Capital Regional District Recycling Bylaw No. 2, 1995, Repeal Bylaw No. 1, 2021" be introduced and read a first, second time and third time;
- 2. That Bylaw No. 4432 be adopted.
- 3. That Bylaw No. 4434 "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 72, 2021" be introduced and read a first, second time and third time;
- 4. That Bylaw No. 4434 be adopted.

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

#### **ATTACHMENTS**

- Appendix A: Capital Regional District Recycling Bylaw No. 2, 1995 (Bylaw No. 2290)
- Appendix B: Capital Regional District Recycling Bylaw No. 2, 1995 Repeal Bylaw No. 1, 2021 (Bylaw No. 4432)
- Appendix C: Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 72, 2021 (Bylaw No. 4434)

#### CAPITAL REGIONAL DISTRICT

#### **BYLAW NO. 2290**

## A BYLAW FOR THE PURPOSE OF ESTABLISHING REGULATIONS FOR THE USE OF RECYCLING CONTAINERS AND THE COLLECTION OF RECYCLABLE MATERIAL WITHIN THE CAPITAL REGIONAL DISTRICT

WHEREAS by Supplementary Letters Patent, dated 4th October, 1973, the Capital Regional District was granted the function of Refuse Disposal under Division X of its Letters Patent;

AND WHEREAS the Capital Regional District by Bylaw 1903 converted the function of solid waste disposal to a local service for all of the Capital Region;

AND WHEREAS the Board of the Capital Regional District has deemed it expedient and in the public interest to institute a system for the recycling of solid waste within the Capital Region and to provide the opportunity for persons within the Capital Region to participate in the voluntary system for the segregation and disposal of recyclable material;

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

# **SECTION 1 - DEFINITIONS**

in this bylaw unless the context otherwise requires:

"BLUE BOX" means the multi-material recycling container, as more particularly described in Schedule A of this bylaw, provided by or on behalf of the Capital Region for the deposit of Recyclable Material under the recycling program of the Capital Region.

"CAPITAL REGION" means the Capital Regional District.

"COLLECTOR" means any Person under contract to the Capital Region to collect Recyclable Materials on behalf of the Capital Region.

"DROP BOX" means a metal, weather-proof container, as more particularly described in Schedule B of this bylaw, provided by or on behalf of the Capital Region for the deposit of Recyclable Material under the recycling program of the Capital Region.

"<u>DWELLING UNIT</u>" means one or more rooms connected together providing facilities for living, cooking and sleeping, and constituting an independent housekeeping unit.

"MULTI-FAMILY DWELLING" means each residential Dwelling Unit in complexes of five or more Dwelling Units.

"PERSON" means an individual, a body corporate, a firm, partnership, association or any other legal entity or an employee or agent thereof.

"RECYCLABLE MATERIAL" means marketable material that includes, but is not necessarily limited to, newspaper, ledger and computer paper, envelopes, magazines, catalogues, glossy paper, telephone directories, corrugated cardboard, boxboard, paper bags, plastic food and beverage containers, ferrous and non-ferrous metals, and glass food and beverage containers.

"RECYCLING CONTAINER" means Blue Boxes, Wheeled Containers and Drop Boxes.

"SINGLE FAMILY DWELLING" means each residential Dwelling Unit in complexes of four or less Dwelling Units, Dwelling Units in bare land strata subdivisions, and mobile homes in mobile home parks.

"WHEELED CONTAINER" means wheeled carts or containers, as more particularly described in Schedules C and D of this bylaw, provided by or on behalf of the Capital Region for the deposit of Recyclable Material under the recycling program of the Capital Region.

#### **SECTION 2 - CONDITIONS**

#### (a) RECYCLING CONTAINERS:

- (i) No Person shall use a Blue Box for any purpose other than the deposit and accumulation of Recyclable Materials as part of the Capital Region recycling program.
- (ii) An owner or occupier of a Single Family Dwelling, to which a Blue Box has been distributed, shall place the Blue Box at curbside in front of the Single Family Dwelling on the day designated for collection by the Capital Region or the Collector and shall remove the Blue Box when emptied by the Collector no later than noon of the following day.
- (iii) Owners or managers of a Multi-Family Dwelling complex, to which Wheeled Containers have been distributed, shall place and maintain on the premises Wheeled Containers for the deposit of Recyclable Material by the residents of each Dwelling Unit within the complex.
- (iv) The Wheeled Containers shall be placed on the land on which the Multi-Family Dwelling complex is situated in a location which is accessible to the residents for the purpose of depositing Recyclable Material and which is accessible for the purpose of collection by the Collector.
- (v) No Person shall use a Recycling Container for any purpose other than the deposit of Recyclable Material.

#### (b) RECYCLABLE MATERIAL

- (i) The Capital Region shall be deemed to be the owner of all Recyclable Material placed:
  - (A) in a Drop Box or Wheeled Container; or
  - (B) in a Blue Box which has been set out for collection under paragraph (a) (ii).
- (ii) No Person, except a resident of the Dwelling Unit to which the Blue Box was distributed, shall remove any Recyclable Material from or adjacent to any Blue Box prior to its collection by the Collector.
- (iii) No Person shall remove any Recyclable Material from or adjacent to any Wheeled Container or Drop Box prior to its collection by the Collector.

### **SECTION 3 - VIOLATIONS AND PENALTIES**

- (a) No Person shall do any act or suffer or permit any act or thing to be done in contravention of this bylaw.
- (b) Every Person who contravenes this bylaw, by doing any act which the bylaw forbids or omits to do any act which the bylaw requires to be done, is guilty of an offence and is liable, upon conviction, to a fine of not less than One Hundred (\$100.00) Dollars.
- (c) The penalties imposed under subsection (b) shall be in addition to and not in substitution for any other penalty or remedy imposed by this bylaw or any other enactment.
- (d) In the case of a continuing offence, a separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.

#### **SECTION 4 - SEVERANCE**

If a section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a Court in competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

## **SECTION 5 - SCHEDULES**

Schedules A, B C and D inclusive of the bylaw which are attached to this bylaw form part of this bylaw.

#### **SECTION 6 - RECYCLING CONTAINERS**

Nothing in this bylaw shall be interpreted as transferring ownership of any Recycling Container from the Capital Regional District to any other person.

#### **SECTION 7 - REPEAL**

Bylaw No. 1713 is hereby repealed except insofar as it repeals any other bylaw.

#### **SECTION 8 - TITLE**

This bylaw may be cited as "Capital Regional District Recycling Bylaw No. 2, 1995".

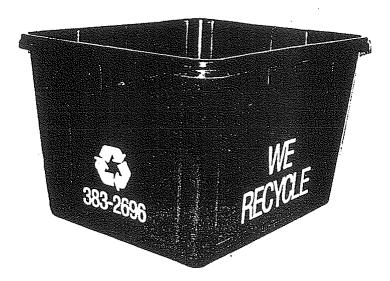
READ A FIRST TIME this	8th	day of	March	1995
READ A SECOND TIME this	8th	day of	March	1995
READ A THIRD TIME this	8th	day of	March	1995
ADOPTED this	8th	day of	March	1995
		Wale	man -42.	0

IRPÉRSON SECRETA

# SCHEDULE A

# CAPITAL REGIONAL DISTRICT OWNED BLUE BOXES





Model Type:

A-1 Products Corporation Model No. 9732

Dimensions:

484 mm X 403 mm X 313 mm (191/1611 X 157/811 X 125/1611)

(LXWXH)

Colour:

dark (royal) blue with white lettering

Weight:

1.8 kg (4 lbs)

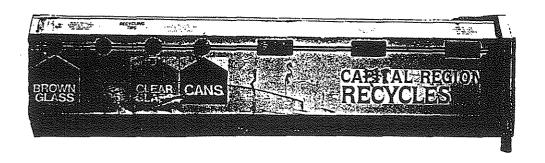
Features:

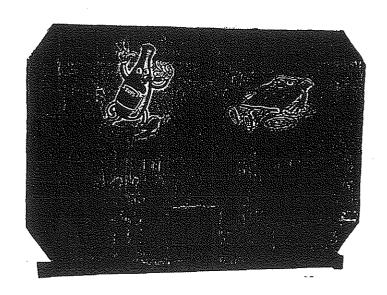
- anti-slide bottom pattern to resist wind blow away

- enclosed handles for safety and cleanliness

# SCHEDULE B

# CAPITAL REGIONAL DISTRICT OWNED DROP BOXES





Model Type:

C.R.D. 89982

Dimensions: (LXWXH)

6.1m X 2.07m X 1.02m (20' X 6' 91/2" X 3'4")

white with decals

Colour: Weight:

N/A

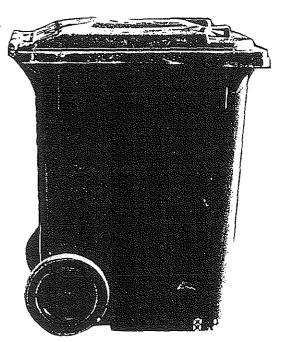
Features:

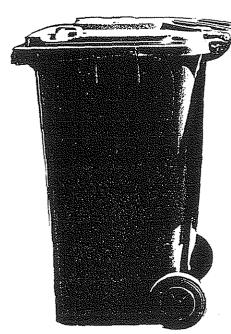
4.58 m³ (6 cubic yards) non compacting multi-

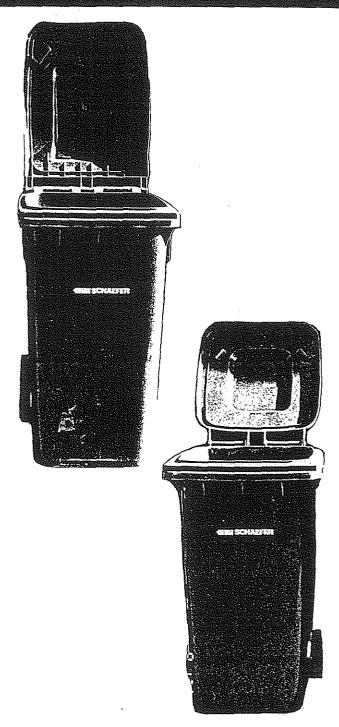
material storage bin

# SCHEDULE C

# CAPITAL REGIONAL DISTRICT OWNED RECYCLING CONTAINERS







Model Types: GMT 64 & GMT 96

Dimensions: (D X W X H)

GMT 64- 736mm X 584mm X 1066mm (29" X 23" X 42") GMT 96- 889mm X 610mm X 1092mm (35" X 24" X 43")

Colours:

GMT 64- light blue GMT 96- dark blue

Weights:

GMT 64- 15.9 kg (35 lbs) GMT 96- 23.13 kg (51 lbs)

Features:

injection moulded H.D.P.E wheeled recycling containers

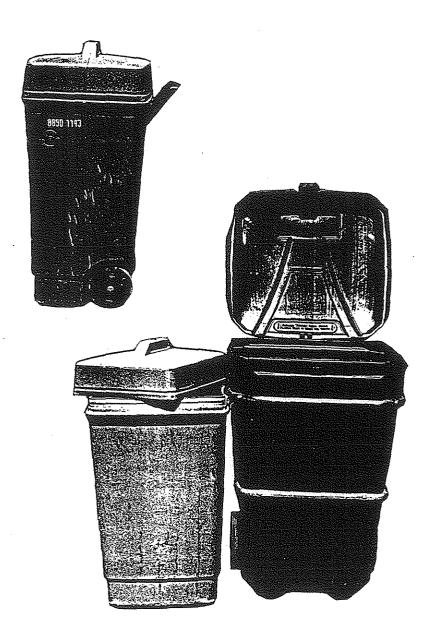
Make:

Schaeffer

# SCHEDULE D

# CAPITAL REGIONAL DISTRICT OWNED RECYCLING CONTAINERS





Model Types: 3365 (65 gallons) & 3390 (90 gallons)

Dimensions: 3365-857mm X 746mm X 990mm (3334" X 2938" X 39")

(D X W X H) 3390-857mm X 746 mm X 1194mm (33<sup>3/4</sup>" X 29<sup>3/8</sup>" X 47")

Colours: 3365- light blue 3390- dark blue

Weights: 3365- 15.42 kg (34 lbs) 3390- 17.24 kg (38 lbs)

Features: blow moulded, H.D.P.E. wheeled recycling containers

Make: Zarn

# **CAPITAL REGIONAL DISTRICT**

# **BYLAW NO. 4432**

******************************
A BYLAW TO REPEAL BYLAW NO. 2290 BEING "A BYLAW FOR THE PURPOSE OF
ESTABLISHING REGULATIONS FOR THE USE OF RECYCLING CONTAINERS AND THE
COLLECTION OF RECYCLABLE MATERIAL WITHIN
THE CAPITAL REGIONAL DISTRICT NO. 2, 1995"
************************************

**WHEREAS** the Board of the Capital Regional District wishes to repeal Bylaw No. 2290, "Capital Regional District Recycling Bylaw No. 2, 1995";

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

- 1. Bylaw No. 2290, "Capital Regional District Recycling Bylaw No. 2, 1995", is repealed.
- 2. This bylaw may be cited for all purposes as "Capital Regional District Recycling Bylaw No. 2, 1995, Repeal Bylaw No. 1, 2021".

CHAIR		CORPORATE OFFICER	₹
ADOPTED THIS	th	day of	2021
READ A THIRD TIME THIS	th	day of	2021
READ A SECOND TIME THIS	th	day of	2021
READ A FIRST TIME THIS	th	day of	2021

# CAPITAL REGIONAL DISTRICT BYLAW NO. 4434

*****		BYLAW TO AMEND BYLAW NO. 1857, CAPITA TICKET INFORMATION AUTHORIZATION	I BYLAW, 1990	***** *****			
Distric	t Red	the Board of the Capital Regional District, by B cycling Bylaw No. 2, 1995 Repeal Bylaw No. 1, gional District Recycling Bylaw No. 2, 1995";	•	-			
	NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:						
<ol> <li>2.</li> </ol>	ame (a) (b) This	aw No. 1857, Capital Regional District Ticket Informed by: replacing Item 19 in Schedule 1 with the words "In Future Use"; and removing Schedule 20 in its entirety.  Bylaw may be cited for all purposes as "Capital Foorization Bylaw 1990, Amendment Bylaw No. 72, 2	ntentionally Deleted – Reserve Regional District Ticket Inform	ed fo			
READ	A FII	RST TIME THIS	DAY OF	2021			
READ	A SE	ECOND TIME THIS	DAY OF	2021			
READ	A TH	HIRD TIME THIS	DAY OF	2021			
ADOP	TED	THIS	DAY OF	2021			

CORPORATE OFFICER

CHAIR



# REPORT TO ENVIRONMENTAL SERVICES COMMITTEE MEETING OF WEDNESDAY, JUNE 16, 2021

# **SUBJECT** Biosolids Management – Response to Peninsula Biosolids Coalition

#### **ISSUE SUMMARY**

To provide the Environmental Services Committee with an update on Capital Regional District (CRD) biosolids management and address correspondence received from the Peninsula Biosolids Coalition.

#### **BACKGROUND**

On May 28, 2021, the Peninsula Biosolids Coalition (PBC) submitted correspondence (Appendix A) to the CRD Board Chair outlining concerns regarding the management of core area biosolids at Hartland Landfill under the CRD's short-term biosolids contingency plan.

The CRD is undertaking and implementing biosolids management in accordance with regulatory requirements under the new core area wastewater service. The CRD has obtained provincial approval of short-term biosolids management and contingency plans, and has initiated the planning phase for the development of a long-term management plan for implementation 2025 and beyond.

The move to tertiary wastewater treatment requires management of residual solids previously discharged to the marine environment. The Residual Treatment Facility (RTF) receives these solids and processes them into Class A biosolids. The short-term plan, approved by the Board and accepted by the Province, includes transportation of biosolids to a cement manufacturing facility to be used as an alternative fuel to displace coal. The CRD anticipates there will be short periods (equivalent to approximately 10% of annual production) when the cement facility is closed and cannot receive biosolids. During those periods, the CRD will implement the contingency plan and beneficially utilize the material to either produce a biocover to capture fugitive landfill gases or a biological growth medium to enhance vegetative growth over closed landfill cells. Both of these actions support the organization's climate goals to reduce greenhouse gas emissions associated with CRD operations.

The PBC letter makes a number of assertions regarding risk to human health and the environment posed by land application of biosolids at Hartland Landfill. Health and environmental agencies across North America and Europe have concluded that with appropriate regulation and rates of application, biosolids land application poses a low risk to health and the environment. The PBC letter also recommends that the CRD:

- a) immediately cease land application of biosolids at Hartland;
- b) work to lobby the provincial government to amend the Organic Matter Recycling Regulation (OMRR) and "not insist" on land application where there are significant risks to local health, environment and economy;
- c) provide real-time public access to biosolids monitoring data, and immediately undertake a broad "downwind and downstream" environmental impact study with monthly testing and reporting; and
- d) investigate options for long-term biosolids management including integrated resource management and emerging technologies.

ENVS-1845500539-7495 EPRO2021-017

Due to the ongoing commissioning of the RTF, the CRD has not yet implemented the short-term contingency plan of land application at Hartland Landfill for any biosolids products. Rather, all dewatered residuals and dried Class A biosolids have been deposited as controlled waste, and mixed with daily cover (and subsequently covered in municipal solid waste), respectively. The Lafarge cement kiln is prepared to receive the CRD's dried Class A biosolids as soon as the RTF can reliably produce a dried product that meets particle size requirements in the contract.

# **IMPLICATIONS**

#### Environmental & Climate Implications

The CRD is in full compliance with its regulatory commitments to protect human health and the environment. The beneficial use or disposal of dewatered residuals and biosolids at Hartland Landfill is not anticipated to have any environmental or climate implications because of the environmental controls that are in place to ensure protection of surface and groundwater resources and to ensure collection of landfill gas.

Once normal operations are reestablished at the RTF, the facility will provide regular (monthly) testing of Class A biosolids to ensure regulatory compliance under the OMRR, and provide those results to the CRD for its oversight of the RTF contract. The CRD will report these results in its annual Operating Certificate compliance report to the provincial regulator. A monthly summary of operational data reported by the RTF contractor could be posted to the web without impact to service delivery; however, consolidated review and interpretation of biosolids management under the short-term and contingency plans is only possible on an annual basis.

All material must meet the Class A standard to be received at the cement manufacturing facility or to be used beneficially at the landfill. The Hartland environmental monitoring program meets all regulatory requirements, including monitoring of ground and surface waters at the perimeter of the site. The CRD does not have planning or resources allocated to fund additional environmental studies (downwind/downstream) outside the scope of Hartland Environmental Programs. Furthermore, these studies are not needed to demonstrate regulatory compliance.

#### Intergovernmental Implications

The CRD is following its commitments under the Core Area Liquid Waste Management Plan submitted to and approved by the Province. The Province did not support the construction of a biocell for biosolids disposal at the landfill but did approve the short-term and contingency biosolids management plans. CRD staff are in regular communication with Ministry of Environment and Climate Change Strategy staff on the status of the wastewater service commissioning, including the landfill disposal of dewatered residuals, and delay of production and beneficial use of Class A biosolids. The CRD and its RTF contractor (Hartland Resource Management General Partnership) are working to address commissioning issues as quickly as possible to implement the short-term biosolids management plan and transport biosolids to the lower mainland under the K'ENES trucking contract.

There is no requirement for land application of biosolids under the OMRR; rather, there is a requirement for beneficial reuse. The CRD's short-term biosolids management plan meets this requirement. Concurrently, staff have initiated the planning and pilot phases to support the development of the long-term management plan required by 2025.

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### Financial Implications

The CRD's requirement to meet the terms and agreement of the provincial funding agreement includes compliance with the Core Area Liquid Waste Management Plan. Extended non-compliance with provincial requirements for beneficial reuse of biosolids may jeopardize provincial grant funding for RTF construction and operations, as well as expose the CRD to future regulatory enforcement actions by the Province.

## Social Implications

The handling and disposal of dewatered wastewater residuals at Hartland Landfill does not pose any risk to the public; however, the activity has resulted in higher production of odour around the RTF. Staff recognize the high level of concern from residents and parks users regarding safe handling and disposal of this material and will continue to engage directly with concerned citizens and post updated information to CRD's website as it becomes available.

# **CONCLUSION**

On May 28, 2021, the Peninsula Biosolids Coalition submitted correspondence to the CRD Board Chair outlining concerns regarding the management of core area biosolids at Hartland Landfill. Due to ongoing challenges completing commissioning of the Residuals Treatment Facility (RTF) and implementing the CRD's short-term biosolids management and contingency plans, wastewater residuals and biosolids produced at the RTF have largely been deposited at Hartland Landfill as a controlled waste. The CRD's contractor and staff are working to reestablish full operation of the RTF, and implement the CRD's short-term biosolids management plan as soon as possible. Once biosolids are being managed in accordance with the CRD's approved short-term plans, staff will concentrate on the preparation and evaluation of options for long-term biosolids management beyond 2025.

#### RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:

That this staff report be received for information.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

#### <u>ATTACHMENT</u>

Appendix A: Letter from Peninsula Biosolids Coalition to CRD Board Chair regarding Spreading Biosolids at Hartland Landfill (May 28, 2021)

ENVS-1845500539-7495 EPRO2021-017

Peninsula Biosolids Coalition c/o Mr. David Cowen, CEO The Butchart Gardens 800 Benvenuto Avenue Brentwood Bay, B.C., V8M 1J8

May 28<sup>th</sup>, 2021

Mr. Colin Plant Chair, Capital Regional District 625 Fisgard Street Victoria, BC, V8W 1R7

By E-Mail

Dear Mr. Plant,

# Re: Spreading Biosolids at Hartland Landfill

On behalf of the civil society organizations listed at the foot of this letter, collectively known as the Peninsula Biosolids Coalition, and pursuant to our recent meeting with you, I am writing to express our opposition to the continued spreading of biosolids at Hartland Landfill. Our coalition of respected and experienced environmental stewards urgently requests action by the CRD Board to address the serious concerns outlined in this letter.

On behalf of my own organization, The Butchart Gardens, one of the largest employers in the CRD, and a world-renowned National Historic Site, I would like to underscore my company's strong support for the concerns expressed by the members of the Peninsula Biosolids Coalition (PBC). As a crop-based business that heavily depends on the quality of our soil and water, our Owner and Board are gravely concerned about the CRD's practice of spreading biosolids at the head of the Tod Creek Watershed, and this is why we are a member of this important coalition. In the past we have worked hard with PBC member organizations to restore the fish in Tod Creek and maintain the water quality of Saanich Inlet, and we share their environmental concerns about the spreading of biosolids. Further, as a heavily visited public site with many visitors and a large staff for whom we have a responsibility to maintain a safe environment, we are compelled to go on record, asking that the CRD Board immediately stop spreading biosolids at Hartland.

Moving forward, our coalition is mindful of the history behind the CRD's latest policy decision, whereby in February of 2020 the CRD reversed the decision it made in 2011 and reiterated in 2013 to not permit land application of biosolids in the region. Further, we understand that because of requirements from the provincial government that biosolids produced by the new sewage treatment plant be "beneficially used" rather than stored or landfilled, and out of

concern that provincial funding might be put in jeopardy if the provincial time requirement was not met, the CRD Board made a decision to spread up to 700 tons of biosolids annually at Hartland during the 4-6 weeks per year that the Lafarge Cement facility in Richmond was expected to be closed for maintenance. We also note that for the remaining weeks of the year the biosolids were supposed be used "beneficially" as fuel for the production of cement in the Vancouver Lafarge plant.

Concerningly, we note that the decision to spread biosolids at Hartland was made on short notice without any public consultation. Since then, the RTF has been completed and is now in operation, producing Class A biosolids from the solids extracted from treated wastewater. However, to date no biosolids have been shipped to the Lafarge plant due to an extended closure for safety reasons and the incompatibility of the biosolid product with the requirements of the cement plant. We further note that the 4-6 week annual capacity of 700 tons has already been exceeded.

Although the land application of biosolids is characterized by CRD as a process that is a "temporary solution", the science indicates there is nothing temporary about the dangerous effects of the biosolids that are now being applied to the land. The current OMRR fail to capture and test for many of the toxic elements known to exist in biosolids. The CRD owes a duty of care to its residents to exercise due caution and restraint and to be fully transparent in informing the public in real time as to test results on what is being produced at Hartland. What was to have been a short-term measure to cover the annual closure of the plant for maintenance purposes has already exceeded four months, and there is no guarantee that other closures or interruptions will not occur. We also note there is no multi-site 'downwind and downstream' testing that is being reported publicly, save for what will be published in the CRD's annual report. This means that citizens living, working and recreating in Mt. Work Park, Durrance Lake, Willis Point, Central Saanich and throughout the Saanich Peninsula are at risk with no system to detect mobility of components that should be monitored.

In regards to the ongoing uncertainty about the health and environmental effects of the cumulative application of biosolids, especially in light of the limited land surface for application at Hartland, as well as the landfill's proximity to a major regional park that has heavily used trails and a very popular recreational lake, we believe it is important the CRD Board reverse its earlier decision to spread biosolids at Hartland. Our coalition members are gravely concerned that biosolids are being spread in proximity to numerous residences and farms that depend on wells and Tod Creek water licenses, and are also being spread close to nearby horticultural businesses without the monitoring or testing measures needed to fully understand the risks involved. Finally, we are concerned biosolids are being spread near the headwaters of a sensitive watershed that has undergone extensive restoration over many decades. We maintain that our position on this reflects the lack of documented public support or consultation for the course of action the CRD has chosen and that the CRD Board has no option but to quickly withdraw its authorization of this practice because of the legal and fiduciary responsibilities it has to its residents and businesses in the region. This is all the more important

given the extensive delays already incurred in being able to ship the biosolids produced by the RTF to Lafarge.

Accordingly, we ask that the CRD Board to quickly take action on the following recommendations;

- 1. Immediately cease land application of biosolids at Hartland and instead safely store or dispose of them through proven landfilling biocell procedures.
- 2. By July 1<sup>st</sup>, begin working with this Coalition and other municipal representatives to convince the Ministry of the Environment and Climate Change to strengthen the regulations governing biosolids (Organic Materials Recycling Regulations, OMRR) and to not insist on land application anywhere where there are significant risks to local health, environment and economy.
- 3. Immediately start providing transparent and timely public data on a monthly basis on the volume and chemical composition of the biosolids produced at the RTF, identifying which elements are being tested, the results of the tests in comparison to established provincial standards and a baseline against which future changes can be compared;
  - a. Given the volume of biosolids already spread at Hartland, undertake immediate multi-site 'downwind and downstream' testing on a monthly basis and share the results publicly in a timely fashion.
- 4. Concurrent with points 1 3, actively investigate use of technology, such as IRM, to produce a plan for the safe disposal of biosolids over the longer term and to commit to refraining from land application of biosolids at Hartland in the interim in deference to the precautionary principle. Further, it goes without saying that strong political and operational support by CRD for Esquimalt's IRM pilot program would be an additional and important positive step.
  - a. Given that the development process towards a long-term sustainable solution should be transparent and have public input, commit to an engagement process whereby the public will have full input into the final plan.

In closing, our coalition believes that banning the spreading biosolids at Hartland is the <u>only</u> responsible action for the CRD Board to take. A joint approach between CRD and PBC should be made to the Ministry both to permit the CRD to safely landfill any biosolids not sent to the Lafarge plant and to review the OMRR to ensure they include more pollutants of concern. In the meantime, for the sake of transparency and public confidence, the CRD should immediately instruct staff to make public the results of ongoing monitoring tests on the composition of the biosolids and presence at offsite locations on a monthly basis. Finally, the CRD must play an active role in identifying longer term solutions for disposal of biosolids through application of technology, and ensure the public will have full input into the final plan.

To be absolutely clear, until the final sustainable solution is in place, biosolids in this region must be either shipped to Lafarge for combustion as fuel or safely biocelled in the landfill.

We trust that the Board will have the opportunity to discuss these recommendations at its next meeting. Enclosed please find a slide presentation that outlines some of the facts supporting our serious concern about the land application of biosolids.

Sincerely,

The Peninsula Biosolids Coalition (PBC)

Per:

Dave Cowen

CEO, The Butchart Gardens

Chair, PBC

cc:

PBC Member Organizations:

- 1. Biosolids Free BC
- 2. Friends of Tod Creek Watershed
- 3. Mount Work Coalition
- 4. Peninsula Streams Society
- 5. Saanich Inlet Protection Society
- 6. Board Chair, The Butchart Gardens



# REPORT TO FINANCE COMMITTEE MEETING OF WEDNESDAY, JULY 07, 2021

# SUBJECT Bylaw No. 4436: 2021 to 2025 Financial Plan Amendment Bylaw No. 2, 2021

# **ISSUE SUMMARY**

The Capital Regional District (CRD) 2021 to 2025 Financial Plan was adopted on March 24, 2021, and was later amended on May 12, 2021. Amendments to the Plan are required to authorize revised operating and capital expenditures.

#### **BACKGROUND**

The CRD Board approved the 2021 to 2025 Financial Plan (Bylaw No. 4409) on March 24, 2021, and amendment Bylaw No. 4421 on May 12, 2021. Amendments are required in accordance with Section 374(2) of the *Local Government Act* (LGA), which states that the financial plan may be amended at any time by bylaw to incorporate changes in budget, for certainty. As new information becomes available and pursuant with Section 374 of the LGA, the CRD Board may further revise the financial plan.

Table 1 summarizes the 2021 impact of the proposed amendments to the five-year 2021-2025 Financial Plan. The proposed Financial Plan amendment Bylaw No. 4436 incorporates these changes, and is attached as Appendix A, inclusive of an updated Schedule A and Schedule B.

**Table 1: Summary of Proposed Amendments** 

SERVICE	DESCRIPTION	BUDGET	FUNDING	NET IMPACT	COMMITTEE / COMMISSION APPROVAL
SGI Local Services*	COVID-19 Safe Restart Grants for Eligible Expenses	Operating	Provincial Grant Revenue	\$73,000	EA Director Approval
JDF Local Services*	COVID-19 Safe Restart Grants for Eligible Expenses	Operating	Provincial Grant Revenue	\$80,000	EA Director Approval
SSI Local Services*	COVID-19 Safe Restart Grants for Eligible Expenses	Operating	Provincial Grant Revenue	\$152,000	EA Director Approval
SSI Economic Development	Economic Development Coordinator	Operating	Third Party Contribution	\$25,000	SSI Community Economic Development Commission May 17, 2021
SEAPARC	Ammonia System Upgrade	Capital	Capital Funds on Hand	\$50,000	SEAPARC Recreation Commission June 22, 2021

SERVICE	DESCRIPTION	BUDGET	FUNDING	NET IMPACT	COMMITTEE / COMMISSION APPROVAL
Panorama Recreation	Replacement Bus	Capital	Equipment Replacement Reserve	\$135,000	Peninsula Recreation Commission June 25, 2021
SSI Pool, Parks, Land, Art, & Recreation Program	Land Acquisition Opportunity Assessment	Capital	Reserve	\$50,000	SSI Parks and Recreation Commission April 20, 2021(in Closed)
Lyall Harbour Water	Water System Upgrades	Capital	Grants	\$55,000	EA Director Approval**
Mayne Island Parks & Rec	Miners Bay Gazebo Repair	Capital	Reserve	\$15,000	Mayne Island Parks and Recreation Commission June 10, 2021
Wilderness Mountain Water	Water Treatment Option Analysis	Capital	Grants	\$20,000	EA Director Approval**

<sup>\*</sup>Detailed listing of amendments by service is included in the Implications section below.

EA = Electoral Area JDF = Juan de Fuca SGI = Southern Gulf Islands SSI = Salt Spring Island

# <u>ALTERNATIVES</u>

# Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

- 1. That Bylaw No.4436, "2021 to 2025 Financial Plan Bylaw, 2021, Amendment Bylaw No. 2, 2021", be introduced and read a first, second, and third time; and
- 2. That Bylaw No. 4436 be adopted.

#### Alternative 2

That Bylaw No. 4436 be deferred pending further analysis by CRD staff.

# **IMPLICATIONS**

# Financial Implications

# COVID19 Safe Restart Grant Allocation (Electoral Areas Local Services)

Of \$575,000 grant received by CRD as second payment in March, 2021, \$325,000 grant funding apportioned to the Electoral Areas by Board resolution on April 14, 2021, has not been allocated

<sup>\*\*</sup>Approval hierarchy has these amendments going direct to Board with EA recommendation versus through a commission.

to specific services. This amendment will distribute the grant revenue of \$73,000 in SGI, \$80,000 in JDF and \$152,000 in SSI towards eligible expenses within specific services. Table below lists the allocation amounts by service. With this amendment, the grant funding for SGI and JDF is completely allocated and SSI has \$20,000 remaining to be allocated in the future.

 Table 2: Proposed Distribution of COVID-19 Safe Restart Grant by Electoral Area

ELECTORAL AREA	SERVICE	DESCRIPTION	GRANT ALLOCATION
SGI	SGI Grant in Aid	Provide grant funding to support local non-profit organizations meeting the eligibility criteria for COVID19 Safe Restart Grant	\$73,000
Total SGI			\$73,000
	JDF Planning Service	Provide funding for electronic meeting related costs	\$1,250
	JDF Community Parks	Provide funding for portable toilet rental cost in the Parks	\$7,140
	JDF Grant in Aid	Provide grant funding to support local non-profit organizations meeting the eligibility criteria for COVID19 Safe Restart Grant	\$33,250
JDF	SEAPARC	Provide fund to offset small portion of the potential revenue shortfall	\$1,000
	Port Renfrew Fire		\$8,260
	Shirley Fire	Fund incremental costs for	\$7,200
	Willis Point Fire	personal protective equipment	\$7,220
	East Sooke Fire	and cleaning supplies	\$7,200
	Otter Point Fire		\$7,480
Total JDF			\$80,000
	SSI Administration Service	Provide funding for electronic meeting related costs	\$7,000
	SSI Economic Development	Provide funding for Economic Development Coordinator initiative in additional to third party contribution of \$25,000	\$10,000
SSI	SSI Grant in Aid	Provide grant funding to support local non-profit organizations meeting the eligibility criteria for COVID19 Safe Restart Grant	\$25,000
	SSI Community Parks	Provide grant fund to offset	\$70,000
	SSI Community Recreation	potential revenue shortfall	\$40,000
Total SSI			\$152,000

# Salt Spring Island - SSI Economic Development

As approved by commission the amendment is to authorize \$35,000 in new expenditures to hire an Economic Development Coordinator (EDC) for a one-year contract to create an Economic Recovery and Resiliency Plan in response to the COVID-19 economic crisis. This amendment will be funded by \$10,000 COVID-19 Safe Restart Grant and \$25,000 contribution from the SSI Chamber of Commerce.

# **SEAPARC**

In late March, two Orders from Technical Safety BC have been issued provincially to review ammonia refrigeration systems for facilities with ice plants. The order requires operators to address deficiencies related to emergency discharge lines of refrigeration plant rooms and the installation of pressure relief valves on secondary coolant lines. The repairs necessary to address these Orders are of an emergency nature, requiring the work to be done in the current fiscal year. The capital plan for SEAPARC will be adjusted to facilitate this repair for a project cost of \$50,000, as endorsed by the SEAPARC Recreation Commission.

### Panorama Recreation

The Peninsula Recreation Commission recommended the amendment of a replacement 24-passenger bus to the capital plan in 2021 that is not currently in plan but is nearing the end of useful life. The total project budget for the 24 passenger bus will be \$135,000.

#### Salt Spring Island – Pool, Parks & Land, Art & Recreation, and Community Parks

The Commission directed an additional item be added to plan for land acquisition opportunity assessment to identify areas of interest for ecological and recreational benefit. The capital budget of \$50,000 funded from Land Acquisition Reserve will pay for associated fees and consulting services to complete the assessment and inform next steps.

# Lyall Harbour Water

This EA Director recommended project was identified as a required safety improvement through regular field inspections conducted by staff in Q1 2021. It is related to Occupational Health and Safety and therefore has a high priority to implement as soon as possible. The total project budget of \$55,000 will be funded by Community Works Fund.

# Mayne Island Parks & Rec

The Mayne Island Parks and Recreation Commission approved a motion to amend the 2021 capital plan to advance the "Miners Bay gazebo repair" project from 2022 to 2021 and increase the total budget to \$15,000 to be funded by Capital Reserve fund.

#### Wilderness Mountain Water

This EA Director recommended project is to advance, in 2021, a water treatment option analysis to evaluate treatment upgrades necessary to meet health authority drinking water regulations. The total project budget of \$20,000 will be funded by Community Works Fund.

#### CONCLUSION

In compliance with the *Local Government Act*, the proposed amending Bylaw No. 4436 authorizes the changes required to the 2021 to 2025 Financial Plan Bylaw No. 4409, which the CRD Board approved on March 24, 2021, and amended on May 12, 2021.

# **RECOMMENDATION**

The Finance Committee recommends to the Capital Regional District Board:

- 1. That Bylaw No.4436, "2021 to 2025 Financial Plan Bylaw, 2021, Amendment Bylaw No. 2, 2021", be introduced and read a first, second, and third time; and
- 2. That Bylaw No. 4436 be adopted.

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

# ATTACHMENT(S)

Appendix A: Bylaw No. 4436, with Schedule A and B

# **CAPITAL REGIONAL DISTRICT**

# **BYLAW NO. 4436**

	DIEAWN		.00	
	A BYLAW TO AMEND THE FI FOR THE YEAR	VE YE S 202	EAR FINANCIAL PLAN 21 – 2025	
Th	e Board of the Capital Regional District in oper	n mee	ting assembled enacts as follows	
1.	Bylaw No. 4409, "2021 to 2025 Financial Plan Schedules A and B with the attached schedul			eplacing
2.	This Bylaw may be cited as "2021 to 2025 F No. 2, 2021".	inanc	ial Plan Bylaw, 2021, Amendme	nt Bylaw
R	EAD A FIRST TIME THIS	th	day of	202
R	EAD A SECOND TIME THIS	th	day of	202
R	EAD A THIRD TIME THIS	th	day of	202
Α	DOPTED THIS	th	day of	202
CH	HAIR	CC	RPORATE OFFICER	
Att	tachments: Schedule A			

Schedule B

	CAPITAL REGIONAL DISTRICT 2021 FI	NANCIAL PL	AN													Schedule A
		Total		Expenditures Interest &			Transfers to	Total	Surplus	Recovery from	Transfore from	Other	Revenue Fee &	Parcel	Property	Requisition
		2021	Operations	Principal	Deficit	Capital	Reserves	2021	2020	other services	Reserves	revenue	Charges	Tax	Value Tax	2021
1.010	Legislative & General Government	25,887,694	25,045,329			576,080	266,285	25,887,694	450,000	13,359,786	864,500	2,600,129	84,000		8,529,279	8,529,279
1.10X	Facilities and Risk	3,343,746	3,159,152			,	184,594	3,343,746	,	2,965,267	,	216,605	2,700		159,174	159,174
1.101	G.I.S.	559,343	536,313			23,030		559,343		491,222		3,220			64,901	64,901
1.103	Elections	25,070	37				25,033	25,070				66			25,004	25,004
1.104	U.B.C.M.	12,893	12,893					12,893	5,169			97			7,627	7,627
1.109 1.110	Electoral Area Admin Exp - JDF Electoral Area Admin Exp - SGI	60,767 429,198	60,767 418,623				10,575	60,767 429,198	3,952 37,166		33,000	133 17,468			56,682 341,564	56,682 341,564
1.111	Electoral Area Admin Exp - SSI	807,916	802,416				5,500	807,916	37,100	240,729	33,000	12,509			517,576	517,576
1.112	Regional Grant in Aid	1,457,513	1,457,513				-,	1,457,513	1,435,513	,		22,000			,	-
1.114	Grant-in-Aid - Juan de Fuca	98,311	98,311					98,311	36,941			61,370				-
1.116	Grant-in-Aid - Salt Spring Island	81,685	81,685					81,685	6,398			25,235			50,052	50,052
1.117	Grant-in-Aid - Southern Gulf Islands	216,732	216,479		253 46			216,732				113,751			102,981	102,981
1.119 1.121	Vancouver Island Regional Library Sooke Regional Museum	310,943 196,593	310,897 196,593		46			310,943 196,593	44			549 332			310,394 196,217	310,394 196,217
1.123	Prov. Court of B.C. (Family Court)	149,360	55,006				94,354	149,360				149,360			130,217	190,217
1.124	SSI Economic Development Commission	132,588	130,028				2,560	132,588			20,000	35,580			77,008	77,008
1.125	SGI Economic Development Commission	119,726	119,726					119,726	1,700			1,042			116,984	116,984
1.126	Victoria Family Court Committee	15,904	15,904					15,904	31			873			15,000	15,000
1.128 1.129	Greater Victoria Police Victim Services	292,562	292,486	153,900	76			292,562				14,732 213,900			277,830	277,830
1.129	Vancouver Island Regional Library - Debt Langford E.A Greater Victoria Public Library	213,900 31,086	60,000 31,086	155,900				213,900 31,086	9			213,900			30,985	30,985
1.137	Galiano Island Community Use Building	61,968	33,051	27,417			1,500	61,968	9			253			61,715	61,715
1.138	Southern Gulf Islands Regional Library	227,895	227,895	,			.,	227,895	1,735			2,107			224,053	224,053
1.141	Salt Spring Island Public Library	663,395	466,065	197,330				663,395				2,043			661,352	661,352
1.15X	Municipalities' Own Debt - M.F.A.	15,032,079	70,460	14,961,619				15,032,079				70,460			14,961,619	14,961,619
1.170	Gossip Island Electric Power Supply	57,220	777	56,443				57,220	79			293		56,848	505 507	56,848
1.224 1.226	Community Health - Homeless Sec. Community Health (CHR) Facilities	806,116 1,580,254	806,116 1,026,584				553,670	806,116 1,580,254	18,326			192,253 1,580,254			595,537	595,537
1.227	Saturna Island Medical Clinic	32,553	32,553				555,070	32,553				373			32,180	32,180
1.228	Galiano Health Service	129,258	129,258					129,258	183			46			129,029	129,029
1.230	Traffic Safety Commission	137,652	137,652					137,652	63,067			3,473			71,112	71,112
1.232	Port Renfrew Street Lighting	8,875	8,875					8,875	2,148			336	3,070	3,321		3,321
1.234	S.S.I. Street Lighting	25,995	25,995	3,195			170,000	25,995	3,428			40	00.000	004.404	22,527	22,527
1.235 1.236	S. G. I. Small Craft Harbour Facilities Salt Spring Island Fernwood Dock	396,645 31,453	223,450 19,143	3, 195			12,310	396,645 31,453				6,241 170	99,300	291,104 31,283		291,104 31,283
1.238A	Community Transit (S.S.I.)	506,175	442,295				63,880	506,175				323,923		31,203	182.252	182,252
1.238B	Community Transportation (S.S.I.)	171,382	75,265				96,117	171,382				1,150			170,232	170,232
1.280	Regional Parks	12,363,073	9,254,007	498,815		114,670	2,495,581	12,363,073		66,923		836,872	407,200		11,052,078	11,052,078
1.280A	Regional Parks - Land Acquisition	4,028,308					4,028,308	4,028,308							4,028,308	4,028,308
1.290	Royal Theatre	580,000	100,000			100,000	380,000	580,000				04.054			580,000	580,000
1.295 1.297	McPherson Theatre Arts Grants	784,851 2,942,074	350,000 2,942,074			92,000	342,851	784,851 2,942,074		13,552	19,955	34,851 180,710			750,000 2,727,857	750,000 2,727,857
1.299	Salt Spring Island Arts	118,602	118,477		125			118,602		13,332	19,955	90			118,512	118,512
1.309	Climate Action and Adaptation	588,818	587,770				1,048	588,818	45,082		10,000	75,317			458,419	458,419
1.310	Land Banking & Housing	2,785,019	1,763,046	1,009,463		8,510	4,000	2,785,019	57,195	903,390	65,236	386,506	35,130		1,337,562	1,337,562
1.311	Regional Housing Trust Fund	4,511,970	4,511,970					4,511,970	3,430,738			81,232			1,000,000	1,000,000
1.313 1.314	Animal Care Services	1,175,450 9,340	1,165,450 9,340				10,000	1,175,450 9,340	33			715,593 104	29,440		430,417 9,203	430,417 9,203
1.314	SGI House Numbering SSI Building Numbering	9,340	9,340		28			9,340	33			20			9,203	9,203
1.317	JDF Building Numbering	12,900	12,900					12,900	73			38			12,789	12,789
1.318	Building Inspection	1,653,290	1,613,750			6,240	33,300	1,653,290		29,486	126,400	4,218	1,055,922		437,264	437,264
1.319	Soil Deposit Removal	5,661	5,661					5,661				40			5,621	5,621
1.320	Noise Control	39,140	39,140					39,140				255			38,885	38,885
1.322 1.323	Nuisances & Unsightly Premises By-Law Enforcement	51,990 509,296	51,990 472,336				36,960	51,990 509,296		480,016		306 29,280			51,684	51,684
1.323	Regional Planning Services	1,662,662	1,660,162				2,500	1,662,662	197,639	197,268	36,491	63,033			1,168,231	1,168,231
1.325	Electoral Area Services - Planning	866,356	790,586				75,770	866,356	,	17,798	71,248	61,285	32,000		684,025	684,025
1.330	Regional Growth Strategy	379,205	379,205				,	379,205	45,000		21,250	16,830			296,125	296,125
1.335	Geo-Spatial Referencing System	179,599	120,723				58,876	179,599				8,398	7,970		163,231	163,231
1.350	Willis Point Fire Protect & Recreation	183,619	130,709	40.440		6,300	46,610	183,619	14,582			40,095		00.447	128,942	128,942
1.352 1.353	South Galiano Fire Protection Otter Point Fire Protection	424,362 504,725	293,194 349,635	43,418		5,700 5,090	82,050 150,000	424,362 504,725				310 7,790		66,417	357,635 496,935	424,052 496,935
1.354	Malahat Fire Protection	63,814	63,814			3,090	130,000	63,814	4			1,130			63,810	63,810
1.355	Durrance Road Fire Protection	2,990	2,770				220	2,990						2,990		2,990
1.356	Pender Fire Protection	1,115,136	851,194	116,400			147,542	1,115,136			116,400	10,249			988,487	988,487
1.357	East Sooke Fire Protection	516,620	234,541	155,109			126,970	516,620	21,058			33,360	56,010		406,192	406,192
1.358	Port Renfrew Fire Protection  N. Galiano Fire Protection	156,399	128,841	2,898		6 070	24,660	156,399	10.070			9,404	59,230	24 440	87,765	87,765
1.359 1.360	N. Gallano Fire Protection  Shirley Fire Protection	210,298 161,353	150,066 90,383	48,872		6,270 10,000	5,090 60,970	210,298 161,353	12,270			714 7,400		24,440	172,874 153,953	197,314 153,953
1.363	Saturna Island Fire	168,292	168,269		23	10,000	00,370	168,292				10,620			157,672	157,672
1.369	Electoral Area Fire Services - JDF	97,153	88,245			3,452	5,456	97,153			30,448	100			66,605	66,605
1.369	Electoral Area Fire Services - SGI	110,137	100,028			3,918	6,191	110,137			34,552				75,585	75,585
1.370	Juan de Fuca Emergency Program	92,825	76,945				15,880	92,825	6,000			222			86,603	86,603
1.371	S.S.I. Emergency Program	139,100	139,100				<b>-</b>	139,100	6,000	450.07	5,000	187			127,913	127,913
1.372	Electoral Area Emergency Program	619,967	612,643				7,324 16,100	619,967	14,486	459,671		888			144,922	144,922
1.373	S.G.I. Emergency Program	273,227	257,127				10, 100	273,227	28,000			2,619			242,608	242,608

	CAPITAL REGIONAL DISTRICT 2021 FIL										Schedule A					
		T-4-1		Expenditures			T	T-4-1	0	D	T f f		Revenue	Damad	D	D   -   4
		Total 2021	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2021	Surplus 2020	Recovery from other services	Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2021
		2021	Operations	Timeipai	Denoit	Oupitui	Reserves	2021	1010	Other Scrvices	INCOCI VCS	TOVOITUO	Onarges	Tux	Value Tax	
1.374	Regional Emergency Program Support	169,443	169,443					169,443			32,760	7,435			129,248	129,248
1.375	Hazardous Material Incident Response	344,703	335,143				9,560	344,703			10,000	17,875			316,828	316,828
1.377	J.D.F. Search and Rescue	89,344	84,879		4,465			89,344	4.070			20,681			68,663	68,663
1.378 1.40X	S.S.I. Search and Rescue SEAPARC	28,303 3,684,094	28,303 3,165,128	103,966			415,000	28,303 3,684,094	4,870			97 294,541	472,422		23,336 2,917,131	23,336 2,917,131
1.405	JDF EA - Community Parks	198,093	178,093	103,900			20,000	198,093				7,918	412,422		190,175	190,175
1.408	JDF EA - Community Recreation	88,526	88,526				20,000	88,526				20,216			68,310	68,310
1.44X	Panorama Rec. Center.	8,071,561	6,710,364	756,214			604,983	8,071,561	259,421		51,000	1,226,383	1,441,035		5,093,722	5,093,722
1.455	Salt Spring Island - Community Parks	975,615	909,587		55,938		10,090	975,615		356,700		201,404			417,511	417,511
1.458	Salt Spring Is Community Rec	265,655	264,320		1,335			265,655				41,374	170,770		53,511	53,511
1.459 1.465	Salt Spring Is- Pool, Parks, Land, Art & Rec. Pro Saturna Island Comm. Parks	1,759,079 24,060	1,491,103 18,582	26,976			241,000 5,478	1,759,079 24,060		96,138	8,500	44,372 1,194	141,150		1,468,919 22,866	1,468,919 22,866
1.468	Saturna Island - Community Rec.	20,109	20,109				5,476	20,109	6,361			777			12,971	12,971
1.475	Mayne Is. Com. Parks & Rec	83,484	76,464			7,020		83,484	0,001			269			83,215	83,215
1.476	Mayne Is. Comm. Parks (reserve)	20,433	20,433					20,433	16,510			3,543	380			
1.478	Mayne Is. Community Rec.	42,441	42,441					42,441	8,174			58			34,209	34,209
1.485	North & South Pender Com. Parks	157,082	114,082		0.45		43,000	157,082				1,733			155,349	155,349
1.488 1.495	North & South Pender Com. Rec Galiano Parks	64,922 92,140	64,307 77,659		615		14,481	64,922 92,140				765 67			64,157 92,073	64,157 92,073
1.498	Galiano Community Recreation	41,174	41,174				14,461	41,174	4,454			15			36,705	36,705
1.521	SWMP -Solid Waste Disposal (Refuse Disposal	25,260,498	23,175,348				2,085,150	25,260,498	1,008,244			6,548,024	17,704,230		,	-
1.523	Port Renfrew Refuse Disposal	86,737	80,737				6,000	86,737		15,590		37,823			33,324	33,324
1.525	Solid Waste Disposal - Debt	203,660	1,390	202,270				203,660				1,390	202,270			-
1.531	Stormwater Quality Management - Sooke	66,404	66,404					66,404			28,855	79			37,470	37,470
1.533 1.535	Stormwater Quality Management - S.G.I.	38,336	38,336					38,336				461 28			37,875	37,875
1.535	Stormwater Quality Management - S.S.I.  LWMP-Stormwater Quality Management-Core	27,528 720,359	27,528 720,359					27,528 720,359			6,003	28 89,696			27,500 624,660	27,500 624,660
1.537	Stormwater Quality Management - Peninsula	115,765	112,943				2,822	115,765			0,000	3,945			111,820	111,820
1.538	Source - Stormwater Quality - Peninsula	62,480	62,480				_,	62,480			7,816	1,514			53,150	53,150
1.57X	Environmental Services	22,861,504	22,458,881			105,000	297,623	22,861,504	259,995	22,509,109		92,400				-
1.911	911 Systems	2,595,230	1,487,161	1,011,949			96,120	2,595,230			66,843	2,233,722	141,320		153,345	153,345
1.912A 1.912B	911 Call Answer - RCMP 911 Call Answer - Municipalities	26,344.00			26,344			26,344.00		751,860		(60,243)			(665,273)	(665,273)
1.913	913 Fire Dispatch	725,219	722,219		20,344		3,000	725,219		751,000		16,214			709,005	709,005
1.921	Regional CREST Contribution	1,723,234	1,723,234				5,555	1,723,234	962			101,434			1,620,838	1,620,838
1.923	Emergency Comm - CREST - S.G.I.	180,064	180,064					180,064	122			1,754			178,188	178,188
1.924	Emergency Comm - CREST - J.D.F.	121,470	119,336		2,134			121,470				221			121,249	121,249
1.925 2.610	Emergency Comm - CREST - S.S.I.	142,105	142,105				750,000	142,105 7,169,999	215			119 500	7 460 400		141,771	141,771
2.620	Saanich Peninsula Water Supply SSI Highland Water System	7,169,999 31,272	6,419,999 514	30,758			750,000	31,272	33			120	7,169,499	31,119		31,119
2.621	Highland / Fernwood Water - SSI	515,341	303,047	43,416	100,918		67,960	515,341	00			750	439,591	75,000		75,000
2.622	Cedars of Tuam	49,363	41,563	-,	,		7,800	49,363			12,500	50	36,813	.,		_
2.624	Beddis Water	259,352	175,550	42,962	13,650		27,190	259,352			8,000	320	177,562	73,470		73,470
2.626	Fulford Water	207,368	164,823	14,145			28,400	207,368			20,000	870	148,998	37,500		37,500
2.628 2.630	Cedar Lane Water (S.S.I.)	89,751 979,675	76,557 678,211	7,824 199,074			5,370 102,390	89,751 979,675			25,000 40,000	180 9,603	54,547 361,555	10,024 568,517		10,024 568,517
2.640	Magic Lakes Estate Water System Saturna Island Water System (Lyall Harbour)	248,197	166,017	30,077	22,103		30,000	248,197			10,000	9,603	109,462	127,738		127,738
2.642	Skana Water (Mayne)	69,509	51,334	2,115	22,100		16,060	69,509			2,000	110	44,514	22,885		22,885
2.650	Port Renfrew Water	121,108	107,108				14,000	121,108				1,083	60,009	60,016		60,016
2.655	Snuggery Cove (Port Renfrew)															<del>-</del> !
2.660 2.665	Fernwood Water Sticks Allison Water (Galiano)	14,753 59,999	408 48.999	14,345			11.000	14,753 59,999	1,200		5,000	60 100	49.899	13,493 5,000		13,493 5,000
2.667	Sticks Allison Water (Galiano) Surfside Park Estates (Mayne)	108,251	48,999 91,251				17,000	108,251			5,000	100	49,899 81,151	22,000		22,000
2.670	Regional Water Supply	34,921,283	16,992,896	8,333,667		9,297,180	297,540	34,921,283			3,300	615,670	34,305,613	22,000		-
2.680	Juan de Fuca Water Distribution	20,799,372	13,374,117	1,888,336		5,278,916	258,003	20,799,372		6,000	69,941	181,230	20,542,201			_
2.691	Wilderness Mountain Water Service	149,544	120,957	23,587			5,000	149,544	2,932			130	86,962	59,520		59,520
3.700	Septage Disposal - Municipal	206,222	140,331			65,891		206,222				154,843	2,540		48,839	48,839
3.700	Septage Disposal - JDF Service Area	297	297	400.000		000 740		297			470.004	00.000			297	297
3.701 3.705	Millstream Remediation Service S.S.I. Liquid Waste Disposal	374,541 897,276	1,911 706,913	138,920 160,573		233,710	29,790	374,541 897,276			176,961 5,000	20,620 1,580	534,000	356,696	176,960	176,960 356,696
3.707	On Site System Management Program - LWMP	293,643	206,437	100,070			87,206	293,643	102,986		0,000	9,217	004,000	000,000	181,440	181,440
3.71X	Trk Swrs & Swge Disp - oper	34,299,994	32,495,177				1,804,817	34,299,994	53,528	1,524,485	200,000	26,844,730			5,677,251	5,677,251
3.7XX	Trk Swrs - debt	24,223,646	457,450	9,194,296	2,087	5,529,745	9,040,068	24,223,646	1,153,089			16,994,428			6,076,129	6,076,129
3.720	LWMP (Peninsula) - Implementation	82,728	82,728					82,728			29,658	200			52,870	52,870
3.750	LWMP	364,063	314,061				50,002	364,063				154,776			209,287	209,287
3.752 3.755	Harbours Program Regional Source Control	342,124 1,685,236	342,124 1,685,236					342,124 1,685,236	67,096	54,610	94,967	23,356 91,623	53,900		318,768 1,323,040	318,768 1,323,040
3.756	Harbours Environmental Action	65,290	65,290					65,290	07,000	34,010	34,307	01,020	33,300		65,290	65,290
3.810	Ganges Sewer	1,059,376	695,390	245,813			118,173	1,059,376				2,073	1,000,303	57,000	33,230	57,000
3.820	Maliview Estates Sewer System	217,583	147,987	3,299	27,727		38,570	217,583			5,000	27,160	180,753	4,670		4,670.00
3.830	Magic Lake Estates Sewer System	854,863	587,500	174,103			93,260	854,863		10,654	15,000	2,175	250,203	576,831		576,831
3.830D	Magic Lake Estates Sewer Debt	79,210	37,600	41,610	2,202		45.000	79,210				4.000	E7 200	79,210		79,210
3.850 21.ALL	Port Renfrew Sewer Feasibility Study Reserve Fund - All	118,030 171,749	100,828 171,749		2,202		15,000	118,030 171,749	19,737			1,265 2,012	57,309	59,456	150,000	59,456 150,000
21.E.A.	Feasibility Study Reserve Fund - E.A.	10,000	10,000					10,000	10,000			2,012			100,000	100,000

	CAPITAL REGIONAL DISTRICT 2022 FI	NANCIAL PL	AN													Schedule A
		Total		Expenditures Interest &			Transfers to	Total	Surplus	Recovery from	Transfors from	Other	Revenue Fee &	Parcel	Property	Requisition
		2022	Operations	Principal	Deficit	Capital	Reserves	2022	2021	other services	Reserves	revenue	Charges	Tax	Value Tax	2022
1.010	Legislative & General Government	24,565,301	23,930,696			360,100	274,505	24,565,301	400,000	13,594,875		1,345,980	84,880		9,139,566	9,139,566
1.10X	Facilities and Risk	3,403,092	3,217,984				185,108	3,403,092		3,023,894		214,141	2,700		162,357	162,357
1.101	G.I.S.	563,902	540,412			23,490		563,902		494,422		3,280			66,200	66,200
1.103	Elections	227,301	197,438				29,863	227,301			122,331	74,970			30,000	30,000
1.104 1.109	U.B.C.M.	13,157 57,038	13,157 57,038					13,157 57,038				90 120			13,067 56,918	13,067
1.110	Electoral Area Admin Exp - JDF Electoral Area Admin Exp - SGI	407,813	394,690				13,123	407,813			30,000	16,886			360,927	56,918 360,927
1.111	Electoral Area Admin Exp - SSI	787,630	782,130				5,500	787,630		262,527	30,000	640			524,463	524,463
1.112	Regional Grant in Aid	-	702,100				0,000	-		202,021		040			024,400	- 024,400
1.114	Grant-in-Aid - Juan de Fuca	22,123	22,123					22,123				310			21,813	21,813
1.116	Grant-in-Aid - Salt Spring Island	55,313	55,313					55,313				200			55,113	55,113
1.117	Grant-in-Aid - Southern Gulf Islands	104,030	104,030					104,030				890			103,140	103,140
1.119	Vancouver Island Regional Library	317,636	317,636					317,636				540			317,096	317,096
1.121	Sooke Regional Museum	200,487	200,487					200,487				330			200,157	200,157
1.123	Prov. Court of B.C. (Family Court)	149,359	55,850				93,509	149,359				149,359			70.570	-
1.124	SSI Economic Development Commission SGI Economic Development Commission	79,140	76,579				2,561	79,140 122,222				570 710			78,570	78,570
1.125 1.126	Victoria Family Court Committee	122,222 15,888	122,222 15,888					15,888				888			121,512 15,000	121,512 15,000
1.128	Greater Victoria Police Victim Services	298,542	298,542					298,542				14,571			283,971	283,971
1.129	Vancouver Island Regional Library - Debt	369,767	200,042	369,767				369,767				369,767			200,071	200,571
1.133	Langford E.A Greater Victoria Public Library	31,596	31,596	,				31,596				80			31,516	31,516
1.137	Galiano Island Community Use Building	63,197	33,686	27,417			2,094	63,197				247			62,950	62,950
1.138	Southern Gulf Islands Regional Library	232,441	232,441					232,441				1,640			230,801	230,801
1.141	Salt Spring Island Public Library	667,152	478,426	173,726			15,000	667,152				2,070			665,082	665,082
1.15X	Municipalities' Own Debt - M.F.A.	14,654,933	70,460	14,584,473				14,654,933				70,460			14,584,473	14,584,473
1.170	Gossip Island Electric Power Supply	57,079	636	56,443				57,079				293		56,786	200 504	56,786
1.224	Community Health - Homeless Sec.	815,787	815,787				550.070	815,787				192,253			623,534	623,534
1.226 1.227	Community Health (CHR) Facilities Saturna Island Medical Clinic	1,607,863 32,559	1,054,193 32,559				553,670	1,607,863 32,559				1,607,863 1,760			30,799	30,799
1.227	Galiano Health Service	135,736	135,736					135,736				40			135,696	135,696
1.230	Traffic Safety Commission	76,160	76,160					76,160				3,630			72,530	72,530
1.232	Port Renfrew Street Lighting	9,037	9,037					9,037				300	3,983	4,754	,	4,754
1.234	S.S.I. Street Lighting	26,553	26,553					26,553				40	2,222	.,	26,513	26,513
1.235	S. G. I. Small Craft Harbour Facilities	411,546	212,847	48,699			150,000	411,546				5,500	107,680	298,366		298,366
1.236	Salt Spring Island Fernwood Dock	31,813	19,253				12,560	31,813				170		31,643		31,643
1.238A	Community Transit (S.S.I.)	508,278	498,278				10,000	508,278			131,536	182,870			193,872	193,872
1.238B	Community Transportation (S.S.I.)	173,551	76,701	2,850		447 400	94,000	173,551		00.057		1,360	440.000		172,191	172,191
1.280	Regional Parks	12,800,651	9,745,710	498,815		117,190	2,438,936	12,800,651		32,057		755,648	413,200		11,599,746	11,599,746
1.280A	Regional Parks - Land Acquisition	4,245,865	400.000			400.000	4,245,865	4,245,865							4,245,865	4,245,865
1.290 1.295	Royal Theatre McPherson Theatre	580,000 785,843	100,000 350,000			100,000 88,000	380,000 347,843	580,000 785,843				35,843			580,000 750,000	580,000 750,000
1.297	Arts Grants	3,001,369	3,001,369			86,000	347,043	3,001,369		13,582		185,665			2,802,122	2,802,122
1.299	Salt Spring Island Arts	120,213	120,213					120,213		10,002		70			120,143	120,143
1.309	Climate Action and Adaptation	544,190	544,190					544,190				76,600			467,590	467,590
1.310	Land Banking & Housing	3,340,480	1,493,492	1,842,988			4,000	3,340,480		654,929		516,173	35,129		2,134,249	2,134,249
1.311	Regional Housing Trust Fund	262,475	262,475					262,475							262,475	262,475
1.313	Animal Care Services	1,193,807	1,183,807				10,000	1,193,807				731,290	29,960		432,557	432,557
1.314	SGI House Numbering	9,486	9,486					9,486				130			9,356	9,356
1.316	SSI Building Numbering	9,585	9,585					9,585				30			9,555	9,555
1.317	JDF Building Numbering	13,122	13,122			0.000	20.000	13,122		00.070	07.400	50	4.405.404		13,072	13,072
1.318 1.319	Building Inspection	1,678,455	1,638,795			6,360	33,300	1,678,455		30,076	37,409	4,212	1,105,181		501,577	501,577 5,620
1.320	Soil Deposit Removal Noise Control	5,660 39,754	5,660 39,754					5,660 39,754				40 200			5,620 39,554	39,554
1.320	Nuisances & Unsightly Premises	52,734	52,734					52,734 52,734				270			52,464	52,464
1.323	By-Law Enforcement	512,709	475,749				36,960	512,709		482,849		29,860			32,704	-
1.324	Regional Planning Services	2,289,313	2,286,813				2,500	2,289,313		203,635	771,428	66,760			1,247,490	1,247,490
1.325	Electoral Area Services - Planning	804,998	729,228				75,770	804,998		18,150	33,398	2,520	32,640		718,290	718,290
1.330	Regional Growth Strategy	342,159	342,159					342,159			15,000	23,580			303,579	303,579
1.335	Geo-Spatial Referencing System	175,932	115,882				60,050	175,932				8,560	8,130		159,242	159,242
1.350	Willis Point Fire Protect & Recreation	180,831	106,901			6,430	67,500	180,831				49,395			131,436	131,436
1.352	South Galiano Fire Protection Otter Point Fire Protection	478,646	277,344	112,052		5,810	83,440	478,646				320 310		112,052	366,274	478,326
1.353 1.354	Otter Point Fire Protection  Malahat Fire Protection	512,336 65,550	351,346 65,550			5,190	155,800	512,336 65,550				310			512,026 65,550	512,026 65,550
1.354	Durrance Road Fire Protection	3,050	2,730				320	3,050						3,050	00,000	3,050
1.356	Pender Fire Protection	1,140,798	873,905	116,400			150,493	1,140,798			116,400	9,294		3,030	1,015,104	1,015,104
1.357	East Sooke Fire Protection	496,932	211,823	155,109			130,000	496,932				26,670	57,130		413,132	413,132
1.358	Port Renfrew Fire Protection	151,438	123,540	2,898			25,000	151,438				1,110	60,410		89,918	89,918
1.359	N. Galiano Fire Protection	214,681	154,219	48,872		6,400	5,190	214,681				720		24,440	189,521	213,961
1.360	Shirley Fire Protection	156,260	85,260			10,000	61,000	156,260				200			156,060	156,060
1.363	Saturna Island Fire	178,468	178,468					178,468				7,510			170,958	170,958
1.369	Electoral Area Fire Services - JDF	68,036	57,480			3,523	7,033	68,036				100			67,936	67,936
1.369	Electoral Area Fire Services - SGI	77,094	65,116			3,997	7,981	77,094				205			77,094	77,094
1.370	Juan de Fuca Emergency Program	88,795	72,835				15,960	88,795				220			88,575	88,575
1.371 1.372	S.S.I. Emergency Program Electoral Area Emergency Program	129,890	129,890				7,470	129,890 621,907		468,864		180 830			129,710	129,710
1.372	S.G.I. Emergency Program	621,907 249,589	614,437 234,989				14,600	249,589		400,004		2,120			152,213 247,469	152,213 247,469
1.575	O.G.I. Emergency i rogialii	1 249,009	234,909				14,000	2+3,003				2,120			241,409	241,409

	CAPITAL REGIONAL DISTRICT 2022 FI															Schedule A
	Ļ			Expenditures				Revenue  Sfers to Total Surplus Recovery from Transfers from Other Fee & Parcel Property Rec								
		Total 2022	Operations	Interest &	Deficit	Canital	Transfers to	Total 2022	Surplus 2021		Transfers from Reserves	Other	Fee &	Parcel Tax	Property Value Tax	Requisition 2022
		2022	Operations	Principal	Delicit	Capital	Reserves	2022	2021	other services	Reserves	revenue	Charges	ıax	Value Tax	2022
1.374	Regional Emergency Program Support	144,868	144,868					144,868				7,560			137,308	137,308
1.375	Hazardous Material Incident Response	354,669	345,109				9,560	354,669				17,970			336,699	336,699
1.377	J.D.F. Search and Rescue	87,108	87,108					87,108				21,090			66,018	66,018
1.378	S.S.I. Search and Rescue	23,436	23,436	400.000			400.000	23,436				100	400 405		23,336	23,336
1.40X 1.405	SEAPARC JDF EA - Community Parks	3,896,148 193,897	3,372,182 173,497	103,966			420,000 20,400	3,896,148 193,897				299,008 780	483,195		3,113,945 193,117	3,113,945 193,117
1.408	JDF EA - Community Parks  JDF EA - Community Recreation	90,593	90,593				20,400	90,593				20,610			69,983	69,983
1.44X	Panorama Rec. Center.	8,688,393	7,155,393	923,437			609,563	8,688,393				1,305,372	2,039,233		5,343,788	5,343,788
1.455	Salt Spring Island - Community Parks	962,936	938,396	14,250			10,290	962,936		363,830		148,070	,,		451,036	451,036
1.458	Salt Spring Is Community Rec	298,844	298,844					298,844					228,020		70,824	70,824
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Pro		1,701,541				247,175	1,948,716		98,254		16,155	275,000		1,559,307	1,559,307
1.465 1.468	Saturna Island Comm. Parks Saturna Island - Community Rec.	24,640 13,920	18,889 13,920				5,751	24,640 13,920				1,180 390			23,460 13,530	23,460 13,530
1.475	Mayne Is. Com. Parks & Rec	85,728	78,578			7,150		85,728				270			85,458	85,458
1.476	Mayne Is. Comm. Parks (reserve)	3,887	3,887			7,100		3,887				3,507	380		00,400	-
1.478	Mayne Is. Community Rec.	34,953	34,953					34,953				60			34,893	34,893
1.485	North & South Pender Com. Parks	160,094	117,094				43,000	160,094				1,470			158,624	158,624
1.488	North & South Pender Com. Rec	65,999	65,999					65,999				880			65,119	65,119
1.495 1.498	Galiano Parks	94,720 37,675	79,720				15,000	94,720 37,675				60 20			94,660 37,655	94,660 37,655
1.521	Galiano Community Recreation SWMP -Solid Waste Disposal (Refuse Disposal	24,251,374	37,675 23,194,807				1,056,567	24,251,374				6,547,144	17,704,230		37,000	37,000
1.523	Port Renfrew Refuse Disposal	88,384	82,384				6,000	88,384		15,900		38,627	17,704,230		33,857	33,857
1.525	Solid Waste Disposal - Debt	203,660	1,390	202,270			0,000	203,660		10,000		1,390	202,270		00,007	-
1.531	Stormwater Quality Management - Sooke	79,190	77,292				1,898	79,190			40,890	80			38,220	38,220
1.533	Stormwater Quality Management - S.G.I.	39,329	39,329					39,329				410			38,919	38,919
1.535	Stormwater Quality Management - S.S.I.	27,530	27,530				0.070	27,530			0.400	30			27,500	27,500
1.536 1.537	LWMP-Stormwater Quality Management-Core	734,760 118,040	732,690 115,200				2,070 2,840	734,760 118,040			6,120	91,490 3,980			637,150	637,150 114,060
1.537	Stormwater Quality Management - Peninsula Source - Stormwater Quality - Peninsula	55,820	53,603				2,040 2,217	55,820				1,610			114,060 54,210	54,210
1.57X	Environmental Services	22.888.199	22.570.576				317,623	22,888,199		22,795,799		92.400			04,210	
1.911	911 Systems	2,606,188	1,496,199	1,011,949			98,040	2,606,188			59,000	2,246,637	141,320		159,231	159,231
1.912A	911 Call Answer - RCMP	-						-								-
1.912B	911 Call Answer - Municipalities	-	7.7.070					-		759,700		(54,678)			(705,022)	(705,022)
1.913 1.921	913 Fire Dispatch Regional CREST Contribution	753,372 1,757,539	747,072 1,757,539				6,300	753,372 1,757,539				12,760 104,970			740,612 1,652,569	740,612 1,652,569
1.923	Emergency Comm - CREST - S.G.I.	183,635	183,635					183,635				1,630			182,005	182,005
1.924	Emergency Comm - CREST - J.D.F.	121,750	121,750					121,750				210			121,540	121,540
1.925	Emergency Comm - CREST - S.S.I.	144,909	144,909					144,909				120			144,789	144,789
2.610	Saanich Peninsula Water Supply	7,420,483	6,588,183	32,300			800,000	7,420,483				500	7,419,983			-
2.620	SSI Highland Water System	31,079	321	30,758			00.440	31,079			07.000	120	000 077	30,959		30,959
2.621 2.622	Highland / Fernwood Water - SSI Cedars of Tuam	503,837 40,014	347,787 31,056	86,640 98			69,410 8,860	503,837 40,014			27,000 1,500	760 50	396,077 38,464	80,000		80,000
2.624	Beddis Water	250,918	172,241	44,387			34,290	250,918			1,500	320	175,491	75,107		75,107
2.626	Fulford Water	195,370	147,675	14,145			33,550	195,370				880	154,085	40,405		40,405
2.628	Cedar Lane Water (S.S.I.)	68,626	52,272	7,824			8,530	68,626				180	56,342	12,104		12,104
2.630	Magic Lakes Estate Water System	955,190	653,726	199,074			102,390	955,190				9,603	371,387	574,200		574,200
2.640	Saturna Island Water System (Lyall Harbour)	258,743	170,487	30,756			57,500	258,743			10,200	330	118,213	130,000		130,000
2.642 2.650	Skana Water (Mayne) Port Renfrew Water	68,600 131,021	49,985 109,021	2,115			16,500 22,000	68,600 131,021				110 1,110	48,490 64,955	20,000 64,956		20,000 64,956
2.655	Snuggery Cove (Port Renfrew)	-	100,021				22,000	-				1,110	04,500	04,000		-
2.660	Fernwood Water	14,583	238	14,345				14,583				60		14,523		14,523
2.665	Sticks Allison Water (Galiano)	61,718	44,718				17,000	61,718				100	50,618	11,000		11,000
2.667	Surfside Park Estates (Mayne)	104,711	87,711	0.050.045		0.500.000	17,000	104,711				100	83,611	21,000		21,000
2.670	Regional Water Supply	35,626,618	17,164,279	8,658,848		9,500,000	303,491	35,626,618		6.000	20 500	615,672	35,010,946			-
2.680 2.691	Juan de Fuca Water Distribution Wilderness Mountain Water Service	21,831,756 169,328	13,697,884 133,741	2,370,709 23,587		5,500,000	263,163 12,000	21,831,756 169,328		6,000	30,596 10,000	181,230 130	21,613,930 88,359	70,839		70,839
3.700	Septage Disposal - Municipal	201,612	145,982	25,507		55,630	12,000	201,612			10,000	164,950	2,590	, 0,008	34,072	34,072
3.700	Septage Disposal - JDF Service Area	207	207			,-50		207				,	_,		207	207
3.701	Millstream Remediation Service	140,140	1,220	138,920				140,140			69,836	470			69,834	69,834
3.705	S.S.I. Liquid Waste Disposal	923,253	719,340	160,573			43,340	923,253				1,140	544,680	377,433		377,433
3.707	On Site System Management Program - LWMP	190,200	190,200				1,870,005	190,200	10.000	1 504 337	400 400	8,760 27.394.927			181,440	181,440
3.71X 3.7XX	Trk Swrs & Swge Disp - oper Trk Swrs - debt	35,210,205 24,276,823	33,340,200 131,998	11,303,855		5 529 745		35,210,205 24,276,823	10,000	1,581,337	492,402	//			5,731,459 6.456.979	5,731,459 6,456,979
3.720	LWMP (Peninsula) - Implementation	119,140	119,140	11,505,655		5,529,745	7,311,225	24,276,823 119,140				17,819,844 210			118,930	118,930
3.750	LWMP	371,340	322,655				48,685	371,340				157,868			213,472	213,472
3.752	Harbours Program	347,946	347,946					347,946				23,830			324,116	324,116
3.755	Regional Source Control	1,559,199	1,559,199					1,559,199		55,700	58,345	91,663	54,980		1,298,511	1,298,511
3.756	Harbours Environmental Action	66,596	66,596	245 040			100 500	66,596			40.000	2.000	1.024.704	E0 000	66,596	66,596
3.810 3.820	Ganges Sewer Maliview Estates Sewer System	1,095,884 232,851	720,541 163,628	245,813 30,073			129,530 39,150	1,095,884 232,851			10,000 7,000	2,090 27,160	1,024,794 149,508	59,000 49,183		59,000 49,183.00
3.830	Magic Lake Estates Sewer System	863,018	595,655	174,103			93,260	863,018		10,888	10,000	1,220	290,913	549,997		549,997
3.830D	Magic Lake Estates Sewer Debt	188,374	10,000	178,374			,	188,374		-,	-,	, ==	,	188,374		188,374
3.850	Port Renfrew Sewer	118,215	103,215				15,000	118,215				1,230	58,495	58,490		58,490
21.ALL	Feasibility Study Reserve Fund - All	-						-								-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-						-								-

	CAPITAL REGIONAL DISTRICT 2023 FI	NANCIAL PL	AN										_			Schedule A
		Total		Expenditures Interest &			Transfers to	Total	Surplus	Recovery from	Transfers from	Other	Revenue Fee &	Parcel	Property	Requisition
		2023	Operations	Principal	Deficit	Capital	Reserves	2023	2022	other services	Reserves	revenue	Charges	Tax	Value Tax	2023
1.010	Legislative & General Government	25,066,092	24,318,996			469,310	277,786	25,066,092	400,000	13,753,532		1,352,770	85,780		9,474,010	9,474,010
1.10X	Facilities and Risk	3,470,302	3,281,489				188,813	3,470,302		3,083,193		218,804	2,700		165,605	165,605
1.101	G.I.S.	575,755	551,795			23,960		575,755		504,895		3,340			67,520	67,520
1.103	Elections	32,070	39				32,031	32,070				70			32,000	32,000
1.104 1.109	U.B.C.M. Electoral Area Admin Exp - JDF	13,414 58,189	13,414 58,189					13,414 58,189				90 120			13,324 58,069	13,324 58,069
1.110	Electoral Area Admin Exp - 3DF Electoral Area Admin Exp - SGI	415,843	402,660				13,183	415,843			18,000	17,125			380,718	380,718
1.111	Electoral Area Admin Exp - SSI	804,175	798,675				5,500	804,175		268,124	10,000	660			535,391	535,391
1.112	Regional Grant in Aid	-	100,010				0,000	-		200,124		000			000,001	-
1.114	Grant-in-Aid - Juan de Fuca	22,165	22,165					22,165				320			21,845	21,845
1.116	Grant-in-Aid - Salt Spring Island	60,359	60,359					60,359				200			60,159	60,159
1.117	Grant-in-Aid - Southern Gulf Islands	104,094	104,094					104,094				900			103,194	103,194
1.119	Vancouver Island Regional Library	323,990	323,990					323,990				550			323,440	323,440
1.121	Sooke Regional Museum	204,495	204,495					204,495				340			204,155	204,155
1.123	Prov. Court of B.C. (Family Court)	149,360	56,969				92,391	149,360				149,360				
1.124	SSI Economic Development Commission	80,720	77,715				3,005	80,720				580			80,140	80,140
1.125	SGI Economic Development Commission	124,272	124,272					124,272				720			123,552	123,552
1.126 1.128	Victoria Family Court Committee	15,888 304,509	15,888					15,888 304,509				888 14,571			15,000 289,938	15,000
1.120	Greater Victoria Police Victim Services Vancouver Island Regional Library - Debt	369,767	304,509	369,767				369,767				369,767			209,930	289,938
1.133	Langford E.A Greater Victoria Public Library	32,228	32,228	000,707				32,228				80			32,148	32,148
1.137	Galiano Island Community Use Building	64,457	34,376	27,417			2,664	64,457				247			64,210	64,210
1.138	Southern Gulf Islands Regional Library	237,094	237,094	2.,			2,001	237,094				1,670			235,424	235,424
1.141	Salt Spring Island Public Library	676,678	487,952	173,726			15,000	676,678				2,100			674,578	674,578
1.15X	Municipalities' Own Debt - M.F.A.	13,791,097	70,460	13,720,637			-,	13,791,097				70,460			13,720,637	13,720,637
1.170	Gossip Island Electric Power Supply	57,084	641	56,443				57,084				293		56,791		56,791
1.224	Community Health - Homeless Sec.	669,199	669,199					669,199				192,253			476,946	476,946
1.226	Community Health (CHR) Facilities	1,629,153	1,075,483				553,670	1,629,153				1,629,153				-
1.227	Saturna Island Medical Clinic	28,480	28,480					28,480				1,800			26,680	26,680
1.228	Galiano Health Service	142,443	142,443					142,443				40			142,403	142,403
1.230	Traffic Safety Commission	77,680	77,680					77,680				3,700	4.050	4.040	73,980	73,980
1.232 1.234	Port Renfrew Street Lighting S.S.I. Street Lighting	9,196 27,081	9,196 27,081					9,196 27,081				300 40	4,053	4,843	27,041	4,843 27,041
1.234	S. G. I. Small Craft Harbour Facilities	432,653	212,378	70,275			150,000	432,653				5,500	109,670	317,483	27,041	317,483
1.236	Salt Spring Island Fernwood Dock	32,437	19,627	10,213			12,810	32,437				170	103,070	32,267		32,267
1.238A	Community Transit (S.S.I.)	513,393	508,393				5,000	513,393			107,137	188,506		02,20.	217.750	217,750
1.238B	Community Transportation (S.S.I.)	177,444	78,129	16,315			83,000	177,444			,	1,390			176,054	176,054
1.280	Regional Parks	13,095,494	9,992,963	498,815		119,770	2,483,946	13,095,495		32,641	20,000	757,379	419,320		11,866,154	11,866,154
1.280A	Regional Parks - Land Acquisition	4,438,865					4,438,865	4,438,865							4,438,865	4,438,865
1.290	Royal Theatre	580,000	100,000			100,000	380,000	580,000							580,000	580,000
1.295	McPherson Theatre	785,843	350,000			88,000	347,843	785,843				35,843			750,000	750,000
1.297	Arts Grants	3,061,862	3,061,862					3,061,862		13,876		185,665			2,862,321	2,862,321
1.299	Salt Spring Island Arts	122,021	122,021					122,021				70			121,951	121,951
1.309	Climate Action and Adaptation	504,080	504,080	0.050.050			4 000	504,080		500 507		27,140	0.000		476,940	476,940
1.310	Land Banking & Housing	3,639,196	1,375,938	2,259,258			4,000	3,639,196		509,537		508,715	2,000		2,618,944	2,618,944
1.311 1.313	Regional Housing Trust Fund	1,217,629	1,207,629				10,000	1,217,629				741,830	20 500		445,299	445,299
1.313	Animal Care Services SGI House Numbering	9,674	9,674				10,000	9,674				130	30,500		9,544	9,544
1.314	SSI Building Numbering	9,776	9,776					9,776				30			9,746	9,746
1.317	JDF Building Numbering	13,386	13,386					13,386				50			13,336	13,336
1.318	Building Inspection	1,712,916	1,673,136			6,480	33,300	1,712,916		30,677	4,000	4,366	1,127,280		546,593	546,593
1.319	Soil Deposit Removal	5,764	5,764				,	5,764			,	40	, , ,		5,724	5,724
1.320	Noise Control	40,510	40,510					40,510				200			40,310	40,310
1.322	Nuisances & Unsightly Premises	53,734	53,734					53,734				270			53,464	53,464
1.323	By-Law Enforcement	522,428	485,468				36,960	522,428		491,978		30,450				-
1.324	Regional Planning Services	1,640,433	1,637,933				2,500	1,640,433		207,733	67,080	68,230			1,297,390	1,297,390
1.325	Electoral Area Services - Planning	823,246	747,476				75,770	823,246		18,510	21,856	2,570	33,290		747,020	747,020
1.330	Regional Growth Strategy	633,904	633,904				6	633,904			300,000	24,090	2 222		309,814	309,814
1.335	Geo-Spatial Referencing System	179,446	118,196	4 200		6 500	61,250	179,446				8,720	8,290		162,436	162,436
1.350 1.352	Willis Point Fire Protect & Recreation South Galiano Fire Protection	187,157	111,791 282,896	1,306		6,560	67,500	187,157				49,415 330		110.050	137,742 373,356	137,742
1.352	Otter Point Fire Protection Otter Point Fire Protection	485,738 522,583	282,896 358,373	112,052		5,930 5,290	84,860 158,920	485,738 522,583				330 310		112,052	373,356 522,273	485,408 522,273
1.353	Malahat Fire Protection	66,863	66,863			3,280	130,820	66,863				310			66,863	66,863
1.355	Durrance Road Fire Protection	3,110	2,733				377	3,110						3,110	30,000	3,110
1.356	Pender Fire Protection	1,161,287	891,384	116,400			153,503	1,161,287			116,400	9,480		5,5	1,035,407	1,035,407
1.357	East Sooke Fire Protection	504,147	216,038	155,109			133,000	504,147			-,	27,190	58,270		418,687	418,687
1.358	Port Renfrew Fire Protection	153,919	126,021	2,898			25,000	153,919				1,130	61,620		91,169	91,169
1.359	N. Galiano Fire Protection	217,991	157,299	48,872		6,530	5,290	217,991				740		24,440	192,811	217,251
1.360	Shirley Fire Protection	158,156	87,156			10,000	61,000	158,156				200			157,956	157,956
1.363	Saturna Island Fire	188,537	188,537					188,537				7,660			180,877	180,877
1.369	Electoral Area Fire Services - JDF	69,394	58,696			3,593	7,105	69,394				100			69,294	69,294
1.369	Electoral Area Fire Services - SGI	78,636	66,496			4,077	8,063	78,636							78,636	78,636
1.370	Juan de Fuca Emergency Program	90,319	74,279				16,040	90,319				220			90,099	90,099
1.371	S.S.I. Emergency Program	130,944	130,944				7.000	130,944		470 470		180			130,764	130,764
1.372 1.373	Electoral Area Emergency Program S.G.I. Emergency Program	635,152 254,271	627,532 239,671				7,620 14,600	635,152 254,271		479,179		850 2,160			155,123 252,111	155,123 252,111
1.313	5.5.i. Emergency Frogram	254,211	239,071				14,000	204,211				∠,100			202,117	202,117

	CAPITAL REGIONAL DISTRICT 2023 FI															Schedule A
	Ļ			Expenditures				Revenue   Revenue   Sfers to   Total Surplus Recovery from Transfers from Other Fee & Parcel Property Req								
		Total 2023	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2023	Surplus 2022	other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2023
		2023	Operations	Fillicipal	Delicit	Capital	Reserves	2023	ZUZZ	Other Services	Reserves	revenue	Ollarges	I ax	value rax	
1.374	Regional Emergency Program Support	147,966	147,966					147,966				7,700			140,266	140,266
1.375	Hazardous Material Incident Response	362,090	352,530				9,560	362,090				18,330			343,760	343,760
1.377	J.D.F. Search and Rescue	88,854	88,854					88,854				21,510			67,344	67,344
1.378 1.40X	S.S.I. Search and Rescue	23,436	23,436	102.066			420,000	23,436				100	402.050		23,336	23,336
1.405	SEAPARC JDF EA - Community Parks	3,977,321 197,857	3,443,355 177,057	103,966			430,000 20,800	3,977,321 197,857				304,885 800	492,859		3,179,577 197,057	3,179,577 197,057
1.408	JDF EA - Community Parks	92,439	92,439				20,000	92,439				21,020			71,419	71,419
1.44X	Panorama Rec. Center.	8,973,989	7,304,128	854,537			815,324	8,973,989				1,327,792	2,080,015		5,566,183	5,566,183
1.455	Salt Spring Island - Community Parks	1,033,569	946,254	76,825			10,490	1,033,569		371,110		151,030			511,429	511,429
1.458	Salt Spring Is Community Rec	304,654	304,654					304,654					232,780		71,874	71,874
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Pro	2,119,235	1,814,571	52,000			252,664	2,119,235		98,559		17,290	280,500		1,722,886	1,722,886
1.465 1.468	Saturna Island Comm. Parks Saturna Island - Community Rec.	25,130 14,204	19,258 14,204				5,872	25,130 14,204				1,200 400			23,930 13,804	23,930 13,804
1.475	Mayne Is. Com. Parks & Rec	87,441	80,151			7,290		87,441				270			87,171	87,171
1.476	Mayne Is. Comm. Parks (reserve)	3,856	3,856			7,200		3,856				3,476	380		07,171	-
1.478	Mayne Is. Community Rec.	36,389	36,389					36,389				60			36,329	36,329
1.485	North & South Pender Com. Parks	162,411	119,411				43,000	162,411				1,490			160,921	160,921
1.488	North & South Pender Com. Rec	67,360	67,360				45.000	67,360				900			66,460	66,460
1.495 1.498	Galiano Parks	96,307 38,432	81,307 38,432				15,000	96,307 38,432				60 20			96,247 38,412	96,247 38,412
1.521	Galiano Community Recreation SWMP -Solid Waste Disposal (Refuse Disposal	23,952,492	23,061,088				891,404	23,952,492				6,272,144	17,680,348		30,412	30,412
1.523	Port Renfrew Refuse Disposal	90,013	84,013				6,000	90,013		16,220		39,447	17,000,040		34,346	34,346
1.525	Solid Waste Disposal - Debt	227,542	19,015	208,527			3,222	227,542		,		1,390	226,152		- 1,- 1-	
1.531	Stormwater Quality Management - Sooke	39,060	31,596				7,464	39,060				80			38,980	38,980
1.533	Stormwater Quality Management - S.G.I.	40,115	40,115					40,115				420			39,695	39,695
1.535	Stormwater Quality Management - S.S.I.	27,530	27,530				0.440	27,530			0.040	30			27,500	27,500
1.536 1.537	LWMP-Stormwater Quality Management-Core	749,450	747,340				2,110	749,450			6,240	93,320			649,890	649,890
1.537	Stormwater Quality Management - Peninsula Source - Stormwater Quality - Peninsula	120,400 56,930	117,509 54,670				2,891 2,260	120,400 56,930				4,060 1,640			116,340 55,290	116,340 55,290
1.57X	Environmental Services	23,366,070	23.048.447				317,623	23,366,070		23,273,670		92,400			00,200	-
1.911	911 Systems	2,647,523	1,535,574	1,011,949			100,000	2,647,523		., .,.	40,000	2,283,697	141,320		182,506	182,506
1.912A	911 Call Answer - RCMP	-						-								_ !
1.912B	911 Call Answer - Municipalities									782,560		(54,678)			(727,882)	(727,882)
1.913 1.921	913 Fire Dispatch Regional CREST Contribution	771,847 1,792,529	765,417 1,792,529				6,430	771,847 1,792,529				13,010 107,010			758,837 1,685,519	758,837 1,685,519
1.923	Emergency Comm - CREST - S.G.I.	1,792,529	187,291					187,291				1,630			185,661	185,661
1.924	Emergency Comm - CREST - J.D.F.	124,163	124,163					124,163				210			123,953	123,953
1.925	Emergency Comm - CREST - S.S.I.	147,795	147,795					147,795				120			147,675	147,675
2.610	Saanich Peninsula Water Supply	7,698,865	6,843,009	255,856			600,000	7,698,865				500	7,698,365			_ !
2.620	SSI Highland Water System	31,083	325	30,758			70.000	31,083				120	507.004	30,963		30,963
2.621 2.622	Highland / Fernwood Water - SSI Cedars of Tuam	613,371 48,712	330,430 36,001	212,051 4,791			70,890 7,920	613,371 48,712			20,000	770 50	507,601 48,662	85,000		85,000
2.624	Beddis Water	264,151	177,140	52,611			34,400	264,151				320	179,000	84,831		84,831
2.626	Fulford Water	212,574	158,623	17,945			36,006	212,574				890	157,173	54,511		54,511
2.628	Cedar Lane Water (S.S.I.)	70,503	53,309	7,824			9,370	70,503				180	57,469	12,854		12,854
2.630	Magic Lakes Estate Water System	967,972	666,508	199,074			102,390	967,972				9,603	378,429	579,940		579,940
2.640	Saturna Island Water System (Lyall Harbour)	270,588	177,025	41,063			52,500	270,588			15,000	330	130,258	125,000		125,000
2.642 2.650	Skana Water (Mayne) Port Renfrew Water	71,405 137,580	51,239 114,155	166 1,425			20,000 22,000	71,405 137,580				110 1,130	52,769 68,225	18,526 68,225		18,526 68,225
2.655	Snuggery Cove (Port Renfrew)	137,360	114,133	1,425			22,000	137,360				1,130	00,223	00,223		00,223
2.660	Fernwood Water	14,586	241	14,345				14,586				60		14,526		14,526
2.665	Sticks Allison Water (Galiano)	67,570	50,570	,			17,000	67,570			5,000	100	51,470	11,000		11,000
2.667	Surfside Park Estates (Mayne)	107,948	90,948				17,000	107,948			1,500	100	87,348	19,000		19,000
2.670	Regional Water Supply	36,991,439	17,537,318	8,944,560		10,200,000	309,561	36,991,439				615,670	36,375,769			-
2.680 2.691	Juan de Fuca Water Distribution	23,151,598	14,161,867	2,721,305		6,000,000	268,426	23,151,598		6,000	500	181,230	22,964,368	74.000		71,963
3.700	Wilderness Mountain Water Service Septage Disposal - Municipal	162,076 205,777	126,489 149,027	23,587		56,750	12,000	162,076 205,778			500	130 168,250	89,483 2,640	71,963	34,888	71,963 34,888
3.700	Septage Disposal - Municipal Septage Disposal - JDF Service Area	205,777	149,027			50,750		205,776				100,200	2,040		34,000	212
3.701	Millstream Remediation Service	140,154	1,234	138,920				140,154			69,843	470			69,841	69,841
3.705	S.S.I. Liquid Waste Disposal	976,119	762,636	170,073			43,410	976,119			9,000	1,150	555,570	410,399	•	410,399
3.707	On Site System Management Program - LWMP	190,370	190,370					190,370				8,930			181,440	181,440
3.71X	Trk Swrs & Swge Disp - oper	35,542,509	33,603,344	44.057.40		F F00 715	1,939,165	35,542,509	10,000	1,546,666	205,000	27,932,844			5,847,999	5,847,999
3.7XX 3.720	Trk Swrs - debt	24,307,942	109,778	11,357,194		5,529,745	7,311,225	24,307,942				17,801,073			6,506,869	6,506,869
3.720	LWMP (Peninsula) - Implementation LWMP	24,080 378,770	24,080 329,127				49,643	24,080 378,770				210 161,031			23,870 217,739	23,870 217,739
3.752	Harbours Program	354,906	354,906				40,043	354,906				24,310			330,596	330,596
3.755	Regional Source Control	1,590,388	1,590,388					1,590,388		56,810	61,304	91,703	56,080		1,324,491	1,324,491
3.756	Harbours Environmental Action	67,927	67,927					67,927							67,927	67,927
3.810	Ganges Sewer	1,181,350	804,617	245,813			130,920	1,181,350			80,000	2,110	1,037,240	62,000		62,000
3.820	Maliview Estates Sewer System	322,755	140,258	142,747			39,750	322,755		44.400		27,160	181,251	114,344		114,344.00
3.830 3.830D	Magic Lake Estates Sewer System Magic Lake Estates Sewer Debt	864,600 207,774	597,237	174,103 207,774			93,260	864,600 207,774		11,128		1,240	352,234	499,998		499,998 207,774
3.850D	Port Renfrew Sewer	119,723	106,748	207,774			12,000	119,723				1,250	59,238	207,774 59,235		59,235
21.ALL	Feasibility Study Reserve Fund - All	-	.50,140	3.3			12,000	-				1,200	30,200	55,255		-
21.E.A.	Feasibility Study Reserve Fund - E.A.															

			AN													Schedule A
		Total		Expenditures Interest &			Transfers to	Total	Surplus	Recovery from	Transfers from	Other	Revenue Fee &	Parcel	Property	Requisition
		2024	Operations	Principal	Deficit	Capital	Reserves	2024	2023	other services	Reserves	revenue	Charges	Tax	Value Tax	2024
1.010	Legislative & General Government	25,605,290	24,845,493			478,690	281,107	25,605,290	400,000	14,031,007		1,359,710	86,700		9,727,873	9,727,873
1.10X	Facilities and Risk	3,538,334	3,347,275				191,059	3,538,334		3,144,192		222,525	2,700		168,917	168,917
1.101	G.I.S.	587,864	563,424			24,440		587,864		515,594		3,400			68,870	68,870
1.103	Elections	34,070	39				34,031	34,070				70			34,000	34,000
1.104 1.109	U.B.C.M.	13,682	13,682 59,360					13,682 59,360				90 120			13,592 59,240	13,592 59,240
1.110	Electoral Area Admin Exp - JDF Electoral Area Admin Exp - SGI	59,360 424,072	410,823				13,249	424,072			12,000	17,406			394,666	394,666
1.111	Electoral Area Admin Exp - SSI	821,060	815,560				5,500	821,060		273,838	12,000	680			546,542	546,542
1.112	Regional Grant in Aid	-	010,000				0,000	- 021,000		210,000		000			040,042	-
1.114	Grant-in-Aid - Juan de Fuca	22,209	22,209					22,209				330			21,879	21,879
1.116	Grant-in-Aid - Salt Spring Island	65,407	65,407					65,407				200			65,207	65,207
1.117	Grant-in-Aid - Southern Gulf Islands	104,160	104,160					104,160				920			103,240	103,240
1.119	Vancouver Island Regional Library	330,477	330,477					330,477				560			329,917	329,917
1.121	Sooke Regional Museum	208,583	208,583					208,583				350			208,233	208,233
1.123	Prov. Court of B.C. (Family Court)	149,361	58,106				91,255	149,361				149,361			04.740	-
1.124	SSI Economic Development Commission SGI Economic Development Commission	82,330	78,856				3,474	82,330				590			81,740	81,740
1.125 1.126	Victoria Family Court Committee	126,334 15,888	126,334 15,888					126,334 15,888				730 888			125,604 15,000	125,604 15,000
1.128	Greater Victoria Police Victim Services	310,595	310,595					310,595				14,571			296,024	296,024
1.129	Vancouver Island Regional Library - Debt	369,767	010,000	369,767				369,767				369,767			200,024	200,024
1.133	Langford E.A Greater Victoria Public Library	32,871	32,871	,				32,871				80			32,791	32,791
1.137	Galiano Island Community Use Building	65,740	35,073	27,417			3,250	65,740				250			65,490	65,490
1.138	Southern Gulf Islands Regional Library	241,839	241,839					241,839				1,700			240,139	240,139
1.141	Salt Spring Island Public Library	686,395	497,669	173,726			15,000	686,395				2,130			684,265	684,265
1.15X	Municipalities' Own Debt - M.F.A.	13,080,475	70,460	13,010,015				13,080,475				70,460			13,010,015	13,010,015
1.170	Gossip Island Electric Power Supply	57,088	645	56,443				57,088				293		56,795		56,795
1.224	Community Health - Homeless Sec.	588,631	588,631				550.070	588,631				132,253			456,378	456,378
1.226 1.227	Community Health (CHR) Facilities	1,650,863	1,097,193				553,670	1,650,863				1,650,863			25.042	25,912
1.227	Saturna Island Medical Clinic Galiano Health Service	27,752 149,483	27,752 149,483					27,752 149,483				1,840 40			25,912 149,443	149,443
1.230	Traffic Safety Commission	79,230	79,230					79,230				3,770			75,460	75,460
1.232	Port Renfrew Street Lighting	9,355	9,355					9,355				300	4,122	4,933	70,100	4,933
1.234	S.S.I. Street Lighting	27,620	27,620					27,620				40	.,	.,	27,580	27,580
1.235	S. G. I. Small Craft Harbour Facilities	436,917	216,642	70,275			150,000	436,917				5,500	111,720	319,697		319,697
1.236	Salt Spring Island Fernwood Dock	33,073	20,003				13,070	33,073				170		32,903		32,903
1.238A	Community Transit (S.S.I.)	523,554	518,554				5,000	523,554			40,621	230,829			252,104	252,104
1.238B	Community Transportation (S.S.I.)	180,268	79,588	31,680			69,000	180,268				1,420			178,848	178,848
1.280	Regional Parks	13,275,746	10,114,529	498,815		122,400	2,540,003	13,275,747		33,235		759,148	425,563		12,057,801	12,057,801
1.280A	Regional Parks - Land Acquisition	4,631,865					4,631,865	4,631,865							4,631,865	4,631,865
1.290	Royal Theatre McPherson Theatre	580,000	100,000			100,000	380,000	580,000				05.040			580,000	580,000
1.295 1.297	Arts Grants	785,843 3,123,572	350,000 3,123,572			90,000	345,843	785,843 3,123,572		14,174		35,843 185,665			750,000 2,923,733	750,000 2,923,733
1.299	Salt Spring Island Arts	124,459	124,459					124,459		14,174		70			124,389	124,389
1.309	Climate Action and Adaptation	514,170	514,170					514,170				27,690			486,480	486,480
1.310	Land Banking & Housing	4,354,219	1,281,706	3,068,513			4,000	4,354,219		307,140		405,632	2,000		3,639,447	3,639,447
1.311	Regional Housing Trust Fund	-					,	_								-
1.313	Animal Care Services	1,242,218	1,232,218				10,000	1,242,218				756,620	31,060		454,538	454,538
1.314	SGI House Numbering	9,867	9,867					9,867				130			9,737	9,737
1.316	SSI Building Numbering	9,972	9,972					9,972				30			9,942	9,942
1.317	JDF Building Numbering	13,654	13,654					13,654				50			13,604	13,604
1.318	Building Inspection	1,748,106	1,708,206			6,600	33,300	1,748,106		31,291		4,521	1,149,830		562,464	562,464
1.319	Soil Deposit Removal	5,873	5,873					5,873				40			5,833	5,833
1.320 1.322	Noise Control Nuisances & Unsightly Premises	41,294 54,778	41,294 54,778					41,294 54,778				200 270			41,094 54,508	41,094 54,508
1.323	By-Law Enforcement	532,584	495,624				36,960	532,584		501,524		31,060			34,500	54,506
1.324	Regional Planning Services	1,672,630	1,670,130				2,500	1,672,630		211,922	54,658	69,740			1,336,310	1,336,310
1.325	Electoral Area Services - Planning	827,631	751,861				75,770	827,631		18,880	10,211	2,620	33,960		761,960	761,960
1.330	Regional Growth Strategy	340,779	340,779				-, -	340,779				24,620	-,		316,159	316,159
1.335	Geo-Spatial Referencing System	183,041	120,561				62,480	183,041				8,890	8,460		165,691	165,691
1.350	Willis Point Fire Protect & Recreation	206,521	111,204	21,127		6,690	67,500	206,521				49,435			157,086	157,086
1.352	South Galiano Fire Protection	493,136	288,534	112,052		6,050	86,500	493,136				340		112,052	380,744	492,796
1.353	Otter Point Fire Protection	533,036	365,526			5,400	162,110	533,036				310			532,726	532,726
1.354	Malahat Fire Protection	68,197	68,197				40.	68,197						0.470	68,197	68,197
1.355 1.356	Durrance Road Fire Protection Pender Fire Protection	3,170 1,182,193	2,736 909,220	116,400			434 156,573	3,170 1,182,193			116,400	9,669		3,170	1,056,124	3,170 1,056,124
1.357	East Sooke Fire Protection	511,456	220,347	155,109			136,000	511,456			110,400	27,720	59,440		424,296	424,296
1.358	Port Renfrew Fire Protection	156,423	128,525	2,898			25,000	156,423				1,150	62,850		92,423	92,423
1.359	N. Galiano Fire Protection	221,364	160,432	48,872		6,660	5,400	221,364				760		24,440	196,164	220,604
1.360	Shirley Fire Protection	160,083	89,083			10,000	61,000	160,083				200			159,883	159,883
1.363	Saturna Island Fire	193,608	193,608					193,608				7,810			185,798	185,798
1.369	Electoral Area Fire Services - JDF	70,781	59,940			3,663	7,178	70,781				100			70,681	70,681
1.369	Electoral Area Fire Services - SGI	80,209	67,907			4,157	8,145	80,209							80,209	80,209
	Juan de Fuca Emergency Program	91,868	75,748				16,120	91,868				220			91,648	91,648
1.370							- 1	132,010				180				131,830
1.370 1.371	S.S.I. Emergency Program	132,010	132,010												131,830	
1.370		132,010 648,675 259,008	132,010 640,905 244,408				7,770 14,600	648,675 259,008		489,721		870 2,200			131,830 158,084 256,808	158,084 256,808

	CAPITAL REGIONAL DISTRICT 2024 FI	NANCIAL PL	AN													Schedule A
	ļ	Total		Expenditures			Transfers to	Tatal	Cumhina	Deservem from	Tuan afana fuan		Revenue	Deveel	Duamantu	Description
		Total 2024	Operations	Interest & Principal	Deficit	Capital	Reserves	Total 2024	Surplus 2023	Recovery from other services	Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2024
			Орогалоно		20	- upitui	110001100			01.10. 00. 11000	110001100				value iux	
1.374	Regional Emergency Program Support	151,129	151,129					151,129				7,850			143,279	143,279
1.375	Hazardous Material Incident Response	369,313	359,753				9,560	369,313				18,700			350,613	350,613
1.377	J.D.F. Search and Rescue	90,632	90,632					90,632				21,940			68,692	68,692
1.378 1.40X	S.S.I. Search and Rescue SEAPARC	23,436 4,059,398	23,436 3,515,432	103,966			440,000	23,436 4,059,398				100 310,881	502,718		23,336 3,245,799	23,336 3,245,799
1.405	JDF EA - Community Parks	201,903	180,683	103,900			21,220	201,903				820	302,716		201,083	201,083
1.408	JDF EA - Community Recreation	94,322	94,322				21,220	94,322				21,440			72,882	72,882
1.44X	Panorama Rec. Center.	9,125,983	7,455,960	374,910			1,295,114	9,125,983				1,350,663	2,121,619		5,653,701	5,653,701
1.455	Salt Spring Island - Community Parks	1,051,915	964,490	76,825			10,600	1,051,915		378,530		154,040			519,345	519,345
1.458	Salt Spring Is Community Rec	310,580	310,580					310,580					237,640		72,940	72,940
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Pro	2,486,485	1,769,759	457,764			258,962	2,486,485		98,870		17,640	286,110		2,083,865	2,083,865
1.465 1.468	Saturna Island Comm. Parks Saturna Island - Community Rec.	25,640 14,488	19,628 14,488				6,012	25,640 14,488				1,230 410			24,410 14,078	24,410 14,078
1.475	Mayne Is. Com. Parks & Rec	89,196	81,746			7,450		89,196				270			88,926	88,926
1.476	Mayne Is. Comm. Parks (reserve)	3,885	3,885			7,100		3,885				3,505	380		00,020	-
1.478	Mayne Is. Community Rec.	36,727	36,727					36,727				60			36,667	36,667
1.485	North & South Pender Com. Parks	164,770	121,770				43,000	164,770				1,510			163,260	163,260
1.488	North & South Pender Com. Rec	68,753	68,753					68,753				920			67,833	67,833
1.495 1.498	Galiano Parks	97,925 39,209	82,925 39,209				15,000	97,925 39,209				60 20			97,865 39,189	97,865 39,189
1.521	Galiano Community Recreation SWMP -Solid Waste Disposal (Refuse Disposal	27,044,000	23,149,534				3,894,466	27,044,000				9,497,144	17,546,856		39,109	39,109
1.523	Port Renfrew Refuse Disposal	91,675	85,675				6,000	91,675		16,540		40,282	17,540,050		34,853	34,853
1.525	Solid Waste Disposal - Debt	361,034	13,244	347,790			0,000	361,034		10,040		1,390	359,644		04,000	-
1.531	Stormwater Quality Management - Sooke	39,840	32,232				7,608	39,840				80			39,760	39,760
1.533	Stormwater Quality Management - S.G.I.	40,912	40,912					40,912				430			40,482	40,482
1.535	Stormwater Quality Management - S.S.I.	27,530	27,530					27,530				30			27,500	27,500
1.536	LWMP-Stormwater Quality Management-Core	764,440	762,290				2,150	764,440			6,360	95,190			662,890	662,890
1.537 1.538	Stormwater Quality Management - Peninsula Source - Stormwater Quality - Peninsula	122,810 58,070	119,860 55,759				2,950 2,311	122,810 58,070				4,140 1,670			118,670 56,400	118,670
1.536 1.57X	Environmental Services	23,852,956	23,535,333				317,623	23,852,956		23,760,556		92,400			36,400	56,400
1.911	911 Systems	2,666,555	1,552,606	1,011,949			102,000	2,666,555		20,700,000	30,000	2,304,097	141,320		191,138	191,138
1.912A	911 Call Answer - RCMP	-					,,,,,	-								- '-
1.912B	911 Call Answer - Municipalities	-						-		782,560		(54,678)			(727,882)	(727,882)
1.913	913 Fire Dispatch	790,788	784,228				6,560	790,788				13,260			777,528	777,528
1.921	Regional CREST Contribution	1,828,220	1,828,220					1,828,220				109,090			1,719,130	1,719,130
1.923 1.924	Emergency Comm - CREST - S.G.I. Emergency Comm - CREST - J.D.F.	191,019 126,636	191,019 126,636					191,019 126,636				1,630 210			189,389 126,426	189,389 126,426
1.925	Emergency Comm - CREST - S.S.I.	150,742	150,742					150,742				120			150,622	150,622
2.610	Saanich Peninsula Water Supply	8,016,296	7,019,883	646,413			350,000	8,016,296				500	8,015,796		.00,022	-
2.620	SSI Highland Water System	31,087	329	30,758			,	31,087				120	-,,	30,967		30,967
2.621	Highland / Fernwood Water - SSI	621,462	337,001	212,051			72,410	621,462			20,000	780	510,682	90,000		90,000
2.622	Cedars of Tuam	71,964	30,507	35,477			5,980	71,964				50	71,914			<del>-</del>
2.624 2.626	Beddis Water	267,720 247,080	177,599 153,625	34,571 75,605			55,550 17,850	267,720 247,080				320 900	182,569 160,315	84,831 85,865		84,831 85,865
2.628	Fulford Water Cedar Lane Water (S.S.I.)	71,658	54,374	75,605			9,460	71,658				180	58,624	12,854		12,854
2.630	Magic Lakes Estate Water System	981,048	679,584	199,074			102,390	981,048				9,603	385,705	585,740		585,740
2.640	Saturna Island Water System (Lyall Harbour)	279,030	185,467	41,063			52,500	279,030			20,000	330	138,700	120,000		120,000
2.642	Skana Water (Mayne)	76,502	51,813	2,689			22,000	76,502				110	53,693	22,699		22,699
2.650	Port Renfrew Water	158,390	113,342	23,048			22,000	158,390				1,150	78,620	78,620		78,620
2.655	Snuggery Cove (Port Renfrew)	-	0.45	44045				-						44.500		- 44.500
2.660 2.665	Fernwood Water Sticks Allison Water (Galiano)	14,590 68,436	245 51,436	14,345			17.000	14,590 68,436			5,000	60 100	52,336	14,530 11,000		14,530 11,000
2.667	Surfside Park Estates (Mayne)	108,272	91,272				17,000	108,272			5,000	100	91,172	17,000		17,000
2.670	Regional Water Supply	38,082,551	17,962,498	5,152,302		14,652,000	315,751	38,082,551				615,670	37,466,881	. 7 ,000		-
2.680	Juan de Fuca Water Distribution	24,184,947	14,559,836	2,851,316		6,500,000	273,795	24,184,947		6,000		181,230	23,997,717			-
2.691	Wilderness Mountain Water Service	167,878	132,291	23,587			12,000	167,878			4,000	130	90,634	73,114		73,114
3.700	Septage Disposal - Municipal	209,906	152,026			57,880		209,906				171,610	2,690		35,606	35,606
3.700	Septage Disposal - JDF Service Area	217	217	400.00-				217			20.05:				217	217
3.701 3.705	Millstream Remediation Service	140,170	1,250	138,920			42 400	140,170			69,851	470	E66 600	E24 020	69,849	69,849
3.705	S.S.I. Liquid Waste Disposal On Site System Management Program - LWMP	1,102,769 190,540	748,205 190,540	311,074			43,490	1,102,769 190,540				1,160 9,100	566,680	534,929	181,440	534,929 181,440
3.71X	Trk Swrs & Swge Disp - oper	36,750,913	34,738,281				2.012.632	36,750,913	10,000	1,577,604	615 482	28,656,231			5,891,596	5,891,596
3.7XX	Trk Swrs - debt	23,984,530	115,408	14,988,258		5,529,745	3,351,119	23,984,530	10,000	1,077,001	0.10,102	17,868,921			6,115,609	6,115,609
3.720	LWMP (Peninsula) - Implementation	24,557	24,557	,		.,,	.,,	24,557				210			24,347	24,347
3.750	LWMP	386,340	335,717				50,623	386,340				164,248			222,092	222,092
3.752	Harbours Program	362,019	362,019					362,019				24,800			337,219	337,219
3.755	Regional Source Control	1,622,194	1,622,194					1,622,194		57,950	64,311	91,743	57,200		1,350,990	1,350,990
3.756 3.810	Harbours Environmental Action Ganges Sewer	69,287 1,147,123	69,287 768,970	245,813			132,340	69,287 1,147,123			30,000	2,130	1,049,993	65,000	69,287	69,287 65,000
3.820	Maliview Estates Sewer System	366,149	183,042	142,747			40,360	366,149			40,000	27,160	1,049,993	114,344		114,344.00
3.830	Magic Lake Estates Sewer System	876,434	609,071	174,103			93,260	876,434		11,372	40,000	1,260	413,804	449,998		449,998
3.830D	Magic Lake Estates Sewer Debt	207,774		207,774			,	207,774		,		.,==0		207,774		207,774
3.850	Port Renfrew Sewer	150,167	120,812	17,355			12,000	150,167				1,270	74,452	74,445		74,445
21.ALL	Feasibility Study Reserve Fund - All	-						-								-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-						-								-

	CAPITAL REGIONAL DISTRICT 2025 FI	NANCIAL PL	AN													Schedule A
		Total		Expenditures Interest &			Transfers to	Total	Surplus	Recovery from	Transfers from	Other	Revenue Fee &	Parcel	Property	Requisition
		2025	Operations	Principal	Deficit	Capital	Reserves	2025	2024	other services	Reserves	revenue	Charges	Tax	Value Tax	2025
1.010	Legislative & General Government	26,155,448	25,382,678			488,270	284,500	26,155,448	400,000	14,312,451		1,366,780	87,630		9,988,587	9,988,587
1.10X	Facilities and Risk	3,605,699	3,413,859				191,840	3,605,699		3,206,412		224,292	2,700		172,295	172,295
1.101	G.I.S.	600,223	575,293			24,930		600,223		526,513		3,460			70,250	70,250
1.103	Elections	36,070	39				36,031	36,070				70			36,000	36,000
1.104 1.109	U.B.C.M.	13,950 60,563	13,950 60,563					13,950 60,563				90 120			13,860 60,443	13,860 60,443
1.110	Electoral Area Admin Exp - JDF Electoral Area Admin Exp - SGI	432,785	419,285				13,500	432,785			10,000	17,692			405,093	405,093
1.111	Electoral Area Admin Exp - SSI	838,312	832,812				5,500	838,312		279,677	10,000	700			557,935	557,935
1.112	Regional Grant in Aid	- 000,012	002,012				0,000	- 000,012		210,011		700			007,000	-
1.114	Grant-in-Aid - Juan de Fuca	22,253	22,253					22,253				340			21,913	21,913
1.116	Grant-in-Aid - Salt Spring Island	66,715	66,715					66,715				200			66,515	66,515
1.117	Grant-in-Aid - Southern Gulf Islands	104,227	104,227					104,227				940			103,287	103,287
1.119	Vancouver Island Regional Library	337,086	337,086					337,086				570			336,516	336,516
1.121	Sooke Regional Museum	212,754	212,754					212,754				360			212,394	212,394
1.123	Prov. Court of B.C. (Family Court)	149,360	59,264				90,096	149,360				149,360				
1.124	SSI Economic Development Commission	83,970	80,034				3,936	83,970				600			83,370	83,370
1.125 1.126	SGI Economic Development Commission Victoria Family Court Committee	128,429 15,888	128,429 15,888					128,429 15,888				740 888			127,689 15,000	127,689 15,000
1.128	Greater Victoria Police Victim Services	316,803	316,803					316,803				000 14,461			302,342	302,342
1.129	Vancouver Island Regional Library - Debt	369,767	010,000	369,767				369,767				369,767			002,042	-
1.133	Langford E.A Greater Victoria Public Library	33,524	33,524	000,707				33,524				80			33,444	33,444
1.137	Galiano Island Community Use Building	67,050	35,776	27,417			3,857	67,050				250			66,800	66,800
1.138	Southern Gulf Islands Regional Library	246,675	246,675					246,675				1,740			244,935	244,935
1.141	Salt Spring Island Public Library	696,304	507,578	173,726			15,000	696,304				2,160			694,144	694,144
1.15X	Municipalities' Own Debt - M.F.A.	11,873,721	70,460	11,803,261				11,873,721				70,460			11,803,261	11,803,261
1.170	Gossip Island Electric Power Supply	57,093	650	56,443				57,093				290		56,803		56,803
1.224	Community Health - Homeless Sec.	561,755	561,755					561,755				132,253			429,502	429,502
1.226 1.227	Community Health (CHR) Facilities	1,673,020	1,119,350				553,670	1,673,020				1,673,020			26 602	26,603
1.227	Saturna Island Medical Clinic Galiano Health Service	28,483 156,874	28,483 156,874					28,483 156,874				1,880 40			26,603 156,834	156,834
1.230	Traffic Safety Commission	80,820	80,820					80,820				3,850			76,970	76,970
1.232	Port Renfrew Street Lighting	9,514	9,514					9,514				300	4,192	5,022	70,070	5,022
1.234	S.S.I. Street Lighting	28,169	28,169					28,169				40	.,	-,	28,129	28,129
1.235	S. G. I. Small Craft Harbour Facilities	441,241	220,966	70,275			150,000	441,241				5,500	113,830	321,911		321,911
1.236	Salt Spring Island Fernwood Dock	33,710	20,380				13,330	33,710				170		33,540		33,540
1.238A	Community Transit (S.S.I.)	533,918	528,918				5,000	533,918			6,329	235,442			292,147	292,147
1.238B	Community Transportation (S.S.I.)	184,123	81,078	47,045			56,000	184,123				1,450			182,673	182,673
1.280	Regional Parks	13,549,387	10,335,346	498,815		125,100	2,590,126	13,549,387		33,834	8,000	760,950	431,929		12,314,674	12,314,674
1.280A	Regional Parks - Land Acquisition	4,824,865					4,824,865	4,824,865							4,824,865	4,824,865
1.290	Royal Theatre McPherson Theatre	580,000	100,000			100,000	380,000	580,000				05.040			580,000	580,000
1.295 1.297	Arts Grants	785,843 3,186,526	350,000 3,186,526			90,000	345,843	785,843 3,186,526		14,480		35,843 185,665			750,000 2,986,381	750,000 2,986,381
1.299	Salt Spring Island Arts	126,949	126,949					126,949		14,460		70			126,879	126,879
1.309	Climate Action and Adaptation	524,460	524,460					524,460				28,250			496,210	496,210
1.310	Land Banking & Housing	4,176,824	1,307,854	2,864,970			4,000	4,176,824		313,142		371,271	2,000		3,490,411	3,490,411
1.311	Regional Housing Trust Fund	-					,	-								.,,
1.313	Animal Care Services	1,267,250	1,257,250				10,000	1,267,250				771,750	31,620		463,880	463,880
1.314	SGI House Numbering	10,062	10,062					10,062				130			9,932	9,932
1.316	SSI Building Numbering	10,170	10,170					10,170				30			10,140	10,140
1.317	JDF Building Numbering	13,928	13,928					13,928				50			13,878	13,878
1.318	Building Inspection	1,783,972	1,743,952			6,720	33,300	1,783,972		31,920		4,510	1,172,830		574,712	574,712
1.319	Soil Deposit Removal	5,984	5,984					5,984				40			5,944	5,944
1.320 1.322	Noise Control Nuisances & Unsightly Premises	42,101 55,839	42,101 55,839					42,101 55,839				200 270			41,901 55,569	41,901 55,569
1.322	By-Law Enforcement	542,935	505,975				36,960	542,935		511,255		31,680			33,309	55,569
1.324	Regional Planning Services	1,705,463	1,702,963				2,500	1,705,463		216,191	55,102	71,130			1,363,040	1,363,040
1.325	Electoral Area Services - Planning	854,575	778,805				75,770	854,575		19,260	20,805	2,670	34,640		777,200	777,200
1.330	Regional Growth Strategy	347,792	347,792				-, -	347,792		-,	-,	25,110			322,682	322,682
1.335	Geo-Spatial Referencing System	186,687	122,957				63,730	186,687				9,060	8,630		168,997	168,997
1.350	Willis Point Fire Protect & Recreation	208,856	113,409	21,127		6,820	67,500	208,856				49,455			159,401	159,401
1.352	South Galiano Fire Protection	500,269	294,277	112,052		6,170	87,770	500,269				350		112,052	387,867	499,919
1.353	Otter Point Fire Protection	543,706	372,836			5,510	165,360	543,706				320			543,386	543,386
1.354	Malahat Fire Protection	69,562	69,562				40.1	69,562						0.000	69,562	69,562
1.355 1.356	Durrance Road Fire Protection Pender Fire Protection	3,230 1,203,510	2,739 927,406	116,400			491 159,704	3,230 1,203,510			116,400	9,863		3,230	1,077,247	3,230 1,077,247
1.357	East Sooke Fire Protection	518,860	224,751	155,109			139,704	518,860			110,400	28,260	60,630		429,970	429,970
1.358	Port Renfrew Fire Protection	156,111	131,111	.00,100			25,000	156,111				1,170	64,110		90,831	90,831
1.359	N. Galiano Fire Protection	224,811	163,639	48,872		6,790	5,510	224,811				780		24,440	199,591	224,031
		162,052	91,052	,		10,000	61,000	162,052				200		.,	161,852	161,852
1.360	Shirley Fire Protection							203,680				7,970			195,710	195,710
1.360 1.363	Shirley Fire Protection Saturna Island Fire	203,680	203,680												195,710	
1.360 1.363 1.369		203,680 72,195	61,142			3,738	7,315	72,195				100			72,095	72,095
1.360 1.363 1.369 1.369	Saturna Island Fire Electoral Area Fire Services - JDF Electoral Area Fire Services - SGI	203,680 72,195 81,815	61,142 69,272			3,738 4,242	8,301	81,815							72,095 81,815	72,095 81,815
1.360 1.363 1.369 1.369 1.370	Satuma Island Fire Electoral Area Fire Services - JDF Electoral Area Fire Services - SGI Juan de Fuca Emergency Program	203,680 72,195 81,815 93,463	61,142 69,272 77,263					81,815 93,463				220			72,095 81,815 93,243	72,095 81,815 93,243
1.360 1.363 1.369 1.369 1.370 1.371	Saturna Island Fire Electoral Area Fire Services - JDF Electoral Area Fire Services - SGI Juan de Fuca Emergency Program S.S.I. Emergency Program	203,680 72,195 81,815 93,463 133,089	61,142 69,272 77,263 133,089				8,301 16,200	81,815 93,463 133,089				220 180			72,095 81,815 93,243 132,909	72,095 81,815 93,243 132,909
1.360 1.363 1.369 1.369 1.370	Satuma Island Fire Electoral Area Fire Services - JDF Electoral Area Fire Services - SGI Juan de Fuca Emergency Program	203,680 72,195 81,815 93,463	61,142 69,272 77,263				8,301	81,815 93,463		499,520		220			72,095 81,815 93,243	72,095 81,815 93,243

	CAPITAL REGIONAL DISTRICT 2025 FIL	NANCIAL PL	AN													Schedule A
	Ļ			Expenditures									Revenue			
		Total 2025	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2025	Surplus 2024	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2025
		2025	Operations	Principal	Delicit	Сарітаі	Reserves	2025	2024	other services	Reserves	revenue	Charges	ıax	value rax	2025
1.374	Regional Emergency Program Support	154,346	154,346					154,346				8,010			146,336	146,336
1.375	Hazardous Material Incident Response	376,501	366,941				9,560	376,501				19,070			357,431	357,431
1.377	J.D.F. Search and Rescue	92,441	92,441					92,441				22,370			70,071	70,071
1.378	S.S.I. Search and Rescue	23,436	23,436	50.000			440.000	23,436				100	540 770		23,336	23,336
1.40X 1.405	SEAPARC JDF EA - Community Parks	4,082,049 206,016	3,588,083 184,376	53,966			440,000 21,640	4,082,049 206,016				316,998 840	512,772		3,252,279 205,176	3,252,279 205,176
1.408	JDF EA - Community Parks  JDF EA - Community Recreation	96,253	96,253				21,040	96,253				21,860			74,393	74,393
1.44X	Panorama Rec. Center.	9,143,858	7,608,168	240,411			1,295,279	9,143,858				1,373,986	2,164,052		5,605,820	5,605,820
1.455	Salt Spring Island - Community Parks	1,070,755	983,120	76,825			10,810	1,070,755		386,100		157,130	, . ,		527,525	527,525
1.458	Salt Spring Is Community Rec	316,362	316,362					316,362					242,390		73,972	73,972
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Pro	2,527,711	1,806,161	457,764			263,786	2,527,711		99,163		17,960	291,830		2,118,758	2,118,758
1.465 1.468	Saturna Island Comm. Parks Saturna Island - Community Rec.	26,150 14,782	19,997 14,782				6,153	26,150 14,782				1,250 420			24,900 14,362	24,900 14,362
1.475	Mayne Is. Com. Parks & Rec	90,982	83,372			7,610		90,982				270			90,712	90,712
1.476	Mayne Is. Comm. Parks (reserve)	3,960	3,960			7,010		3,960				3,570	390		30,712	30,712
1.478	Mayne Is. Community Rec.	33,895	33,895					33,895				60			33,835	33,835
1.485	North & South Pender Com. Parks	167,170	124,170				43,000	167,170				1,530			165,640	165,640
1.488	North & South Pender Com. Rec	70,167	70,167					70,167				940			69,227	69,227
1.495	Galiano Parks	99,575	84,575				15,000	99,575				60			99,515	99,515
1.498 1.521	Galiano Community Recreation SWMP -Solid Waste Disposal (Refuse Disposal	39,997 26,965,024	39,997 23,418,344				3,546,680	39,997 26,965,024				20 9,497,144	17,467,880		39,977	39,977
1.523	Port Renfrew Refuse Disposal	93,408	87,368				6,040	93,408		16,870		41,194	17,407,000		35,344	35,344
1.525	Solid Waste Disposal - Debt	440,010	1,390	438,620			0,040	440,010		10,070		1,390	438,620		55,544	-
1.531	Stormwater Quality Management - Sooke	40,640	32,868	,			7,772	40,640				80	,		40,560	40,560
1.533	Stormwater Quality Management - S.G.I.	41,731	41,731				•	41,731				440			41,291	41,291
1.535	Stormwater Quality Management - S.S.I.	27,530	27,530					27,530				30			27,500	27,500
1.536	LWMP-Stormwater Quality Management-Core	779,740	777,550				2,190	779,740			6,490	97,100			676,150	676,150
1.537 1.538	Stormwater Quality Management - Peninsula Source - Stormwater Quality - Peninsula	125,260	122,250				3,010	125,260				4,220			121,040	121,040
1.536 1.57X	Environmental Services	59,230 24,350,117	56,870 24,032,494				2,360 317,623	59,230 24,350,117		24,257,717		1,700 92,400			57,530	57,530
1.911	911 Systems	2,681,130	1,565,141	1,011,949			104,040	2,681,130		24,207,717	20,000	2,324,907	141,320		194,903	194,903
1.912A	911 Call Answer - RCMP	-					. ,.	-								
1.912B	911 Call Answer - Municipalities	-						-		782,560		(54,678)			(727,882)	(727,882)
1.913	913 Fire Dispatch	806,604	799,914				6,690	806,604				13,520			793,084	793,084
1.921 1.923	Regional CREST Contribution	1,864,624 194,827	1,864,624 194,827					1,864,624				111,210 1,630			1,753,414 193,197	1,753,414
1.923	Emergency Comm - CREST - S.G.I. Emergency Comm - CREST - J.D.F.	129,161	129,161					194,827 129,161				210			128,951	193,197 128,951
1.925	Emergency Comm - CREST - S.S.I.	153,750	153,750					153,750				120			153,630	153,630
2.610	Saanich Peninsula Water Supply	8,428,732	7,208,068	920,664			300,000	8,428,732				500	8,428,232		,	
2.620	SSI Highland Water System	12,981	333	12,648				12,981				120		12,861		12,861
2.621	Highland / Fernwood Water - SSI	609,210	323,299	212,051			73,860	609,210				790	513,420	95,000		95,000
2.622	Cedars of Tuam Beddis Water	82,589	41,072	35,477			6,040 55,660	82,589 286,348			10,000	50 320	72,539 186,197	04 024		- 84,831
2.624 2.626	Fulford Water	286,348 253,304	196,117 156,689	34,571 75,605			21,010	253,304			15,000	910	163,529	84,831 88,865		88,865
2.628	Cedar Lane Water (S.S.I.)	92,006	75,456	70,000			16,550	92,006			20,000	180	59,796	12,030		12,030
2.630	Magic Lakes Estate Water System	989,695	692,858	194,447			102,390	989,695				9,613	388,482	591,600		591,600
2.640	Saturna Island Water System (Lyall Harbour)	263,453	169,152	21,801			72,500	263,453				230	148,223	115,000		115,000
2.642	Skana Water (Mayne)	88,347	61,758	4,589			22,000	88,347			5,000	110	54,638	28,599		28,599
2.650 2.655	Port Renfrew Water	163,572	117,574	23,998			22,000	163,572				1,180	81,196	81,196		81,196
2.660	Snuggery Cove (Port Renfrew) Fernwood Water	7,030	249	6,781				7,030				60		6,970		6,970
2.665	Sticks Allison Water (Galiano)	64,376	47,376	0,701			17,000	64,376				100	53,276	11,000		11,000
2.667	Surfside Park Estates (Mayne)	110,082	93,082				17,000	110,082				100	94,982	15,000		15,000
2.670	Regional Water Supply	39,475,779	18,084,254	5,196,255		15,873,204	322,066	39,475,779				615,673	38,860,106			-
2.680	Juan de Fuca Water Distribution	25,185,545	15,036,929	2,869,346		7,000,000	279,270	25,185,545		6,000		181,230	24,998,315			
2.691	Wilderness Mountain Water Service	166,213	130,626	23,587		E0.040	12,000	166,213				130	91,802	74,281	00.047	74,281
3.700 3.700	Septage Disposal - Municipal Septage Disposal - JDF Service Area	214,127 221	155,087 221			59,040		214,127 221				175,040	2,740		36,347 221	36,347 221
3.700	Millstream Remediation Service	140,186	1,266	138,920				140,186			69,859	470			69,857	69,857
3.705	S.S.I. Liquid Waste Disposal	1,067,498	763,133	260,805			43,560	1,067,498			00,009	1,170	578,020	488,308	55,557	488,308
3.707	On Site System Management Program - LWMP	190,710	190,710	,,			-,	190,710				9,270		,	181,440	181,440
3.71X	Trk Swrs & Swge Disp - oper	38,445,445	36,354,673				2,090,772	38,445,445	10,000	1,609,165	1,415,000	29,198,241			6,213,039	6,213,039
3.7XX	Trk Swrs - debt	24,596,477	120,408	11,253,776		5,529,745	7,692,548	24,596,477				17,868,921			6,727,556	6,727,556
3.720	LWMP (Peninsula) - Implementation	25,047	25,047				F4 000	25,047				210			24,837	24,837
3.750 3.752	LWMP Harbours Program	394,070 369,254	342,444 369,254				51,626	394,070 369,254				167,534 25,300			226,536 343,954	226,536 343,954
3.755	Regional Source Control	1,654,625	1,654,625					1,654,625		59,110	67,382	91,783	58,340		1,378,010	1,378,010
3.756	Harbours Environmental Action	70,672	70,672					70,672		33,0	0.,002	2 1,1 00	30,0.0		70,672	70,672
3.810	Ganges Sewer	1,133,218	753,615	245,813			133,790	1,133,218				2,150	1,060,880	70,188		70,188
3.820	Maliview Estates Sewer System	329,547	145,870	142,747			40,930	329,547				27,700	187,503	114,344		114,344.00
3.830	Magic Lake Estates Sewer System	888,496	621,133	174,103			93,260	888,496		11,600		1,280	475,615	400,001		400,001
3.830D 3.850	Magic Lake Estates Sewer Debt Port Renfrew Sewer	207,774 213,896	113,426	207,774 88,430			12,040	207,774 213,896				1,290	106,306	207,774 106,300		207,774 106,300
21.ALL	Feasibility Study Reserve Fund - All	213,090	113,420	00,430			12,040	213,696				1,290	100,306	100,300		100,300
21.E.A.	Feasibility Study Reserve Fund - E.A.															-

# CAPITAL REGIONAL DISTRICT CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

	ENDITURE / FUNDING MARY (ALL SERVICES)	2021	2022	2023	2024	2025	TOTAL
	EXPENDITURE						
В	Buildings	46,015,926	164,703,000	12,845,800	5,511,500	795,000	229,871,226
Е	Equipment	16,769,696	11,482,994	8,108,716	4,789,704	3,243,223	44,394,333
L	Land	14,577,947	4,755,000	4,530,000	4,975,000	4,200,000	33,037,947
S	Engineered Structures	204,767,919	87,149,713	76,925,709	59,537,745	35,721,145	464,102,231
V	Vehicles	3,878,000	1,958,000	1,520,000	2,226,000	873,000	10,455,000
		286,009,489	270,048,707	103,930,225	77,039,949	44,832,368	781,860,738
	SOURCE OF FUNDS						
С	Capital Funds on Hand	52,197,420	22,299,095	23,752,969	26,057,745	16,689,745	140,996,975
D	Debenture Debt (New Debt Only)	49,178,000	63,518,000	48,577,541	30,285,375	14,350,000	205,908,916
Ε	ERF	6,597,653	4,173,494	3,883,516	3,972,704	2,456,223	21,083,590
G	Grants (Federal, Provincial)	104,862,077	10,741,518	3,541,500	2,425,000	25,000	121,595,095
R	Reserve Fund	44,074,820	34,091,600	24,174,699	14,299,125	11,311,400	127,951,644
0	Other	29,099,518	135,225,000	-	-	-	164,324,518
		286,009,489	270,048,707	103,930,225	77,039,949	44,832,368	781,860,738

#### CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2021 Schedule B

	2021			CAPITAL EX	DENDITUDE			Schedu SOURCE OF FUNDING							
				CAPITALEX				011	D.Lt		URCE OF FUNDING				
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL	
20.1.00 //	on the hame		701110100	Dananigo	011 40141.00	24114		T direct oil right	2000	rtopi i unu	- Cranto	110001100	001		
1.011	Board Expenditures	62,200					62,200			62,200				62,200	
1.014	Chief Administrative Officer	4,835					4,835			4,835				4,835	
1.015	Real Estate	967					967			967				967	
1.016	Human Resources	7,326					7,326			7,326				7,326	
1.017	Finance	199,075					199,075	100,000		99,075				199,075	
1.018	Health & Capital Planning Strategies	3,000					3,000			3,000				3,000	
1.022	Information Technology	715,250					715,250	695,000		20,250				715,250	
1.024	GM - Planning & Protective Services	-					-			-				-	
1.025	Corporate Emergency	-					-			-				-	
1.105	Facitilies Management	18,600	120,000				138,600			138,600				138,600	
1.106	Facilities and Risk	65,000		2,234,729			2,299,729	109,729				2,190,000		2,299,729	
1.107	Corporate Satellite Facilities			25,000			25,000					25,000		25,000	
1.109	JDF Admin. Expenditures	-					-			-				-	
1.110	SGI Admin. Expenditures	-					-			-				-	
1.111	SSI Admin. Expenditures	6,210					6,210			6,210				6,210	
1.118	Corporate Communications	7,899					7,899			7,899				7,899	
1.123	Family Court Building			287,500			287,500	87,500				200,000		287,500	
1.137	Galiano Island Community Use Building			15,000			15,000					15,000		15,000	
1.141	SSI Public Library			80,000			80,000				50,000	30,000		80,000	
1.226	Health Facilities - VIHA	75,000		830,000		-	905,000	680,000				225,000		905,000	
1.235	SGI Small Craft Harbour Facilities				1,624,000		1,624,000	362,000	710,000			552,000		1,624,000	
1.236	SSI Small Craft Harbour (Fernwood Dock)				5,500		5,500				-	5,500		5,500	
1.238A	Community Transit (SSI)		-		45,000		45,000	040.000			5,000	40,000		45,000	
1.238B	Community Transportation (SSI)	4 500 040	400.000		760,000	44.450.000	760,000	210,000	-	200 000	490,000	60,000	445.000	760,000	
1.280	Regional Parks	1,526,640	180,000	690,000	6,863,627	11,150,000	20,410,267	3,345,267	1,040,000	209,000	1,275,000	14,426,000	115,000	20,410,267	
1.290	Royal Theatre	212,000		1,706,000			1,918,000	50,000			599,000	752,000	517,000	1,918,000	
1.295 1.297	McPherson Theatre  Arts Grants and Development	170,000		1,085,000			1,255,000	370,000			505,000	371,000	9,000	1,255,000	
1.310	Land Banking and Housing	2,000		32,683,518			32,685,518			2,000	7,200,000		25,483,518	32,685,518	
1.313	Animal Care Services	3,029	18.000	32,003,310			21,029		-	21,029	7,200,000		25,465,516	21,029	
1.318	Building Inspection	10,000	45,000				55,000			55,000				55,000	
1.323	ByLaw Services	970	15,000				15,970			15,970				15,970	
1.324	Regional Planning Services	32,300	10,000				32,300			32,300				32,300	
1.325	Community Planning	11,830					11,830			11,830				11,830	
1.335	Geo-Spatial Referencing	40,000					40.000			40.000				40.000	
1.350	Willis Point Fire	161,865	_	38,000			199,865		_	120,000	41,865	38,000		199,865	
1.352	South Galiano Fire	,	_	603,000			603,000		600,000	3,000	,			603,000	
1.353	Otter Point Fire	296,692		60,000			356,692	20,000		296,692		40,000		356,692	
1.356	Pender Island Fire	24,500	625,000	53,000			702,500	,		104,500		53,000	545,000	702,500	
1.357	East Sooke Fire	36,000	30,000	,,			66,000	30,000		12,000		24,000	,	66,000	
1.358	Port Renfrew Fire	10,000					10,000			10,000				10,000	
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000	
1.369	Electoral Area Fire Services	156,300					156,300					156,300		156,300	
1.370	JDF Emergency Program	4,970					4,970			4,970				4,970	
1.371	SSI Emergency Program					-	-		-					-	
1.372	Emergency Planning Coordination	2,500					2,500			2,500				2,500	
1.373	SGI Emergency Program	47,000					47,000					47,000		47,000	
1.375	Hazardous Material Incident Response	10,000					10,000			10,000				10,000	
1.377	JDF Search and Rescue	-	-				-						-	-	
1.405	JDF EA Community Parks & Recreation					220,000	220,000				220,000			220,000	
1.40X	SEAPARC	316,700	-	424,500	35,000	-	776,200	37,000		89,700	470,000	179,500		776,200	
1.44x	Panorama Recreation	1,767,838	603,000	3,669,179	80,000		6,120,017	487,179	1,753,000	952,600	1,354,777	1,572,461		6,120,017	
1.455	SSI Community Parks	75,000	65,000		290,000		430,000		-	5,000	125,000	230,000	70,000	430,000	
1.458	SSI Community Recreation	5,000		15,000	-		20,000			5,000	-	15,000		20,000	
1.459	SSI Park Land & Rec Programs	27,500		481,500	50,000	960,000	1,519,000		-	27,500	246,500	1,245,000		1,519,000	
1.465	Saturna Island Community Parks				33,000		33,000					33,000		33,000	

# CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2021 Schedule

	2021	1		CAPITAL EX	DENDITUDE			ı		601	URCE OF FUNDING			Schedule B
				CAPITALEX							URGE OF FUNDING			
	Ormator Name	F	Walatalaa	D. H.P	Engineered	l and	TOTAL	Capital	Debenture	Equipment	0	Capital	044	TOTAL
Service #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Reserves	Other	TOTAL
1.475	Mayne Island Community Parks				33,000		33,000				15,000	18,000		33,000
1.475	Pender Island Community Parks	-		15,000	261,563		276,563				243,963	32,600		276,563
1.405	Galiano Community Parks			15,000	49.145		49,145	6.186			243,903	42.959		49,145
1.521	Environmental Resource Management	843,000			10,133,000		10,976,000	1,953,000		643,000		8,380,000		10,976,000
1.523	Port Renfrew Refuse Disposal	15,000			15,000		30,000	1,955,000	-	15,000		15,000		30,000
1.575	Environmental Administration Services	7,000			15,000		7,000			7,000		15,000		7,000
1.576	Environmental Engineering Services	40.000	125.000				165.000	45,000		120.000				165,000
1.577	IW - Environmental Operations	776,200	120,000				776,200	40,000		776.200				776,200
1.578	Environmental Protection	415.000	42.000				457.000			457,000				457,000
1.579	Environmental Water Quality	21,000	12,000				21.000			21,000				21.000
1.911	911 Call Answer	1,000,000					1,000,000			1,000,000				1,000,000
1.913	913 Fire Dispatch	5,000					5,000			5.000				5,000
2.610	Saanich Peninsula Water Supply	133,000			3,425,000		3,558,000		_	60,000		3,498,000		3,558,000
2.620	Highland Water (SSI)				117,067		117,067	117.067				2,100,000		117,067
2.621	Highland & Fernwood Water (SSI)	74,000			620,000		694,000	50,000	490,000		85,000	69,000		694,000
2.622	Cedars of Tuam Water (SSI)	36,000			-		36,000		-		30,000	6,000		36,000
2.624	Beddis Water (SSI)	132,000			36,000		168,000		-		150,000	18,000		168,000
2.626	Fulford Water (SSI)	13,000			120,000		133,000		-		80,000	53,000		133,000
2.628	Cedar Lane Water (SSI)				105,000		105,000				65,000	40,000		105,000
2.630	Magic Lake Estates Water (Pender)	250,000			90,000		340,000					340,000		340,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	20,000			55,000		75,000		-		55,000	20,000		75,000
2.642	Skana Water (Mayne)	-			50,000		50,000		-			50,000		50,000
2.650	Port Renfrew Water	35,000			-		35,000		-		25,000	10,000		35,000
2.660	Fernwood Water (SSI)					-	Ü		-					-
2.665	Sticks Allison Water (Galiano)	9,500					9,500					9,500		9,500
2.667	Surfside Park Estates (Mayne)	25,000					25,000					25,000		25,000
2.670	Regional Water Supply	4,670,000	520,000	480,000	15,048,000	1,615,350	22,333,350	20,223,350	1,800,000	310,000				22,333,350
2.680	JDF Water Distribution	745,000	650,000	540,000	24,065,000		26,000,000	13,125,000	5,435,000	450,000		4,630,000	2,360,000	26,000,000
2.691	Wilderness Mountain Water Service				54,000		54,000				50,000	4,000		54,000
3.701	Millstream Site Remediation					632,597	632,597	289,397			343,200			632,597
3.705	SSI Septage / Composting				152,700		152,700	30,000	-		47,700	75,000		152,700
3.718	Saanich Peninsula Wastewater	192,500			4,065,000		4,257,500	100,000		342,500		3,815,000		4,257,500
3.798C	Debt - Core Area Wastewater Treatment Program	1,080,000	840,000		126,774,817		128,694,817	9,674,745	31,300,000		87,720,072			128,694,817
3.810	Ganges Sewer Utility (SSI)	106,500			357,500		464,000				140,000	324,000		464,000
3.820	Maliview Sewer Utility (SSI)				525,000		525,000		300,000		200,000	25,000		525,000
3.830	Magic Lake Sewer Utility (Pender)				8,780,000		8,780,000		5,750,000		3,000,000	30,000		8,780,000
3.850	Port Renfrew Sewer				50,000		50,000		-		30,000	20,000		50,000
TOT	TAL	16,769,696	3,878,000	46,015,926	204,767,919	14,577,947	286,009,489	52,197,420	49,178,000	6,597,653	104,862,077	44,074,820	29,099,518	286,009,489

CAPITAL REGIONAL	DISTRICT - CA	PITAL EXPENDIT	JRE PLAN

1.475

Mayne Island Community Parks

5,000

4,000

2022 Schedule B CAPITAL EXPENDITURE SOURCE OF FUNDING Capital Debenture Equipment Capital Engineered Buildings Service # Service Name Equipment Vehicles Structures Land TOTAL Funds on Hand Debt Repl Fund Other TOTAL Grants Reserves 1.011 Board Expenditures 95,000 95,000 95,000 95,000 1.014 Chief Administrative Officer 2.901 2,901 2.901 2,901 1.015 1 016 Human Resources 3.917 3.917 3 917 3.917 1.017 Finance 215,570 215,570 200,000 15,570 215,570 1.018 Health & Capital Planning Strategies 1.491.350 1.022 Information Technology 1.491.350 1.479.000 12.350 1.491.350 1.024 GM - Planning & Protective Services 1,475 1,475 1,475 1,475 1.025 6.000 6.000 6.000 Corporate Emergency 6.000 1.105 Facitilies Management 2,000 50,000 52,000 52,000 52,000 250,000 250,000 1.106 Facilities and Risk 250,000 250,000 Corporate Satellite Facilities 1.107 1.109 JDF Admin. Expenditures 2,000 2,000 2,000 2,000 1.110 SGI Admin. Expenditures 1.500 1.500 1.500 1,500 1.111 9,890 9,890 9,890 9,890 SSI Admin. Expenditures 1.118 Corporate Communications 5.851 5,851 5,851 5,851 Family Court Building 1.123 1.137 Galiano Island Community Use Building 1.141 10.000 10.000 10.000 10.000 SSI Public Library 1.226 Health Facilities - VIHA 85,000 2,522,500 2,607,500 2,607,500 2,607,500 520,000 470,000 1.235 SGI Small Craft Harbour Facilities 520,000 50,000 520,000 1.236 SSI Small Craft Harbour (Fernwood Dock) 1.238A Community Transit (SSI) 15,000 15,000 15,000 15,000 1.238B Community Transportation (SSI) 265.000 265.000 200.000 65.000 265.000 1.280 Regional Parks 68,000 225,000 485,000 5,580,000 3,830,000 10,188,000 293,000 4,328,000 5,567,000 10,188,000 1.290 Royal Theatre 500.000 500.000 500.000 500,000 1.295 McPherson Theatre 500,000 500,000 500,000 500,000 1.297 Arts Grants and Development 1.550 1,550 1.550 1,550 156,500,000 1.310 1.500 156.501.500 21.300.000 1.500 135,200,000 156,501,500 Land Banking and Housing 1.313 Animal Care Services 4,040 18,000 22,040 22,040 22,040 1.318 Building Inspection 1.323 990 15,000 15,990 15.990 15,990 ByLaw Services 1.324 Regional Planning Services 10.100 10,100 10.100 10,100 Community Planning 1.325 35,000 35,000 35,000 35,000 1.335 Geo-Spatial Referencing 30,000 30,000 30,000 30,000 1.350 Willis Point Fire 6.000 6.000 6.000 6.000 1.352 6,500 6,500 6,500 6,500 South Galiano Fire 1.353 131.000 40.000 171.000 131.000 40.000 171.000 Otter Point Fire 1.356 Pender Island Fire 10,000 300,000 115,000 425,000 310,000 90,000 25,000 425,000 1.357 East Sooke Fire 7,200 460,000 467,200 467,200 467,200 1.358 Port Renfrew Fire 1.360 Shirley Fire Department 1.369 Electoral Area Fire Services 1.370 JDF Emergency Program 11,710 11,710 11,710 11,710 1.371 SSI Emergency Program 1.372 Emergency Planning Coordination -1.373 SGI Emergency Program Hazardous Material Incident Response 90,000 1.375 90,000 90,000 90,000 1.377 JDF Search and Rescue 80,000 80,000 1.405 JDF EA Community Parks & Recreation 80,000 80,000 1.40X SEAPARC 118,700 30,000 330,000 478,700 93,700 385,000 478,700 1.44x Panorama Recreation 286,150 190,000 103,600 579,750 80,000 286,150 55,000 158,600 579,750 1.455 SSI Community Parks 5 000 40.000 1.030.000 1 075 000 1.000.000 45 000 30 000 1 075 000 1.458 5,000 300,000 305,000 5,000 175,000 125,000 305,000 SSI Community Recreation 175.000 1.459 SSI Park Land & Rec Programs 62,500 400,000 637,500 62,500 325,000 250,000 637,500 1.465 Saturna Island Community Parks 23,000 23,000 23,000 23,000

9,000

9,000

9,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN	
2022	Cohodulo B

	2022			CAPITAL EX	PENDITURE					SOL	JRCE OF FUNDING	2		Schedule B
				CAFTIALLA	Engineered	1		Capital	Debenture	Equipment	JACE OF TONDING	Capital		
Service #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Reserves	Other	TOTAL
4 405	Pender Island Community Parks				10,000		10.000					10,000		10,000
1.485	·			-	16,500		10,000				-	16,500		16,500
1.495	Galiano Community Parks	202.000			16,565,000		16,500	250,000		202.000		16,315,000		16,848,000
1.521	Environmental Resource Management	283,000					16,848,000	250,000	-	283,000				
	Port Renfrew Refuse Disposal	-			-		-			-		-		-
1.575	Environmental Administration Services	-					-			-				-
1.576	Environmental Engineering Services	40,000	-				40,000	-		40,000				40,000
1.577	IW - Environmental Operations	604,600					604,600			604,600				604,600
1.578	Environmental Protection	76,000	240,000				316,000			316,000				316,000
1.579	Environmental Water Quality	-					-			-				-
1.911	911 Call Answer	-					-			-				-
1.913	913 Fire Dispatch	5,000					5,000			5,000				5,000
2.610	Saanich Peninsula Water Supply	284,000			3,020,000		3,304,000		2,550,000	60,000		694,000		3,304,000
2.620	Highland Water (SSI)				-		-	-						-
2.621	Highland & Fernwood Water (SSI)	280,000			1,500,000		1,780,000	-	1,740,000		-	40,000		1,780,000
2.622	Cedars of Tuam Water (SSI)	35,000			77,000		112,000		15,000		79,000	18,000		112,000
2.624	Beddis Water (SSI)	150,000			85,000		235,000		150,000		50,000	35,000		235,000
2.626	Fulford Water (SSI)	25,000			-		25,000		-		-	25,000		25,000
2.628	Cedar Lane Water (SSI)				10,000		10,000				-	10,000		10,000
2.630	Magic Lake Estates Water (Pender)	-			35,000		35,000					35,000		35,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	66,000			725,600		791,600		143,000		625,600	23,000		791,600
2.642	Skana Water (Mayne)	-			30,000		30,000		-			30,000		30,000
2.650	Port Renfrew Water	10,000			1,648,918		1,658,918		-		1,573,918	85,000		1,658,918
2.660	Fernwood Water (SSI)					-	-		-					-
2.665	Sticks Allison Water (Galiano)	10,000					10,000					10,000		10,000
2.667	Surfside Park Estates (Mayne)	-					-					-		-
2.670	Regional Water Supply	5,745,000	215,000	2,235,000	16,575,000	845,000	25,615,000	9,500,000	15,900,000	215,000				25,615,000
2.680	JDF Water Distribution	490,000	350,000	840,000	13,865,000		15,545,000	4,120,000	6,400,000	350,000		4,675,000	-	15,545,000
2.691	Wilderness Mountain Water Service				-		-				-	-		-
3.701	Millstream Site Remediation					-	-	-			-			-
3.705	SSI Septage / Composting				210,000		210,000	-	-		100,000	110,000		210,000
3.718	Saanich Peninsula Wastewater	17.500			950,000		967.500	-		167.500	•	800.000		967.500
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		18,410,095		18,410,095	6,670,095	11,740,000	. ,	-	,		18,410,095
3.810	Ganges Sewer Utility (SSI)	550,000			50,000		600,000	.,,	, .,.,-		140,000	460,000		600,000
3.820	Maliview Sewer Utility (SSI)	111,100			1.910.000		1.910.000		1.910.000		-	-		1,910,000
3.830	Magic Lake Sewer Utility (Pender)				3,150,000		3,150,000		-		3,150,000	_		3,150,000
3.850	Port Renfrew Sewer				85,000		85,000		-		60,000	25,000		85,000
TO		11.482.994	1.958.000	164.703.000	87.149.713	4.755.000	270.048.707	22.299.095	63,518,000	4,173,494	10,741,518	34.091.600	135,225,000	270,048,707

		2023													Schedule B
Part					CAPITAL EX	PENDITURE					SOL	JRCE OF FUNDING	3		
10.10   Confession	Service #	Service Name	Equipment	Vehicles	Buildings		Land	TOTAL				Grants		Other	TOTAL
1941   Dest Authorithe	1.011	Roard Evnenditures	21 500					21 500			21 500				21 500
1955   Part Residence															
1.09															
1977   Process   1978   1979															
1988   1,997   1,998   1,997   1,999									200 000						
1,000   Collection Terrenerory   1,044.000   1,044.0									200,000						
1932   Comprehension Recognition Recogni									1.540.000						
105									1,010,000						
1506   Facilities Management															
100	1.105		2,000	50,000				52,000			52,000				52,000
107			-		1,115,000				-				1,115,000		
1.101   St. John Expenditures	1.107	Corporate Satellite Facilities			-			-					-		
1-11	1.109	JDF Admin. Expenditures	-					-			-				-
1191	1.110	SGI Admin. Expenditures	1,530					1,530			1,530				1,530
1.172	1.111	SSI Admin. Expenditures	1,200					1,200			1,200				1,200
1.141   Sel Januar Latend Community User Building	1.118	Corporate Communications	1,934					1,934			1,934				1,934
1.41   SS PABLE LUDAY	1.123	Family Court Building			-			-	-				-		-
1286   Health Facilities - ViHA	1.137	Galiano Island Community Use Building			-			-					-		-
1258   Soil Swall Corfl National (Ferranced Dool)   19,500   195,000   195	1.141	SSI Public Library			-			-				-	-		-
1288   SS SS Man   Cert Harbour (Fermondo Dool)	1.226	Health Facilities - VIHA	245,000		-		-	245,000	-				245,000		245,000
12388	1.235	SGI Small Craft Harbour Facilities				125,000		125,000	-	-			125,000		125,000
2288   Community Transportation (SS)   240,000	1.236	SSI Small Craft Harbour (Fernwood Dock)				191,500		191,500				44,500	147,000		191,500
1,200   Registral Parks		Community Transit (SSI)		-				-				-	-		
1,206		Community Transportation (SSI)							-	200,000		-			240,000
1297			102,000	236,000	-	4,314,740	3,800,000		-	-	278,000	2,100,000		-	8,452,740
4xts Grants and Development         4xts Grants and Development         4.000         4			-						-			-		-	221,000
1.310   Land Banking and Housing   4.000   4					131,000				-			-	131,000	-	131,000
Animal Care Services															
1.318   Bullding Inspection   5.000					-					-		-		-	
1332   Splans Services				-,											
1324   Regional Planning Services   12,000   1															
13.5   Community Planning				15,000											
45.00															
1350   Willis Point Fire		, ,													
1.352   South Galiano Fire				252 222											
1353   Otter Point Fire   28,300			60,000									-	5,000		
1356   Pender Island Fire   10,000   -   1			00.000	-						-			40.000		
1.357									-						
1.358   Port Renfrew Fire					-										
1.360   Shirley Fire Department				-					-				-		
1.369   Electoral Area Fire Services   -   -   -   -   -   -   -   -   -															
1.370   JDF Emergency Program   7,470   7,47											-				
1.371   SSI Emergency Program											7.470		<u> </u>		
1.372   Emergency Planning Coordination   -   -   -   -   -   -   -   -   -			7,470								1,410				
1.373       SGI Emergency Program       -<															
1.375       Hazardous Material Incident Response       10,000       11,146,000       10,000       11,146,000       11,146,000       10,000       11,146,000       10,000															
1.377         JDF Search and Rescue         - <td></td> <td>10.000</td> <td></td> <td></td> <td></td> <td></td>											10.000				
1.405         JDF EA Community Parks & Recreation         -											10,000				
1.40X         SEAPARC         116,000         30,000         - 1,000,000         - 1,146,000         66,000         750,000         330,000         1,146,000           1.44x         Panorama Recreation         180,500         26,000         70,000         - 276,500         - 206,500         - 70,000         276,500           1.455         SSI Community Parks         5,000         - 140,000         145,000         - 5,000         - 140,000         145,000           1.458         SSI Community Recreation         5,000         5,000         - 5,000         140,000         145,000           1.459         SSI Park Land & Rec Programs         60,000         8,205,000         100,000         8,365,000         8,000,000         60,000         150,000         8,365,000           1.465         Saturna Island Community Parks         9,000         9,000         9,000         9,000         9,000         9,000								_							
1.44x         Panorama Recreation         180,500         26,000         70,000         -         276,500         -         206,500         -         70,000         276,500           1.455         SSI Community Parks         5,000         -         140,000         145,000         -         5,000         -         140,000         -         145,000           1.458         SSI Community Recreation         5,000         -         -         -         5,000         -         -         -         5,000           1.459         SSI Park Land & Rec Programs         60,000         8,205,000         100,000         -         8,365,000         8,000,000         60,000         150,000         8,365,000           1.465         Satural Island Community Parks         9,000         9,000         9,000         9,000         9,000			116.000	30.000	_	1,000.000		1.146.000	-	-	66.000	750.000	330.000		
1.455         SSI Community Parks         5,000         -         140,000         145,000         -         5,000         -         140,000         -         145,000           1.458         SSI Community Recreation         5,000         -         -         -         5,000         -         -         -         5,000           1.459         SSI Park Land & Rec Programs         60,000         8,205,000         100,000         -         8,385,000         8,000,000         60,000         150,000         8,385,000           1.465         Saturna Island Community Parks         9,000         9,000         9,000         9,000						-,,			-						
1.458         SSI Community Recreation         5,000         -         -         5,000         -         -         5,000           1.459         SSI Park Land & Rec Programs         60,000         8,205,000         100,000         8,365,000         8,000,000         60,000         155,000         155,000         8,365,000           1.465         Saturna Island Community Parks         9,000         9,000         9,000         9,000         9,000					. 0,000	140.000								-	
1.459         SSI Park Land & Rec Programs         60,000         8,205,000         100,000         8,365,000         8,000,000         60,000         150,000         155,000         8,365,000           1.465         Saturna Island Community Parks         9,000         9,000         9,000         9,000         9,000         9,000		·			_	-							•		5,000
1.465 Saturna Island Community Parks 9,000 9,000 9,000 9,000					8,205,000	100,000	-		1	8,000,000					
			22,230		.,,					.,,,	,3	,			9,000
	1.475	Mayne Island Community Parks	-		3,000	10,000		13,000	1			-	13,000		13,000

2023		Schedule B
	CAPITAL EXPENDITURE	SOURCE OF FUNDING

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

	2023	CAPITAL EXPENDITURE SOURCE								IDCE OF FUNDING	Schedule B				
				CAPITAL EX				SOURCE OF FUNDING					г		
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL	
Service #	Service Name	Equipment	venicles	Buildings	Structures	Lanu	TOTAL	Fullus oli Hallu	Debt	Repi Fullu	Grants	Reserves	Other	TOTAL	
1.485	Pender Island Community Parks			-	10.000		10.000					10.000		10.000	
1.495	Galiano Community Parks				18.500		18,500	_				18.500		18,500	
1.521	Environmental Resource Management	283,000			17.398.000		17,681,000		1.762.541	1.233.000		14,685,459		17,681,000	
1.523	Port Renfrew Refuse Disposal	-			-				1,7 02,0 11	-		-		-	
1.575	Environmental Administration Services	10,500					10,500			10.500				10,500	
1.576	Environmental Engineering Services	40,000	40.000				80,000	-		80,000				80,000	
1.577	IW - Environmental Operations	418,100	,				418,100			418,100				418,100	
1.578	Environmental Protection	96,000	-				96,000			96,000				96,000	
1.579	Environmental Water Quality	-					-			-				-	
1.911	911 Call Answer	-					-			-				-	
1.913	913 Fire Dispatch	5,000					5,000			5,000				5,000	
2.610	Saanich Peninsula Water Supply	-			5,820,000		5,820,000		5,550,000	60,000		210,000		5,820,000	
2.620	Highland Water (SSI)				-		-	-	-,,	,		.,		-	
2.621	Highland & Fernwood Water (SSI)	20,000			-		20,000	-	-		-	20,000		20,000	
2.622	Cedars of Tuam Water (SSI)	600,000			5,000		605,000		605,000		-	-		605,000	
2.624	Beddis Water (SSI)	-			300,000		300,000		300,000		-	-		300,000	
2.626	Fulford Water (SSI)	806,000			-		806,000		800,000		-	6,000		806,000	
2.628	Cedar Lane Water (SSI)				30,000		30,000		·		-	30,000		30,000	
2.630	Magic Lake Estates Water (Pender)	-			15,000		15,000					15,000		15,000	
2.640	Lyall Harbour Boot Cove Water (Saturna)	45,000			420,000		465,000		-		465,000	-		465,000	
2.642	Skana Water (Mayne)	-			60,000		60,000		35,000			25,000		60,000	
2.650	Port Renfrew Water	110,000			200,000		310,000		300,000		-	10,000		310,000	
2.660	Fernwood Water (SSI)					-	-		-					-	
2.665	Sticks Allison Water (Galiano)	5,000					5,000					5,000		5,000	
2.667	Surfside Park Estates (Mayne)	-					-					-		-	
2.670	Regional Water Supply	2,760,000	265,000	2,210,000	21,425,000	730,000	27,390,000	9,925,000	17,200,000	265,000				27,390,000	
2.680	JDF Water Distribution	165,000	190,000	840,000	7,110,000		8,305,000	5,995,000	2,100,000	190,000		20,000	-	8,305,000	
2.691	Wilderness Mountain Water Service				-		-				-	-		-	
3.701	Millstream Site Remediation					-	-	-			-			-	
3.705	SSI Septage / Composting				2,000,000		2,000,000	-	2,000,000		-	-		2,000,000	
3.718	Saanich Peninsula Wastewater	-			400,000		400,000	-		150,000		250,000		400,000	
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		15,392,969		15,392,969	6,092,969	9,300,000		-			15,392,969	
3.810	Ganges Sewer Utility (SSI)	-			-		-				-	-		-	
3.820	Maliview Sewer Utility (SSI)				41,000		41,000		-		32,000	9,000		41,000	
3.830	Magic Lake Sewer Utility (Pender)				-		-		-		-	-		-	
3.850	Port Renfrew Sewer				150,000		150,000		150,000		-	-		150,000	
тот	AL	8,108,716	1,520,000	12,845,800	76,925,709	4,530,000	103,930,225	23,752,969	48,577,541	3,883,516	3,541,500	24,174,699	-	103,930,225	

#### CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

1.475

Mayne Island Community Parks

5,000

7,000

2024 Schedule B CAPITAL EXPENDITURE SOURCE OF FUNDING Capital Debenture Equipment Capital Engineered Service # Service Name Equipment Vehicles Buildings Structures Land TOTAL **Funds on Hand** Debt Repl Fund Reserves Other TOTAL Grants 1.011 Board Expenditures 37,000 37,000 37,000 37,000 1.014 Chief Administrative Officer 3.917 3,917 3.917 3,917 1.015 1,934 1,934 1,934 1,934 1 016 Human Resources 2.950 2,950 2 950 2,950 100,000 1.017 Finance 140,178 140,178 40,178 140,178 1.018 Health & Capital Planning Strategies 1,505 1,505 1,505 1,505 1.633.000 1.022 Information Technology 1.652.600 1.652.600 19.600 1.652.600 1.024 GM - Planning & Protective Services 1.025 8.000 8.000 8.000 8.000 Corporate Emergency Facitilies Management 50,000 53,500 53,500 1.105 3,500 53,500 1,600,000 1,600,000 1.106 Facilities and Risk 1,600,000 1,600,000 Corporate Satellite Facilities 1.107 1.109 JDF Admin. Expenditures 1.110 SGI Admin. Expenditures 1.111 1,200 1,200 1,200 1,200 SSI Admin. Expenditures 2,950 1.118 Corporate Communications 2.950 2.950 2,950 Family Court Building 1.123 1.137 Galiano Island Community Use Building 1.141 SSI Public Library -1.226 Health Facilities - VIHA 110,000 75,000 185,000 185,000 185,000 175,000 1.235 SGI Small Craft Harbour Facilities 175,000 175,000 175,000 1.236 SSI Small Craft Harbour (Fernwood Dock) 1.238A Community Transit (SSI) 1.238B Community Transportation (SSI) 240.000 240.000 200.000 40.000 240.000 1.280 Regional Parks 74,000 555,000 1,635,000 3,800,000 6,064,000 629,000 5,435,000 6,064,000 1.290 Royal Theatre 700.000 700.000 700.000 700.000 1.295 McPherson Theatre 1.297 Arts Grants and Development 1.310 Land Banking and Housing 5.000 5.000 5.000 5.000 1.313 Animal Care Services 4,205 18,000 22,205 22,205 22,205 1.318 45.000 45.000 45.000 45,000 Building Inspection 1.323 1,030 15,000 16,030 16,030 16,030 ByLaw Services 1.324 Regional Planning Services Community Planning 3,910 1.325 3,910 3,910 3,910 1.335 Geo-Spatial Referencing 40,000 40,000 40,000 40,000 1.350 Willis Point Fire 3.500 3.500 3.500 3.500 1.352 603,000 603,000 603,000 603,000 South Galiano Fire 15,000 1.353 15.000 15.000 15.000 Otter Point Fire 1.356 Pender Island Fire 28,000 28,000 28,000 28,000 1.357 East Sooke Fire 7,400 7,400 7,400 7,400 1.358 Port Renfrew Fire 1.360 Shirley Fire Department 1.369 Electoral Area Fire Services 1.370 JDF Emergency Program 1.371 SSI Emergency Program 1.372 Emergency Planning Coordination 2.500 2.500 2.500 2.500 1.373 SGI Emergency Program 10,000 10,000 1.375 Hazardous Material Incident Response 10,000 10.000 1.377 JDF Search and Rescue 1.405 JDF EA Community Parks & Recreation 500,000 1.40X SEAPARC 66,000 200,000 766,000 500,000 66,000 200,000 766,000 1.44x Panorama Recreation 524,525 136,000 660,525 374,525 286,000 660,525 1.455 SSI Community Parks 5 000 30.000 35 000 5 000 30,000 35 000 1.458 SSI Community Recreation 5,000 5,000 5,000 5,000 2.445.000 100,000 2,425,000 150,000 1.459 SSI Park Land & Rec Programs 35,000 30,000 2,610,000 35,000 2,610,000 1.465 Saturna Island Community Parks 6,000 6,000 6,000 6,000

12,000

12,000

12,000

CAPITAL REGIONAL DISTRICT - CAPITA	AL EXPENDITURE PL	-AN										
2024												Schedule B
2027			CAPITAL EXPENDITURE					so	URCE OF FUNDI	NG		Octricadic B
			Engineer	ed		Capital	Debenture	Equipment		Capital		T
Service Name	Equipment	Vehicles E	uildings Structure	s Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Reserves	Other	TOTAL
Pender Island Community Parks			- 10	,000	10,000				-	10,000		10,000
Galiano Community Parks			32	,000	32,000	-				32,000		32,000
Environmental Resource Management	283,000		5,050	,000	5,333,000	250,000	1,185,375	283,000		3,614,625		5,333,000
Port Renfrew Refuse Disposal	-			-	-			-		-		-
Environmental Administration Services	-				-			-				-
Environmental Engineering Services	40,000	80,000			120,000	-		120,000				120,000
IW - Environmental Operations	311,400				311,400			311,400				311,400
Environmental Protection	98,000	-			98,000			98,000				98,000
Environmental Water Quality	-				-			-				-
911 Call Answer	-				-			-				-
913 Fire Dispatch	5,000				5,000			5,000				5,000
Saanich Peninsula Water Supply	-		4,720	,000	4,720,000		4,500,000	60,000		160,000		4,720,000
Highland Water (SSI)				-	-	-						-
Highland & Fernwood Water (SSI)	25,000			-	25,000	-	-		-	25,000		25,000
Cedars of Tuam Water (SSI)	-			-	-		-		-	-		-
Beddis Water (SSI)	-		50	,000	50,000		-		-	50,000		50,000
Fulford Water (SSI)	10,000			-	10,000		-		-	10,000		10,000
Cedar Lane Water (SSI)			•	-	-				-	-		-
Magic Lake Estates Water (Pender)	-		135	,000	135,000					135,000		135,000
Lyall Harbour Boot Cove Water (Saturna)	-		•	-	-		-		-	-		-
Skana Water (Mayne)	-			-	-		-			-		-
Port Renfrew Water	10,000	·	•	-	10,000		-		-	10,000		10,000

500,000

4,975,000

23,380,000

7,445,000

1,535,000

16,679,745

1,350,000

77,039,949

25,000

12,000,000

6,545,000

5,529,745

26,057,745

11,100,000

11,150,000

1.350.000

30,285,375

300,000

280,000

580,000

150,000

3,972,704

2,425,000

23,380,000

7,445,000

1,535,000

16,679,745

25,000

1,350,000

77,039,949

20,000

1,385,000

25,000

14,299,125

21,500,000

6,360,000

1,535,000

16,679,745

1.350.000

59,537,745

80,000

340,000

5,511,500

1.485 1.495 1.521 1.523 1.575

1.576 1.577 1.578 1.579 1.911 1.913 2.610 2.620 2.621 2.622 2.624 2.626 2.628 2.630 2.640 2.642 2.650 2.660

2.665

2.667

2.670

2.680

2.691

3.701

3.705

3.718

3.810

3.820

3.830

3.850

TOTAL

3.798C

Fernwood Water (SSI)

Regional Water Supply

JDF Water Distribution

Sticks Allison Water (Galiano)

Surfside Park Estates (Mayne)

Millstream Site Remediation

Saanich Peninsula Wastewater

SSI Septage / Composting

Ganges Sewer Utility (SSI)

Maliview Sewer Utility (SSI)

Port Renfrew Sewer

Magic Lake Sewer Utility (Pender)

Wilderness Mountain Water Service

Debt - Core Area Wastewater Treatment Program

1,020,000

165,000

25,000

4,789,704

280,000

580,000

2,226,000

	CAPITAL REGIONA	L DISTRICT - CA	APITAL EXPEND	ITURE PLAN
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	CAPITAL REGIONAL DISTRICT - CAPITA	AL EXPENDITURE PL	.AN												
	2025														
				CAPITAL EX	PENDITURE				IG						
					Engineered			Capital	Debenture	Equipment		Capital			
ervice #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Reserves	Other	TOTAL	
1.011	Board Expenditures	35,000					35,000			35,000				35,00	
1.014	Chief Administrative Officer	4,835					4,835			4,835				4,83	
1.015	Real Estate	967					967			967				96	
1.016	Human Resources	7,326					7,326			7,326				7,32	
1.017	Finance	21,818					21,818			21,818				21,81	
1.018	Health & Capital Planning Strategies	3,009					3,009			3,009				3,00	
1.022	Information Technology	285,000					285,000	260,000		25,000				285,00	
1.024	GM - Planning & Protective Services	-					-	,		-				-	
1.025	Corporate Emergency	-								-				-	
1.105	Facitilies Management	2,000	-				2,000			2,000				2,00	
1.106	Facilities and Risk	-		100,000			100,000	-				100,000		100,00	
1.107	Corporate Satellite Facilities			-			-					-		-	
1.109	JDF Admin. Expenditures	-					-			-				-	
1.110	SGI Admin. Expenditures	-					-			-				-	
1.111	SSI Admin. Expenditures	-					-			-				-	
1.118	Corporate Communications	7,899					7,899			7,899				7,89	
1.123	Family Court Building			-			•	-				-		-	
1.137	Galiano Island Community Use Building			-			ı					-		-	
1.141	SSI Public Library			-			-				-	-		-	
1.226	Health Facilities - VIHA	-		-		-	-	-				-		-	
1.235	SGI Small Craft Harbour Facilities				50,000		50,000	-	-			50,000		50,000	
1.236	SSI Small Craft Harbour (Fernwood Dock)				-		-				-	-		-	
1.238A	Community Transit (SSI)		-		-		-				-	-		-	
1.238B	Community Transportation (SSI)				240,000		240,000	-	200,000		-	40,000		240,000	
1.280	Regional Parks	60,000	370,000	-	2,770,000	3,800,000	7,000,000	-	-	430,000	-	6,570,000	-	7,000,000	
1.290	Royal Theatre	-		250,000			250,000	-			-	250,000	-	250,000	
1.295	McPherson Theatre	-		-			-	-			-	-	-	-	
1.297	Arts Grants and Development	-					-			-				-	
1.310	Land Banking and Housing Animal Care Services	-	_	-			-		-	<u> </u>	-		-	-	
1.318	Building Inspection	-	<u> </u>				-							-	
1.323	ByLaw Services	-	-				-							-	
1.324	Regional Planning Services	-					-							<del>                                     </del>	
1.325	Community Planning	-					-							<del>-</del>	
1.335	Geo-Spatial Referencing	_					-							-	
1.350	Willis Point Fire	50,000	_	-			50,000		-	50,000	_	_		50,000	
1.352	South Galiano Fire	00,000	3,000	-			3,000		-	3,000				3,00	
1.353	Otter Point Fire	15,000	-,	_			15,000	_		15,000		_		15,000	
1.356	Pender Island Fire	105,000	_	-			105,000			105,000		_	_	105,000	
1.357	East Sooke Fire	7,500	-				7,500	-		7,500		-		7,50	
1.358	Port Renfrew Fire	-					-			-				-	
1.360	Shirley Fire Department	-					-			-				-	
1.369	Electoral Area Fire Services	-					-					-		-	
1.370	JDF Emergency Program	-					-			-				-	
1.371	SSI Emergency Program					-	-		-					-	
1.372	Emergency Planning Coordination	-					-			-				-	
1.373	SGI Emergency Program	-					ı					-		-	
1.375	Hazardous Material Incident Response	10,000					10,000			10,000				10,00	
1.377	JDF Search and Rescue	-	-				-						-	-	
1.405	JDF EA Community Parks & Recreation			<u> </u>		-	-		·		-			-	
1.40X	SEAPARC	-	-	-	200,000	-	200,000	-	-	-	-	200,000		200,00	
1.44x	Panorama Recreation	613,069	-	250,000	-		863,069	-	-	478,069	-	385,000		863,06	
1.455	SSI Community Parks	5,000	55,000		40,000		100,000		-	60,000	-	40,000	-	100,00	
1.458	SSI Community Recreation	5,000		-	-		5,000			5,000	-	-		5,00	
1.459	SSI Park Land & Rec Programs	30,000		75,000	-	-	105,000		-	30,000	25,000	50,000		105,00	
1.465	Saturna Island Community Parks				6,000		6,000					6,000		6,00	
1.475	Mayne Island Community Parks	-		-	15,000		15,000				-	15,000		15,00	

	CAPITAL REGIONAL DISTRICT - CAPIT	AL EXPENDITURE PI	LAN											
	2025													Schedule B
	CAPITAL EXPENDITURE SOURCE OF FU								URCE OF FUNDIN	IG				
1					Engineered			Capital	Debenture	Equipment		Capital		
Service #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Reserves	Other	TOTAL
1.485	Pender Island Community Parks				10,000		10,000					10,000		10,000
1.495	Galiano Community Parks			<u>-</u>	25.900		25.900	_			<u> </u>	25.900		25,900
1.521	Environmental Resource Management				2,000,000		2,000,000	-				2,000,000		2,000,000
1.523	Port Renfrew Refuse Disposal	<del> </del>			2,000,000		2,000,000		<u> </u>			2,000,000		2,000,000
1.575	Environmental Administration Services													-
1.576	Environmental Engineering Services	40,000	_				40.000	_		40,000				40,000
1.577	IW - Environmental Operations	379,300					379,300			379,300				379,300
1.578	Environmental Protection	75,500	-				75,500			75,500				75,500
1.579	Environmental Water Quality	-					- 10,000							-
1.911	911 Call Answer	-					_			-				-
1.913	913 Fire Dispatch	5,000					5.000			5.000				5,000
2.610	Saanich Peninsula Water Supply	-			1.124.500		1,124,500		300,000	60,000		764,500		1,124,500
2.620	Highland Water (SSI)				-		-	_	,	,		,,,,,		-
2.621	Highland & Fernwood Water (SSI)	40,000			_		40,000	_	-		_	40.000		40,000
2.622	Cedars of Tuam Water (SSI)	-			-		-		-		-	-		-
2.624	Beddis Water (SSI)	30,000			-		30,000		-		-	30,000		30,000
2.626	Fulford Water (SSI)	-			-		-		-		-	-		-
2.628	Cedar Lane Water (SSI)				-		-				-	-		-
2.630	Magic Lake Estates Water (Pender)	-			45,000		45,000					45,000		45,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			-		-		-		-	-		-
2.642	Skana Water (Mayne)	400,000			-		400,000		400,000			-		400,000
2.650	Port Renfrew Water	10,000			200,000		210,000		200,000		-	10,000		210,000
2.660	Fernwood Water (SSI)					-	-		-					-
2.665	Sticks Allison Water (Galiano)	-		·		·	-		•	•		-	•	-
2.667	Surfside Park Estates (Mayne)	=					-					-		-

400,000

4,200,000

4,440,000

6,925,000

810,000

400,000

44,832,368

18,379,745

4,160,000

6,740,000

5,529,745

16,689,745

12,850,000

400,000

14,350,000

280,000

165,000

150,000

2,456,223

4,440,000

6,925,000

810,000

400,000

44,832,368

18,379,745

20,000

660,000

11,311,400

25,000

2,850,000

6,555,000

810,000

400,000

35,721,145

18,379,745

80,000

40,000

795,000

830,000

165,000

3,243,223

280,000

165,000

873,000

2.670

2.680

2.691

3.701

3.705

3.718

3.810

3.820

3.830

3.850

TOTAL

3.798C

Regional Water Supply

JDF Water Distribution

Millstream Site Remediation

SSI Septage / Composting

Ganges Sewer Utility (SSI)

Maliview Sewer Utility (SSI)

Port Renfrew Sewer

Magic Lake Sewer Utility (Pender)

Saanich Peninsula Wastewater

Wilderness Mountain Water Service

Debt - Core Area Wastewater Treatment Program



# REPORT TO FINANCE COMMITTEE MEETING OF WEDNESDAY, JULY 07, 2021

# **SUBJECT** Bylaw No. 4440: Recreation Services and Facilities Fees and Charges, 2021-2022

# **ISSUE SUMMARY**

To update the Capital Regional District (CRD) recreation services and facilities fees and charges schedules for 2021-2022.

#### **BACKGROUND**

The Capital Regional District charges fees for access to recreation services and facilities. Fee schedules are currently in place for the following recreation facilities: Panorama Recreation Centre, SEAPARC, Salt Spring Island (SSI) Parks and Recreation, Juan de Fuca Electoral Area Community Parks and Port Renfrew Community Recreation Centre. Bylaw No. 4440 updates the annual fees and charges schedules, effective September 1, 2021 (Appendix A).

The primary goal in reviewing the recreation fees and charges is to ensure that the cost for access to recreation services remains in line with service plan objectives and recovers an appropriate portion of operating costs, provides funds for the maintenance and investment in new assets and is reasonably affordable and competitive within the marketplace.

### **ALTERNATIVES**

#### Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

- 1. That Bylaw No. 4440, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 15, 2021", be introduced and read a first, second and third time;
- 2. That Bylaw No. 4440 be adopted.

#### Alternative 2

That the proposed fees and charges be referred back to staff for further information.

#### **IMPLICATIONS**

# Financial Implications

This bylaw is required to provide the necessary authority before these services can collect updated fees and charges from patrons using these facilities. Please refer to Appendix B for a list of revisions included in the bylaw. The proposed fees and charges have been recommended by the respective Commissions.

# CONCLUSION

The proposed fees and charges bylaw includes the fee schedules as approved by the respective Commissions for the 2021-2022 season.

# RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

- 1. That Bylaw No. 4440, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 15, 2021", be introduced and read a first, second, and third time;
- 2. That Bylaw No. 4440 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

# ATTACHMENT(S)

Appendix A: Bylaw No. 4440 Appendix B: List of Revisions

#### **CAPITAL REGIONAL DISTRICT**

#### DVI AVA NO 4440

BYLAW NO. 4440					
******	A BYLAW TO AMEND BYLAW NO. 3623 TO UPDATE THE RECREATION SERVICES AND FACILITIES FEES FOR 2021-2022				
*****	***********	******	*******	******	
The Boa	ard of the Capital Regional Dis	trict in open me	eeting assembled enacts a	as follows:	
1.	Bylaw No. 3623, "Capital Rec Charges Bylaw No. 1, 2009", "A" through "E" in their entire "E":	is amended as	s of September 1, 2021, by	y deleting Schedules	
	Schedule "A" – Panoram	a Recreation C	Centre;		
	Schedule "B" – SEAPAR Centre;	C (Sooke and	Juan de Fuca Electoral Ar	ea) Recreation	
	Schedule "C" – Salt Spri	ng Island (SSI)	Parks and Recreation;		
	Schedule "D" – Juan de	Fuca (JDF) Ele	ctoral Area Parks and Red	creation; and	
	Schedule "E" – Port Ren	frew Communi	ty Recreation Centre.		
2.	This Bylaw may be cited as Fees and Charges Bylaw No				
READ A	A FIRST TIME THIS	th	day of	20	
READ A	SECOND TIME THIS	th	day of	20	
READ A	THIRD TIME THIS	th	day of	20	
ADOPT	ED THIS	th	day of	20	
CHAIR			CORPORATE OFFICER		

#### SCHEDULE "A"

#### PANORAMA RECREATION CENTRE FEES AND CHARGES Effective September 1, 2021

DROP- IN FEES (swim, skate, weight room, aerobic classes) Admission fees inclusive of tax			
Adult (19 – 59)	Single Admission	\$ 6.75	
	10x	\$ 60.80	
	25x	\$ 143.75	
	50x	\$ 270.00	
	1 month	\$ 57.00	
	3 month	\$ 136.00	
	6 month	\$ 234.00	
	12 month Deluxe Active Pass (with benefits)	\$ 420.00	
	12 month Basic Pass (without benefits)	\$ 372.00	
	Lifetime Membership 90 yrs+	Free	
Senior (60 plus)	Single Admission	\$ 5.50	
	10x	\$ 49.50	
	25x	\$ 117.00	
	50x	\$ 220.00	
	1 month	\$ 57.00	
	3 month	\$ 136.00	
	6 month	\$ 234.00	
	12 month Deluxe Active Pass (with benefits)	\$ 420.00	
	12 month Basic Pass (without benefits)	\$ 372.00	
Children and Youth (6 – 18)	Single Admission	\$ 3.50	
	10x	\$ 31.50	
	25x	\$ 74.50	
	50x	\$ 140.00	
	12 month	\$ 69.00	
	With Valid Parent Adult Annual Pass	Free	
Family (Max. 5)	Single Admission	\$ 13.50	

Other Drop-in Fees inclusive of tax		
Yoga	Single Admission	\$ 12.50
Kindergym	First child	\$ 5.00
	Additional sibling	\$ 2.00

Greenglade fees inclusive of tax		
Pottery	Single Admission	\$ 8.00
	10x	\$ 72.00
	10x (youth)	\$ 65.00
	25x	\$ 176.00
	25x (youth)	\$ 155.00
	6 Month	\$ 240.00
	1 Year	\$ 380.00

x)
\$ 5.71
\$26.67
\$ 24.76
\$ 15.24
\$ 15.24
\$ 12.14
\$ 2.38
\$ 1,568.86
\$ 2,195.43
\$ 2,195.43
\$ 2,622.86
1

AQUATICS (Subject to applicable tax)		
Rates per hour		
Pool Rental – Youth	\$ 109.52	
Pool Rental – Adult	\$ 148.00	
Pool Rental – Commercial	\$ 166.00	
Pool Rental – Lifeguard/Instructor (additional staff) **	\$ 32.00	
Lane Rental – Youth	\$ 14.00	
Lane Rental – Adult	\$ 20.25	
Lane Rental – Commercial	\$ 23.50	

<sup>\*\*</sup>Lifeguard/Instructor is additional charge at times outside of normal operating hours and where additional staff is needed. Max participants = 35 (additional lifeguard charges apply to larger groups).

#### ARENA FACILITY (Subject to applicable tax, unless otherwise stated) Rates per hour unless otherwise noted Ice - Adult Prime\* \$ 221.00 Ice - Adult Non-Prime \$ 171.00 Ice - Adult Midnight\*\* \$ 112.00 Ice - Youth Prime \$ 118.00 Ice - Youth Non-Prime \$ 99.00 Junior B Game/Practice \*\*\*\* \$ 128.00 Ice - Commercial (Tournament rate e.g. Pacific Cup, Salsa)\*\*\*\* \$ 220.00 \$71.00 Dry Floor - Adult Dry Floor - Adult League \$69.00 Dry Floor - Youth \$46.00 Dry Floor - Youth League \$44.00 \$73.00 Dry Floor – Commercial (Trade Show) \$3.33 Skate Rental \$ 32.00 Arena Staff Rates per day Complex – Ice Season Commercial (per day) \$ 2.700.00 Complex – Dry Floor Commercial (per day) \$1,095.00

Pool Rentals do not include slide use. Slide use will require an additional 2 lifeguards.

<sup>\*</sup> See the Peninsula Recreation Commission Ice Allocation Policy for the definition of prime time.

<sup>\*\*</sup> Adult Midnight is charged between 12:00am and 5:00am Monday to Friday

<sup>\*\*\*</sup>Commercial rate may vary depending on market demand (fee is charged for both Prime and Non-Prime times)

<sup>\*\*\*\*\*</sup>Additional \$25 per hour to be charged if Panther's do not supply security

PANORAMA ROOM RENTAL (Subject to applicable tax)		
Rates per hour unless otherwise noted		
Boardroom – Youth	\$ 21.50	
Boardroom – Adult	\$ 28.00	
Boardroom – Commercial and Birthday Party	\$ 33.00	
Island Room – Youth	\$ 20.50	
Island Room – Adult	\$ 26.50	
Island Room – Commercial and Birthday Party	\$ 35.00	
Fitness Studio – Youth	\$ 29.00	
Fitness Studio – Adult	\$ 43.00	
Fitness Studio – Commercial and Birthday Party	\$ 52.00	
Spin Room - Youth	\$ 28.00	
Spin Room - Adult	\$ 42.00	
Spin Room – Commercial and Birthday Party	\$ 48.00	
Lobby/Concourse	\$ 12.00	
Poolside Room - Youth	\$ 17.50	
Poolside Room – Adult	\$ 26.50	
Poolside Room – Commercial and Birthday Party	\$ 35.00	
ARC Room – Youth	\$ 17.50	
ARC Room – Adult	\$ 26.50	
ARC Room – Commercial and Birthday Party	\$ 35.00	
Parking Lot - Commercial	Negotiated	
Parking Lot per zone/day	\$ 75.00	

CENTRAL SAANICH CULTURAL CENTRE (Subject to applicable tax)		
Rates per hour unless otherwise noted		
Cultural Centre Room A – Youth	\$ 28.00	
Cultural Centre Room A – Adult	\$ 35.00	
Cultural Centre Room A – Commercial *	\$ 43.00	
Cultural Centre Room B – Youth	\$ 26.00	
Cultural Centre Room B – Adult	\$ 33.00	
Cultural Centre Room B – Commercial *	\$ 41.00	
*Bookings 3 days or more, 1st 8 hours at commercial rate, remaining days at adult rate		

GREENGLADE COMMUNITY CENTRE (Subject to applicable tax)		
Rates per hour unless otherwise noted		
Classroom – Youth	\$ 23.50	
Classroom – Adult	\$ 29.00	
Classroom – Commercial and Birthday Party *	\$ 43.00	
Fitness/Dance Studio (Rm 4) - Youth	\$ 29.00	
Fitness/Dance Studio (Rm 4) - Adult	\$ 36.00	
Fitness/Dance Studio (Rm 4) - Commercial/Birthday Party	\$ 52.00	
Gymnasium – Youth	\$ 36.00	
Gymnasium – Adult	\$ 43.00	
Gymnasium – Commercial and Birthday Party	\$ 70.00	
Gymnasium – Court Rental Fee (Pickleball, Badminton)	\$ 15.00	
Teen Lounge	\$ 42.00	
Staff Supervision	\$ 32.00	
Playing Field	\$ 15.00	
*Bookings 3 days or more, 1 <sup>st</sup> 8 hours at commercial rate, remaining days at adult rate		

NORTH SAANICH MIDDLE SCHOOL (Subject to applicable tax)		
Rates per hour unless otherwise noted*		
Science Classroom – Youth*	\$ 23.50	
Science Classroom – Adult*	\$ 29.00	
Science Classroom – Commercial*	\$ 43.00	
Multipurpose – Youth***	\$ 69.00	
Multipurpose – Adult***	\$ 79.00	
Multipurpose – Commercial***	\$ 121.00	
Gymnasium – Youth**	\$ 50.00	
Gymnasium – Adult**	\$ 62.00	
Gymnasium – Commercial and Birthday Party**	\$ 95.00	
Staff Supervision	\$ 32.00	
Home Ec. Room used for Panorama Recreation Centre Programs     Half Gymnasium rental is half the regular fee     one third of Multipurpose rental is one third the regular fee		

MISCELLANEOUS (Subject to applicable tax)		
Rates per day unless otherwise noted*		
Table Rental Fee	\$ 3.00	
Chair Rental Fee	\$ 0.75	
Fitness/aquatic fitness staff	\$ 40.00/hr	
Maintenance staff	\$ 42.00/hr	
Event Power (special events/tournament)	Negotiated	
Dumpster (special events/tournament)	Negotiated	
Damage Deposit – Major Event/Tournament	20% of contract	
Facility rental for commercial film rental	Negotiated	

MISCELLANEOUS ADMINISTRATION (Inclusive of tax)		
Refund Fee		\$ 5.00
NSF Cheque/Declined Credit Card Fee		\$ 15.00
Change to Pass Membership	Change to Pass Membership	
Card Replacement		\$ 10.00
Loonie Admission		\$ 1.00
Toonie Admission		\$ 2.00
Locker (small/medium)		\$ 0.25
Locker (large)		\$ 0.50
Child Minding	per hour	\$ 3.75
	X10	\$ 37.50

ADVERTISING FEES		
BROCHURE ADVERTISING (Subject to applicable tax)		
Banner Ad (2 x 7.25)	\$ 245.00	
Banner Ad (2 x 7.25) three brochures (20% discount)	\$ 615.00	
Banner Ad (4 x 7.25)	\$ 405.00	
Banner Ad (4 x 7.25) three brochures (20% discount)	\$ 1,005.00	
Front/Back Inside Cover (full gloss 9.5 x 7.25)	\$ 1,075.00	
Front/Back Inside Cover (full gloss 9.5 x 7.25) three brochures	\$ 2,665.00	
Back Cover (full gloss 9.5 x 7.25)	\$ 1,275.00	
Back Cover (full gloss 9.5 x 7.25) three brochures	\$ 3,200.00	
Inside Full Page	\$ 800.00	
Design Fee (per hour)	\$ 75.00	
FACILITY ADVERTISING (Subject to applicable tax)		
Rink Board A (per year)	Negotiated	
Wall Board A (per year)	Negotiated	
Rink Board B (per year)	Negotiated	
Wall Board B (per year)	Negotiated	
Reado Sign Daily	Negotiated	
Weekly	Negotiated	
Aquatic Wall Board	Negotiated	
Tennis Wall Board	Negotiated	
LCD Display	Negotiated	
Panther's Arena B Advertising Exclusivity	Negotiated	
Hanging Banner (per year)	Negotiated	
Title Sponsor of Event	Negotiated	
PARTNERSHIPS		
Employee Wellness Program Participant Fee (6-12 month of fiscal year term)	\$ 225.00	
Employee Wellness Program Participant Fee (1-5 months of fiscal year term)	\$ 155.00	
Military Participant Fee	\$ 225.00	
Partners of Panorama	Negotiated	

#### SCHEDULE "B"

#### SEAPARC RECREATION FEES AND CHARGES Effective September 1, 2021

DROP- IN FEES (swim, skate, weight room, aerobic classes)  Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	\$ 6.50
	10x	\$ 58.50
	1 month	\$ 65.00
	12 month	\$ 465.00
Senior (60+)	Single Admission	\$ 4.75
	10x	\$ 42.75
	1 month	\$ 47.50
Student (19+)	Single Admission	\$ 4.75
	10x	\$ 42.75
	1 month	\$ 47.50
Youth (13 – 18)	Single Admission	\$ 3.50
	10x	\$ 31.50
	1 month	\$ 35.50
	12 month	\$ 258.75
Child (5 – 12)	Single Admission	\$ 3.00
	10x	\$ 27.30
	1 month	\$ 30.30
	12 month	\$ 217.50
Family (Maximum 5)	Single Admission	\$13.00
	10x	\$ 117.00
	1 month	\$ 130.00
	12 month	\$ 800.00
Commercial Access	Single Admission	\$ 19.50
Preschool Age (4 and Under)	Single Admission	\$ 0.00
Lifestyle Pass All Ages	12 month	\$ 400.00

MISCELLANOUS ADMINISTRATION (Includes applicable tax)		
Administration Fee	\$ 10.00	
Administration Fee Annual Pass	\$ 25.00	
Card Replacement/Refund	\$ 5.00	
Towel Rental	\$ 2.00	
Shower Fee	\$ 3.00	
Toonie Admission	\$ 2.00	
Cash Withdraw Fee	\$ 1.50	
POOL FACILITY (Rates per hour unless otherwise noted; Subject to appl	icable tax)	
Pool Rental (includes 2 guards)	\$ 150.00	
Pool Rental Guard/Instructor (additional staff)	Market Rate	
Lane Rental – Adult / Commercial	\$ 25.00	
Lane Rental – Youth	\$ 13.00	
ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)		
Ice - Adult Prime*	\$ 225.00	
Ice - Adult Non-Prime*	\$ 187.00	
Ice – Youth Prime Rate (8 pm – 10 pm Weekdays; 7 pm – 10 pm Weekends)*	\$ 215.00	
Ice – Youth Non-Prime	\$ 109.00	
Ice – Youth Early Morning Resident*	\$ 55.00	
Ice – Youth Early Morning Non Resident*	\$109.00	
SD 62 School Use*	\$ 82.00	
Dry Floor – Adult Non Profit*	\$ 75.00	
Dry Floor – Youth Resident*	\$ 38.00	
Dry Floor – Youth Non Resident*	\$ 75.00	
Dry Floor – Commercial*	\$ 110.00	
Arena Office Space – fee per month	\$ 337.00	
RATES PER DAY FOR THE FOLLOWING ITEMS:		
Complex – Dry Floor Non Profit (per day)*	\$ 1,200.00	
Complex – Dry Floor Non Profit (Move In/Out)*	\$ 600.00	
Complex – Dry Floor Commercial (per day)*	\$ 1,765.00	
Complex – Dry Floor Commercial (Move In/Out)*	\$ 883.00	
*Discounted rental rates may be negotiated if the event provides a benefit to the community and available in low priority times.	l/or facility space	

ADENIA OKATE OHOD FEEO (la alcala a conflicable (se)		
ARENA SKATE SHOP FEES (Includes applicable tax)		
Skate Rental	\$ 3.25	
Skate Rental – Family Rate (Maximum 5)	\$ 6.50	
Skate Sharpening	\$ 5.00	
Skate Sharpening 10x	\$ 45.00	
SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)		
Boardroom	\$ 20.00	
Boardroom – Local Non Profit	\$ 0.00	
Multipurpose Room – Half Room	\$ 32.00	
Multipurpose Room – Full Room	\$ 64.00	
New Multipurpose Room – Half Room	\$ 40.00	
New Multipurpose Room – Full Room	\$ 80.00	
SEAPARC STAN JONES FIELD (Subject to applicable tax)		
Per Game	\$ 25.00	
Per Game Youth	Free	
SUNRIVER SPORT BOX FACILITY (Rates per hour; Subject to applicable tax)		
Youth	\$ 7.50	
Youth Commercial	\$15.00	
Adult	\$15.00	
Commercial	\$ 30.00	
FACILITY ADVERTISING (Subject to applicable tax)		
Rink Board (per year)	\$ 600.00	
Zamboni Ad (per year)	\$ 1,000.00	
Brochure Advertising	Negotiated	
GOLF COURSE GREEN FEES AND RENTALS (Includes applicable tax)		
Adult	\$ 15.00	
Adult 10x	\$135.00	
Youth (8-16)	\$ 10.00	
Youth 10x	\$ 90.00	
Family (Max 4 incl. 2 adults)	\$ 40.00	
Extra Round	\$ 10.00	
Pull Cart Rental	\$ 5.00	
Club Rental	\$ 7.00	

#### **SCHEDULE "C"**

### SALT SPRING ISLAND PARKS AND RECREATION FEES AND CHARGES Effective September 1, 2021

INDOOR POOL - General Admission Fees (Subject to applicable tax) ("Everyone Welcome", Lap Swim)					
Class of Person	Single	10 x Pass (get 10 for 9)	20 x Pass (get 20 for 17)	1 Month Pass	Annual Pass
Adult (19 yrs and older)	\$ 5.96	\$ 53.64	\$ 101.32	\$ 59.62	\$ 406.26
Youth (13-18 yrs or valid student card)	\$ 4.47	\$ 40.23	\$ 75.99	\$ 44.71	\$ 304.68
Child (5-12 yrs)	\$ 3.57	\$ 32.13	\$ 60.69	\$ 35.77	\$ 277.68
Tot ( 4 yrs and under)	No Charge	No Charge	No Charge	No Charge	No Charge
Family (max 5 people)	\$ 12.24	\$ 110.16	\$ 208.08	\$ 122.40	\$ 812.50
"Toonie Swim" *	\$ 1.94	N/A	N/A	N/A	N/A
Aquatic Fitness	\$ 7.43	66.83	N/A	\$ 67.16	\$ 569.74

Single Admission rates will apply for use of whirlpool or showers only. Single Admission rates apply to each entry per day.

INDOOR POOL – Rental Rates – (Subject to applicable tax)		
Class of Organization	Per Lane	Entire Facility
Commercial	\$ 23.46	\$ 306.20
Adult Non-Profit	\$ 17.60	\$ 157.61
Youth Non-Profit	\$ 14.08	\$ 82.80
Lifeguard/Instructor (additional staff)**	\$ 30.84	
** Lifeguard/Instructor is additional charge where additional staff is needed.		

FACILITIES (Subject to applicable tax) Permit Fee (per hour) unless otherwise noted			
	Non-	Profit	Commercial
Facility	Youth	Adult	
Tennis Courts (per court)	No Charge	No Charge	\$ 6.50
Tennis Courts (Per Tournament)	\$25.50	\$25.50	
Ball Diamonds	No Charge	No Charge	See Park Use Fees
Ball Diamonds (per Tournament)	\$ 25.50	\$25.50	
Main Field – Portlock	No Charge	No Charge	- -
Side Field – Portlock	No Charge	No Charge	1
Main or Side Field – Portlock (Per Tournament)	\$25.50	\$25.50	
Jogging Track	No Charge	No Charge	1
Meeting Room	\$ 11.47	\$ 17.20	\$25.50
Meeting Room AV Rental	\$ 16.60	\$ 16.60	\$ 16.60

PARK USE (Subject to applicable tax)			
	Non-Profit		Permit Fee (per day)
	Youth	Adult	Unless otherwise noted
Commercial Filming – minimal set up,			\$ 318.36
Commercial Filming – Elaborate set up, less than 10 days			\$ 530.60
Commercial Service or Activity			\$ 212.24 per day \$ 530.60 per week
Commercial Temporary One-Time Use			\$ 106.12
Temporary Service Access – for			No Charge
such purposes as accessing			No Charge
private property, utility or public			
Research Activity – such as			\$ 31.83
specimen collection, surveys,			ψ 31.03
inventories, monitoring plots			
Weddings –			\$ 54.10
Special Event or Activity	\$ 9.18/hour	\$ 11.48/hour	\$ 15.30/hour
	\$ 64.92/day	\$ 80.58/day	\$ 108.20/day
Gazebo in Centennial Park	\$ 6.50/hour	\$ 8.12/hour	\$ 10.82/hour
Gazebo III Centenniai Park	\$ 32.47/day	\$ 40.59/day	\$ 54.10/day
Drummond Park Picnic Shelter	\$ 6.50/hour	\$ 8.12/hour	\$ 10.82/hour
Didililiona Faik Fichic Sheller	\$ 32.47/day	\$ 40.59/day	\$ 54.10/day
Portlock Park Picnic Shelter	\$ 6.50/hour	\$ 8.12/hour	\$ 10.82/hour
I OILIOCK FAIR FICIIIC GIICICI	\$ 32.47/day	\$ 40.59/day	\$ 54.10/day

MISCELLANEOUS FEES (Subject to applicable tax)		
Tent Rental	\$ 42.84	
Road Sign at Portlock (commercial)	\$ 26.52/weekly	
Clean Up Fee	\$ 40.00/hour	
Maintenance Staff	\$ 40.00/hour	
Table Rental (per table)	\$ 10.91/day	
Chair Rental (per chair)	\$ 2.09/day	
Refund Fee (No charge to leave credit on account)	\$ 5.00 (non-taxable)	
NSF Cheque Fee/Declined Credit Card	\$ 20.00 (non-taxable)	
Membership Card Replacement	\$ 5.00 (non-taxable)	
Locker (Small/Medium)	\$ 0.25 (non-taxable)	
Locker (Large)	\$ 0.50 (non-taxable)	
Damage Deposit (Major Event/Tournament)	20% of Contract	

SATURDAY MARKET IN THE PARK			
PERMITS (subject to applicable tax)	2021 Jan 1 – Dec 31	2022 Jan 1 – Dec 31	
Seasonal	\$ 208.09 per season	\$ 208.09 per season	
Day	\$ 6.96 per day	\$ 7.31 per day	
Not-for-Profit	\$ 1.05 per season	\$ 1.10 per season	
Youth Vendor	\$ 1.05 per season	\$ 1.10 per season	
Busker	\$ 1.05 per season	\$ 1.10 per season	
Off-Season	\$ 29.93 per off-season	\$ 31.43 per off-season	
LINEAR CHARGES FOR TABLE DISPLAY SPACE (subject to applicable tax) (Maximum 8 feet frontage, unless grandfathered)	2021 Jan 1 – Dec 31	2022 Jan 1 – Dec 31	
Seasonal	\$ 2.63 frontage foot / day	\$ 2.76 frontage foot / day	
Day	\$ 2.63 frontage foot / day	\$ 2.76 frontage foot / day	
OTHER (Subject to applicable tax)			
Power	\$ 29.93 per off-season where available	\$ 31.43 per off-season where available	
Wash Station/Water	\$ 42.00 per season	\$ 42.00 per season	

#### SCHEDULE "D"

#### JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION FEES AND CHARGES Effective September 1, 2021

#### **Special Events or Activities**

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (Subject to applicable tax)
For events or activities such as a festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators.	\$ 30.00/permit
Frequent Users:5 or more events/year	\$ 120.00/permit
For children's parties.	\$30.00/permit
For private event such as weddings or birthdays with 10 or more participants.	\$ 100.00/permit

#### **SCHEDULE "E"**

### PORT RENFREW COMMUNITY RECREATION CENTRE FEES AND CHARGES

#### Effective September 1, 2021

Dance Hall (Subject to applicable tax)		
Events up to 100 people	\$ 200.00 day/night	
Events with greater than 100 people	Negotiated	
Set-up Fee	\$ 50.00	
Clean-up Fee (minimum 4 hours)	\$ 25.00/hr	
Damage deposit – events up to 100 people	\$100.00	
Damage deposit – events greater than 100 people	\$ 500.00	
Meeting Room (Subject to applicable tax)		
Rate per hour (4 hour minimum)	\$ 25.00/hr	
Fee for use of kitchen	\$ 50.00	
Offices (Subject to applicable tax)		
Monthly lease	Negotiated	



#### Appendix B

#### **List of Revisions**

Below is a summary of the changes to fees and charges for recreation services and facilities, starting September 1, 2021. The changes have been considered and recommended by the respective service's commission, and summarized as follows.

**Panorama Recreation Centre:** The primary goal in the review of the Panorama recreation fees and charges is to find the balance between fiscal accountability, access to recreation services and the marketplace. Existing fees and charges are compared to other recreation centers in the area and lower mainland. As well, other data and background information is gathered to determine social and economic conditions in the community. The main changes are:

1. Adjustment to Junior B ice rental rates

The current fees and charges list the Junior B practice rate at \$127/hr and games at \$128/hr. The proposal is to combine these fees at \$128/hr for ease of reference and use.

2. Outdoor tennis court rental rate extended to inclusive multisport court

The Jumpstart inclusive multisport courts are expected to open this fall. Staff propose to extend the current rate of \$6 per hour used at the existing outdoor tennis courts to the new courts.

3. New rate for Greenglade Fitness/Dance Studio

The Greenglade fitness/dance studio (Room #4) is currently rented out at the standard Greenglade classroom rate. The space is double the size of the other Greenglade classrooms, so the current structure doesn't reflect a fair rental rate. Staff are proposing an increase to align more closely with the Fitness Studio at Panorama Recreation Centre.

4. Commerical filming

The facility rental fee for commercial filming is negotiable.

5. Late night arena group booking

Arena rental for late night bookings will no longer have additional free time and ice cleaning.

**SEAPARC:** The primary goal in review of SEAPARC recreation fees and charges is to find the balance between fiscal accountability, access to recreation services and the marketplace.

1. Sport box hourly rental fees

The SunRiver sport box site is expected to open in early 2022; new hourly rental rates are proposed for the facility.

**Salt Spring Island Parks and Recreation**: As part of the annual review of fees and charges, PARC conducts an analysis of, including but not limited to, market averages of like facilities and to establish base rates for admission and rental fees and applies formulas to allow for subsidies for local non-profit organizations and different age groups.

1. General rate increase

A 2% change in rates is proposed for 2021/22 following several years of no rate changes since 2018/19.

- 2. New specific changes
  - Hourly rate for maintenance staff;
  - Membership card replacement fee;
  - Locker rental fees; and
  - Damage deposit for major events/tournaments.

#### Juan De Fuca Electoral Area Parks and Recreation:

1. Children's party park permit category

A new park permit category for children's parties is proposed at \$30.00.

Port Renfrew Community Recreation Centre: has no fee changes.



### REPORT TO FINANCE COMMITTEE MEETING OF WEDNESDAY, JULY 07, 2021

#### **SUBJECT** Bylaw Nos. 4437-4439: Security Issuing Bylaws, Fall 2021

#### **ISSUE SUMMARY**

Approval of the security issuing bylaws for borrowings by the Capital Regional District (CRD) and for borrowings by the District of Saanich and the Township of Esquimalt.

#### **BACKGROUND**

Under Sections 410 and 411 of the *Local Government Act*, the CRD must adopt a security issuing bylaw to provide for the issue of debentures or other debt for all or any part of the debt authorized under loan authorization bylaws for its own borrowings and on behalf of municipalities requesting debt.

Debt issuance is undertaken twice annually by the Municipal Finance Authority (MFA). The process requires the CRD Board to adopt separate security issuing bylaws for each borrower. The approved bylaws are then submitted to the Ministry of Municipal Affairs for approval.

The CRD is requesting the issue of securities as follows in Table 1 below:

TABLE 1: Capital Regional District Financial Plan Borrowing – (\$ Millions)

Security Issuing	O-miles		LOAN AUTHORIZATION		Term	Issue	Mada	
Bylaw No.	Service	Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)	of issue	amount (\$M)	Notes
4437	Magic Lake Estates Wastewater System	4320	\$6.00	\$2.50	\$3.50	30	\$1.26	Magic Lake Estates Wastewater System Upgrade
	TOTAL						\$1.26	

Pursuant to Section 182 of the *Community Charter*, municipality borrowing under a loan authorization bylaw must be undertaken by the applicable regional district on behalf of the municipality. Pursuant to Section 410 of the *Local Government Act*, the regional district will finance the loan authorization bylaw of a municipality approved under the *Community Charter*.

Municipal requests for the Fall MFA issue have been submitted by the District of Saanich and the Township of Esquimalt. The requests are outlined in Table 2 below. Each municipal borrowing is issued under a separate security issuing bylaw to ensure the MFA can administer each borrowing individually.

**TABLE 2: Municipal Borrowings – District of Saanich – (\$ Millions)** 

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Security Issuing	uina		LOAN AUTHORIZATION			Term	Issue	Neter
Bylaw No.	Municipality	Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)	of issue	amount (\$M)	Notes
	District of Saanich	9634	\$2.20	\$0.00	\$2.20	15	\$2.20	Transpor tation Capital Program
4438	District of Saanich	9635	\$1.00	\$1.00	\$1.00	15	\$1.00	Parks Capital Program
	SUB-TOTAL						\$3.20	
4439	Township of Esquimalt	3021	\$42.00	\$0.00	\$42.00	30	\$35.00	Public Safety Building
	SUB-TOTAL						\$35.00	
	TOTAL						\$38.20	

#### **ALTERNATIVES**

#### Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

- 1. That Bylaw No. 4437, "Security Issuing Bylaw No. 3, 2021", be introduced and read a first, second, and third time; and
- 2. That Bylaw No. 4437 be adopted.
- 3. That Bylaw No. 4438, "Security Issuing Bylaw No. 4, 2021", be introduced and read a first, second, and third time; and
- 4. That Bylaw No. 4438 be adopted.
- 5. That Bylaw No. 4439, "Security Issuing Bylaw No. 5, 2021", be introduced and read a first, second, and third time; and
- 6. That Bylaw No. 4439 be adopted.

#### Alternative 2

That adoption of Bylaw Nos. 4437, 4438 and 4439 be deferred back to staff for amendments.

#### **IMPLICATIONS**

#### Financial Implications

The CRD funds capital projects in some cases with long term borrowings in order to mitigate the risk of interest rate fluctuation and to spread the capital costs of facilities over current and future uses.

Municipal borrowings are supported by municipal resolution and debt servicing levels are below liability servicing limits. For the municipal borrowings, there is no direct financial impacts to the CRD; all payments are made by the municipality. However, the debt is issued to the municipalities through the security of the regional district and all principal and interest payments are a liability of the District.

#### Borrowing and Rate Details

Each new issue will generally be for a 10 year term, which means the lending rate is set from the date of funding for a period of 10 years. Local governments have the option to borrow for periods ranging from of 5 to 30 years; therefore, any terms that exceed the 10 year period will have the lending rate reset starting in year 11. Typically, the rate will be reset for the next 5 years covering the start of year 11 to the end of year 15, and this "5 year reset process" will continue as required (i.e. until loan obligations mature). The MFA's long term 10 year borrowing rate is currently 2.25%.

Current indicative market interest rates are provided by the Municipal Finance Authority of BC and these form the starting point for internal CRD budget purposes:

Time Horizon	MFABC – Indicative Rates
5 years	1.32%
10 years	2.25%
15 years	2.60%
20 years	2.87%
25 years	2.87%
30 years	2.87%

#### CONCLUSION

The CRD through security issuing bylaw is enabled to borrow from the MFA for both regional district and municipal borrowings. For municipalities, the requisite loan authorization bylaws, provincial certificates of approval and municipal resolutions for the proposed security issuing bylaws are in place. The services and municipalities requesting the borrowing will bear the resulting debt service costs. Approval of these bylaws is recommended to permit participation in MFA's Fall 2021 debt issuance.

#### **RECOMMENDATION**

The Finance Committee recommends to the Capital Regional District Board:

- 1. That Bylaw No. 4437, "Security Issuing Bylaw No. 3, 2021", be introduced and read a first, second, and third time; and
- 2. That Bylaw No. 4437 be adopted.
- 3. That Bylaw No. 4438, "Security Issuing Bylaw No. 4, 2021", be introduced and read a first, second, and third time; and
- 4. That Bylaw No. 4438 be adopted.
- 5. That Bylaw No. 4439, "Security Issuing Bylaw No. 5, 2021", be introduced and read a first, second, and third time; and
- 6. That Bylaw No. 4439 be adopted.

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

#### ATTACHMENT(S)

Appendix A: Bylaw No. 4437, Security Issuing Bylaw No. 3, 2021 Appendix B: Bylaw No. 4438, Security Issuing Bylaw No. 4, 2021 Appendix C: Bylaw No. 4439, Security Issuing Bylaw No. 5, 2021

#### CAPITAL REGIONAL DISTRICT BYLAW NO. 4437

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## A BYLAW TO AUTHORIZE ENTERING INTO AN AGREEMENT RESPECTING FINANCING BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

#### 

#### WHEREAS:

- A. The Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;
- B. Under the provisions of section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;
- C. The table contained in this bylaw is to provide clarity and information for the purposes of this bylaw;
- D. The Board of the Capital Regional District (the "Regional District") hereby requests that such financing shall be undertaken through the Authority.

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

1. The Authority is hereby requested and authorized to finance from time to time the undertakings, as further described in the Loan Authorization Table below, at the sole cost and on behalf of the Regional District up to, but not exceeding One Million, Two Hundred and SixtyThousand Dollars (\$1,260,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$1,260,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

Security Issuing	Camilaa		LOAN AUTHORIZATION			Term	Issue	Netes
Bylaw No.	Bylaw Service	Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)	of issue	amount (\$M)	Notes
4437	Magic Lake Estates Wastewater System	4320	\$6.00	\$2.50	\$3.50	30	\$1.26	Magic Lake Estates Wastewater System Upgrade
	TOTAL						\$1.26	

- 2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
- 3. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
- 4. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
- 5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
- 6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
- 7. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Regional District Loan Authorization Bylaws No. 4320 if the anticipated revenues accruing to the Regional District from the operation of the "Outer Gulf Islands Magic Lake Estates Sewage System Local Service Establishment Bylaw, 1990" services are at any time insufficient to meet the annual payment of interest and the

repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

- 8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Board of the Regional District shall make due provision to discharge such liability.
- 9. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
- 10. This bylaw may be cited as "Security Issuing Bylaw No. 3, 2021".

CHAIR	CO	RPORATE OFFICER	_
ADOI 1ED ITIIO		day oi	20
ADOPTED THIS	th	day of	20
READ A THIRD TIME THIS	th	day of	20
READ A SECOND TIME THIS	th	day of	20
READ A FIRST TIME THIS	th	day of	20

Schedule "A" to Byla	w #	
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# CANADA PROVINCE OF BRITISH COLUMBIA AGREEMENT

Regional	District of		
The Regional District of	Columbia (the "Authority") at i DOLLARS (\$ day of every year during the currence I be as specified in the scheo	its Head Office in Saai ) in lawful money of C 20, at varying rates by of this Agreement; a fule attached commen	nich, British anada, of interest, and acing on the
the Regional District, the Regional Dist sufficient to discharge the obligations of	trict shall pay over to the Auth	nority such further sum	is as are
DATED at	, British Columbia, this	day of	, 20
	IN TESTIMONY WHERE Bylaw # cited this Agreement is sealed Regional District of by the Chair and Treasure	as "with the Corporate Seal	of the
	Chair		
	Treasurer		
Pursuant to the <i>Local Government Act</i> validly made and issued and that its va court of the Province of British Columb	alidity is not open to question		
	ctor of Municipalities of British	ı Columbia	

#### PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

### CAPITAL REGIONAL DISTRICT BYLAW NO. 4438

## A BYLAW TO AUTHORIZE THE ENTERING INTO AN AGREEMENT RESPECTING FINANCING BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

#### **WHEREAS**

- A. The Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;
- B. The District of Saanich is a member municipality of the Capital Regional District (the "Regional District");
- C. The Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;
- D. Under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;
- E. The tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;
- F. The Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority.

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

1. The Regional Board hereby consents to financing the debt of District of Saanich and further described in the Municipal Loan Authorization Bylaws table, in the amount of Three Million and Two Hundred Thousand Dollars (\$3,200,000) in accordance with the following terms.

Security			LOAN AUTHORIZATION			Term	Issue	
Issuing Bylaw No.	Municipality	Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)	of issue	amount (\$M)	Notes
	District of Saanich	9634	\$2.20	\$0.00	\$2.20	15	\$2.20	Transportation Capital Program
4438	District of Saanich	9635	\$1.00	\$1.00	\$1.00	15	\$1.00	Parks Capital Program
	TOTAL						\$3.20	

- 2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of the District of Saanich up to, but not exceeding Three Million and Two Hundred Thousand Dollars (\$3,200,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed Three Million and Two Hundred Thousand Dollars (\$3,200,000) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
- 3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
- 4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.

- 5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
- The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
- 7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
- 8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the District of Saanich Loan Authorization Bylaw # 9634 and 9635 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
- 9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
- 10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the Municipal Finance Authority Act to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
- 11. This bylaw may be cited as "Security Issuing Bylaw No. 4, 2021".

CHAIR	CC	PRPORATE OFFICER	
ADOPTED THIS	th	day of	202_
READ A THIRD TIME THIS	th	day of	202_
READ A SECOND TIME THIS	th	day of	202_
READ A FIRST TIME THIS	th	day of	202_

#### Schedule "A" to Bylaw # \_\_\_\_

# CANADA PROVINCE OF BRITISH COLUMBIA AGREEMENT

Regional Distric	t of
Saanich, British Columbia, the sum of money of Canada, together with interest the varying rates of interest, calculated semi-a this Agreement; and payments of principal attached commencing on the day of the payments of principal and interest here Authority undertaken on behalf of the Regi	(the "Regional District") hereby promises to pay to Columbia (the "Authority") at its Head Office in DOLLARS (\$) in lawful hereon from the day of 20, at innually, in each and every year during the currency of and interest shall be as specified in the schedule 20, provided that in the event eunder are insufficient to satisfy the obligations of the fonal District, the Regional District shall pay over to ficient to discharge the obligations of the Regional
DATED at, Bri 20	itish Columbia, this day of,
	IN TESTIMONY WHEREOF and under the authority of Bylaw # cited as " "  this Agreement is sealed with the Corporate Seal of the Regional District of and signed by the Chair and Treasurer thereof.
	Chair
	 Treasurer
	ertify that the within Agreement has been lawfully and y is not open to question on any ground whatsoever mbia.

Deputy Inspector of Municipalities of British Columbia

#### PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

### CAPITAL REGIONAL DISTRICT BYLAW NO. 4439

## A BYLAW TO AUTHORIZE THE ENTERING INTO AN AGREEMENT RESPECTING FINANCING BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

\*

#### WHEREAS:

- A. The Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;
- B. The Township of Esquimalt is a member municipality of the Capital Regional District (the "Regional District");
- C. The Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;
- D. Under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;
- E. The tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;
- F. The Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority.

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

1. The Regional Board hereby consents to financing the debt of Township of Esquimalt and further described in the Municipal Loan Authorization Bylaws table, in the amount of Thirty Five Million Dollars (\$35,000,000) in accordance with the following terms.

Security			LOAN AUTHORIZATION			Term	Issue	
Issuing Bylaw No.	Service	Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)	of issue	amount (\$M)	Notes
4439	Township of Esquimalt	3021	\$42.00	\$0.00	\$42.00	30	\$35.00	Public Safety Building
	TOTAL						\$35.00	

- 2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of the Township of Esquimalt up to, but not exceeding Thirty Five Million Dollars (\$35,000,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed Thirty Five Million Dollars (\$35,000,000) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
- 3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
- 4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
- 5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.

- 6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
- 7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
- 8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Township of Esquimalt Loan Authorization Bylaw No. 3021 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
- 9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
- 10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the Municipal Finance Authority Act to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
- 11. This bylaw may be cited as "Security Issuing Bylaw No. 5, 2021".

CHAIR		CORPORATE OFFICER		
ADOPTED THIS	th	day of	202_	
READ A THIRD TIME THIS	th	day of	202_	
READ A SECOND TIME THIS	th	day of	202_	
READ A FIRST TIME THIS	th	day of	202_	

#### Schedule "A" to Bylaw # \_\_\_\_

# CANADA PROVINCE OF BRITISH COLUMBIA AGREEMENT

Regional Distric	ct of
Saanich, British Columbia, the sum of money of Canada, together with interest t varying rates of interest, calculated semi- this Agreement; and payments of principa attached commencing on the day of the payments of principal and interest her Authority undertaken on behalf of the Reg	(the "Regional District") hereby promises to pay to Columbia (the "Authority") at its Head Office in DOLLARS (\$) in lawful hereon from the day of 20, at annually, in each and every year during the currency of all and interest shall be as specified in the schedule 20, provided that in the event reunder are insufficient to satisfy the obligations of the gional District, the Regional District shall pay over to fficient to discharge the obligations of the Regional
DATED at, B 20	ritish Columbia, this day of,
	IN TESTIMONY WHEREOF and under the authority of Bylaw # cited as "
	this Agreement is sealed with the Corporate Seal of the Regional District of and signed by the Chair and Treasurer thereof.
	Chair
	Treasurer
	certify that the within Agreement has been lawfully and ity is not open to question on any ground whatsoever umbia.
	Municipalities of British Columbia

#### PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest	
	\$	*	\$	
	\$	\$	\$	
	\$	\$	\$	



# REPORT TO THE FINANCE COMMITTEE MEETING OF WEDNESDAY, JULY 07, 2021

# **SUBJECT** Capital Reserve Funding Guidelines

# **ISSUE SUMMARY**

Report on optimal capital reserve balances and funding for sustainable service delivery.

# **BACKGROUND**

Through various staff reports to Committee and Board, including statements of financial information and the asset management strategy, staff were directed to report on reserve fund health and optimal levels to ensure sustainable service delivery and sound financial decision making.

Prudent and sustainable management of service delivery objectives are continually integrated and prioritized through the annual planning process. Previous decision models and guidelines that inform service and financial planning include:

- Corporate Asset Management Program & Asset Management Strategy; intervening through the life-cycle of an asset to ensure long-term service delivery
- Financial Debt Term Guidelines; setting optimal long term debt amortization periods based on value for money
- CAWTP Financing Strategy; integration of life-cycle costing, cost expectations, debt tolerance, and cash flow planning
- CRHD Funding Model; where minor capital is funded from cash on hand and major capital projects are debt financed in alignment with asset life
- CRHD Summit Financing Strategy; alignment of long term debt to operating lease agreement, risk mitigation of fluctuating interest rates
- Regional Housing First Program Business Model; leveraging grant funds to create 5x investment through the use of debt
- Renewable Natural Gas Business Case Model and Analysis; optimizing agreement terms and financing strategy

The developed models and guidelines to date form a common approach to defining an overarching corporate financing strategy to support the organization's goal of sustainable service delivery. To measure performance, financial health indicators were introduced and have been tracked since 2017. Using the DBRS¹ rating methodology for municipal governments, the CRD has maintained a AA or better rating since 2017. Other key health indicators monitor liquidity, interest coverage, leverage, and capital reserve health.

This report focuses on capital reserve health, the relationship with leverage and debt affordability, and the integral impact both have on service delivery. The analysis includes a measure of existing reserves against the guideline to illustrate funded status. During 2021, staff developed capital reserve guidelines which were reviewed and approved by the Executive Leadership Team (ELT).

<sup>&</sup>lt;sup>1</sup> The Dominion Bond Rating Service (DBRS) is the largest rating agency in Canada and fourth largest in the world.

# **ALTERNATIVES**

# Alternative 1

The Finance Committee recommends to the Capital Regional District Board: That the Capital Reserve Funding Guidelines report be received for information.

# Alternative 2

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

# <u>IMPLICATIONS</u>

Adequate and appropriate funding sources are key to the organization's ability to execute capital investment and sustain service delivery. A scan of the organization's current environment included:

- capital reserve bylaws
- reserve balances in relation to asset value
- a review of current CRD and best practices

The review focused on the following key indicators:

- assessment of overall funding differential by service (Acc Am Reserve Balance)
- application of optimal % savings (Optimal D/E based on asset useful life)

The objective was to identify early opportunities and leading indicators to address shortfalls in funding health through the annual planning processes. Through exception reporting of leading indicators, staff will drive further analysis by service and integrate recommendations through asset management and financial planning.

# **Legislative Implications**

Capital reserves are established either legislatively for statutory reserves or by bylaw for all other capital reserves. Once established, reserve funds can only be used for the identified purpose except when funds are no longer required or when used for inter-service borrowing. Both legislation and bylaws state where reserves will be funded from and what the funds can be used for. Currently, neither legislation nor existing bylaws define how to set target reserve levels.

# **Financial Implications**

The CRD has 70 capital reserves established. Some services have more than one reserve but the majority have a single reserve. When applying the indicators on funded status, the results show:

- 45 reserves are funded within or above reasonable target range
- 25 reserves are flagged as requiring attention and below target range

While the overall results highlight that the majority of reserves are considered well-funded, benchmarking within or above target, it should be noted that 25 reserves are identified as requiring attention and benchmarking below target. Additionally, a majority of the 25 are within the Electoral Areas. Lower reserves may be acceptable, given the longer life of some Electoral Area utility

assets; however, if savings rates are not within guideline ranges, future borrowing levels and costs will be higher and could be fiscally challenging.

For services where reserve balances are above the target range, there is an opportunity to reduce transfers from operating budgets, in addition to incorporating optimal leverage in a financing strategy for future investment.

Through the financial health indicators introduced in 2017, reserve funding levels have been measured using the Capital Reserve Health Ratio (CRHR). In 2020, reserves were 9% of asset value, where best practices benchmark in the 15-20% range. In partnership with the CRHR, Revenue Supported Debt Servicing has been measured against the benchmark maximum of 25% of recurring revenue. The target is in alignment with both DBRS ratings for local governments as well as the Ministry of Municipal Affairs legislative limit for municipalities in British Columbia. In 2020, the CRD had 7.6% of revenue supporting debt servicing.

Additionally, an analysis of the 2020 DBRS indicators resulted in a AA overall rating, indicating a high capacity for financial sustainability and a low vulnerability to negative future events.

# **Other Local Governments**

Local, and International, Government Finance Officers associations publish case studies on a regular basis. A review of current publications showed recommendations on alignment of reserve balances to asset life and replacement, recognizing there are challenges in estimating future costs, in particular for long-life assets. Additionally, there was minimal documentation on optimizing reserves (savings) with debt (borrowing) and external revenue such as grants.

A call to local governments across the province demonstrated wide ranging practices with limited documentation on optimal reserve targets. Metro Vancouver was the most progressive. While silent on target reserve levels, Metro opted for setting a maximum % of revenue for debt servicing; currently 40%. Regional districts long-term borrowing is not restricted by legislation.

# **Analysis**

Optimal financing strategies are essential in supporting and enabling the service delivery requirements of the CRD. At a fundamental level, saving and borrowing or reserves and debt are the internal drivers; thus, optimizing the blend or ratio is critical to a financing strategy.

Where reserves impact current rate payers, debt can both distribute costs over time and multiply investment capacity. Both reserve balances and debt need to be actively managed against external conditions including interest rates, inflation, and changes in the treasury marketplace.

In evaluating and balancing internal drivers, staff utilized cost sensitivity analysis to develop target debt to equity ratios, with the goal of evaluating optimal financing strategies on new purchases, replacement of capital infrastructure, and land acquisition.

The foundation of the guideline is the relationship between asset life and an optimal blend of debt and equity. Shorter-life assets should utilize a lower ratio of debt to equity vs assets with longer useful lives being better suited to higher leverage.

Appendix C includes graphics to articulate the concepts above.

The guideline is a standard approach to be applied in each service, and involves:

- evaluation of asset life cycles and asset types
- assessment of target debt and equity based on the life of the asset
- analysis to develop financing strategy, incorporating CRD Debt Term Guidelines

In March 2021, the ELT reviewed results of the analysis and proposal, and directed a guideline be established to set target reserve levels within each service while maintaining the key financial health indicators.

In April 2021, the ELT approved the Reserve Guidelines included in Appendix B and directed the guidelines and accompanying analysis be incorporated into the 2022 financial planning process. Staff recommendations will be included in budget deliberations by ELT through the summer, and ultimately through Commissions, Committees, and the Board this fall.

# **Other Considerations**

The guideline is intended to address sound financial management practices, but recognizes that a philosophical approach may override recommendations. Philosophically, a decision to borrow provides immediate benefit and spreads liability over time, whereas a decision to save impacts current ratepayers with a future benefit.

By matching higher levels of borrowing for assets with longer lives, the guideline incorporates matching costs of a service over its life, across generations, particularly in the case of assets with lives greater than 40-50 years.

An illustrative example is the land acquisition levy for the Regional Parks Service. The money is saved by todays' taxpayers to buy land that will benefit many future generations, as land would be expected to serve community needs in perpetuity. In addition to concepts of inter-generational equity, economically, consideration should be given to the rate of land appreciation versus the rate of borrowing. Where one outpaces the other, the funding approach could be impacted.

# **CONCLUSION**

Optimal financing strategies are essential in supporting and enabling the service delivery requirements of the CRD. The guidelines optimize use of debt and capital reserves; they are not policy, rather an optimized reference point balancing multiple objectives. Staff will incorporate and apply the guidelines through the 2022 financial planning process.

# **RECOMMENDATION**

The Finance Committee recommends to the Capital Regional District Board: That the Capital Reserve Funding Guideline report be received for information.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

# ATTACHMENT(S)

Appendix A: Capital Reserve Analysis
Appendix B: CRD Capital Reserve Guideline
Appendix C: Corporate Finance Concepts

CRD
Capital Reserves - Data Analysis
Data source: 2019 F/S & Reserves

RESERVES BELOW 50% OF TARGET							
Service Area Name_	Service Area	Asset Value	Asset Consumed	Reserve Balance	Asset Lifecycle Reserve Ratio (Savings %)	Target Reserve Balance	Funding_ Difference_
Regional Water Supply	2.67	\$286,228,008	\$133,178,252	\$2,031,818	40%	\$53,271,301	-\$51,239,483
Juan de Fuca Water Distribution	2.68	\$220,331,839	\$55,291,225	\$7,802,827	40%	\$22,116,490	-\$14,313,663
Leg & Gen	1.0X Consol	\$13,224,395	\$10,878,236	\$738,947	85%	\$9,246,501	-\$8,507,553
Magic Lake Estates Sewer System	3.83	\$6,284,742	\$3,379,033	\$139,518	40%	\$1,351,613	-\$1,212,095
SEAPARC	1.40X	\$10,710,229	\$4,082,024	\$566,281	40%	\$1,632,810	-\$1,066,529
Royal Theatre	1.29	\$10,894,276	\$4,310,223	\$823,906	40%	\$1,724,089	-\$900,184
Highland / Fernwood Water - SSI	2.621	\$5,344,520	\$2,315,776	\$55,892	40%	\$926,310	-\$870,419
Geo-Spatial Referencing System	1.335	\$1,277,956	\$1,072,946	\$68,348	70%	\$751,062	-\$682,714
Saturna Island Water System (Lyall Harbour)	2.64* Consol	\$4,566,055	\$1,438,818	\$6,193	40%	\$575,527	-\$569,334
S. G. I. Small Craft Harbour Facilities	1.235	\$3,143,159	\$1,604,240	\$466,134	60%	\$962,544	-\$496,410
Beddis Water	2.624	\$2,804,701	\$1,359,740	\$50,869	40%	\$543,896	-\$493,027
Salt Spring Island Public Library	1.141	\$7,437,564	\$1,127,261	\$72,279	40%	\$450,905	-\$378,625
Fulford Water	2.626	\$2,567,250	\$1,088,227	\$89,131	40%	\$435,291	-\$346,160
South Galiano Fire Protection	1.352	\$1,322,092	\$943,550	\$232,672	60%	\$566,130	-\$333,458
Port Renfrew Water	2.65 Consol	\$1,641,765	\$814,595	\$73,327	40%	\$325,838	-\$252,512
Surfside Park Estates (Mayne)	2.667	\$1,308,847	\$711,100	\$35,820	40%	\$284,440	-\$248,620
Port Renfrew Fire Protection	1.358	\$1,860,668	\$528,233	\$130,083	60%	\$316,940	-\$186,857
J.D.F. Search and Rescue	1.377	\$378,088	\$223,944	\$26,875	85%	\$190,353	-\$163,478
Maliview Estates Sewer System	3.82	\$833,701	\$411,981	\$18,933	40%	\$164,792	-\$145,859
Port Renfrew Sewer	3.85	\$1,022,763	\$777,080	\$20,129	20%	\$155,416	-\$135,287
Wilderness Mountain Water Service	2.691	\$1,355,616	\$327,277	\$40,732	40%	\$130,911	-\$90,179
Sticks Allison Water (Galiano)	2.665	\$345,630	\$205,475	\$2,688	40%	\$82,190	-\$79,502
Land Banking & Housing	1.31	\$39,196,034	\$208,522	\$19,247	40%	\$83,409	-\$64,162
Cedars of Tuam	2.622	\$230,936	\$73,608	\$13,155	40%	\$29,443	-\$16,288
Electoral Area Emergency Program	1.372	\$97,560	\$19,169	\$2,646	70%	\$13,418	-\$10,772
Totals:		\$624,408,394	\$226,370,537	\$13,528,450		\$96,331,620	-\$82,803,169

CRD
Capital Reserves - Data Analysis
Data source: 2019 F/S & Reserves

RESERVES ABOVE 50% OF TARGET							
Service Area Name_	Service Area	Asset Value	Asset_ Consumed_	Reserve Balance	Asset Lifecycle Reserve Ratio (Savings %)	Target Reserve_ Balance	Eunding_ Difference_
SWMP -Solid Waste Disposal (Refuse Disposal)	1.521	\$80,478,154	\$28,016,869	\$21,794,292	40%	\$11,206,748	\$10,587,545
Regional Parks	1.28	\$49,072,360	\$14,513,742	\$9,445,688	40%	\$5,805,497	\$3,640,191
Saanich Peninsula Water Supply	2.61	\$36,399,176	\$15,853,751	\$9,396,424	40%	\$6,341,500	\$3,054,924
Facilities Mgt & Building Services	1.10X Consol	\$39,892,348	\$13,681,644	\$8,190,968	40%	\$5,472,657	\$2,718,310
SSI Transit	1.238 Consol	\$2,226,776	\$299,468	\$1,436,844	40%	\$119,787	\$1,317,057
Environmental Services	1.57X Consol	\$5,462,568	\$3,646,821	\$4,139,771	85%	\$3,099,798	\$1,039,973
McPherson Theatre	1.295	\$5,771,317	\$1,680,815	\$1,664,880	40%	\$672,326	\$992,554
911 Systems	1.911 Consol	\$12,736,188	\$1,362,930	\$1,013,992	20%	\$272,586	\$741,406
JDF EA Parks & Rec	1.40* Consol	\$1,142,538	\$546,939	\$640,524	40%	\$218,776	\$421,748
North & South Pender Com. Parks	1.485	\$323,457	\$184,343	\$266,656	60%	\$110,606	\$156,050
S.G.I. Emergency Program	1.373	\$185,031	\$83,944	\$202,916	60%	\$50,367	\$152,550
Hazardous Material Incident Response	1.375	\$486,855	\$394,987	\$341,199	60%	\$236,992	\$104,207
Salt Spring Island Fernwood Dock	1.236	\$277,607	\$80,419	\$146,911	60%	\$48,251	\$98,660
Willis Point Fire Protect & Recreation	1.35	\$1,467,135	\$803,523	\$537,816	60%	\$482,114	\$55,702
Electoral Area Services - Planning	1.325	\$73,741	\$64,347	\$76,576	40%	\$25,739	\$50,837
Juan de Fuca Emergency Program	1.37	\$36,473	\$25,628	\$63,006	70%	\$17,940	\$45,066
Building Inspection	1.318	\$290,109	\$196,539	\$208,457	85%	\$167,058	\$41,399
Cedar Lane Water (S.S.I.)	2.628	\$472,253	\$136,518	\$92,334	40%	\$54,607	\$37,727
S.S.I. Emergency Program	1.371	\$59,442	\$24,108	\$45,309	70%	\$16,876	\$28,434
Port Renfrew Refuse Disposal	1.523	\$190,122	\$121,658	\$101,215	60%	\$72,995	\$28,220
Mayne Is. Com. Parks & Rec	1.475	\$606,157	\$198,422	\$99,692	40%	\$79,369	\$20,323
Saturna Island Comm. Parks	1.465	\$205,713	\$111,138	\$82,741	60%	\$66,683	\$16,058
Regional Growth Strategy	1.33X Consol	\$210,894	\$82,344	\$82,596	85%	\$69,992	\$12,604
Galiano Island Library Service	1.137	\$1,010,441	\$128,900	\$61,990	40%	\$51,560	\$10,429
Electoral Area Admin Exp - SSI	1.111	\$41,703	\$6,015	\$15,367	85%	\$5,113	\$10,254
Arts Grants	1.297	\$6,456	\$4,511	\$9,184	85%	\$3,835	\$5,349
Electoral Area Admin Exp - SGI	1.11	\$17,109	\$4,040	\$7,850	85%	\$3,434	\$4,416
Electoral Area Admin Exp - JDF	1.109	\$1,879	\$376	\$4,498	85%	\$319	\$4,179
By-Law Enforcement	1.323	\$99,177	\$46,026	\$25,831	70%	\$32,218	-\$6,387
Galiano Parks	1.495	\$265,456	\$147,654	\$80,482	60%	\$88,592	-\$8,110
913 Fire Dispatch	1.913	\$144,268	\$80,565	\$44,346	70%	\$56,395	-\$12,050
Animal Care Services	1.313	\$165,718	\$156,354	\$85,133	85%	\$132,901	-\$47,768
Skana Water (Mayne)	2.642	\$609,155	\$316,366	\$77,042	40%	\$126,546	-\$49,504
Ganges Sewer	3.81	\$8,011,699	\$4,040,905	\$754,283	20%	\$808,181	-\$53,898
S.S.I. Septage/Composting	3.705	\$2,738,512	\$527,833	\$154,793	40%	\$211,133	-\$56,340
Magic Lakes Estate Water System	2.63	\$17,916,457	\$4,280,700	\$754,542	20%	\$856,140	-\$101,598
Shirley Fire Protection	1.36	\$1,137,751	\$603,488	\$213,558	60%	\$362,093	-\$148,535
N. Galiano Fire Protection	1.359	\$1,675,352	\$616,924	\$214,084	60%	\$370,155	-\$156,070
Panorama Rec. Center.	1.44X	\$29,733,804	\$9,936,287	\$3,810,863	40%	\$3,974,515	-\$163,651
East Sooke Fire Protection	1.357	\$4,604,941	\$1,202,683	\$313,930	40%	\$481,073	-\$167,143
SSI Parks & Rec	1.45* Consol	\$11,158,668	\$4,630,331	\$1,628,333	40%	\$1,852,132	-\$223,800
Otter Point Fire Protection	1.353	\$1,783,630	\$1,233,795	\$404,146	60%	\$740,277	-\$336,131
Pender Fire Protection	1.356	\$3,969,048	\$2,200,277	\$664,032	60%	\$1,320,166	-\$656,134
Peninsula Wastewater TP	3.718	\$42,874,116	\$17,753,293	\$5,554,608	40%	\$7,101,317	-\$1,546,709
Trunk Sewers	3.7X Consol	\$157,642,482	\$56,720,717	\$12,371,153	40%	\$22,688,287	-\$10,317,134
Totals:		\$523,674,237	\$186,748,938	\$87,320,858		\$75,975,646	\$11,345,211

# Purpose

To present a capital reserve guideline and framework to establish a standard practice for setting CRD service area reserve target balance levels.

# Background

Adequate capital reserve balances are critical to sustainable service delivery. Achieving an optimal capital reserve balance target achieves three goals:

- 1. Ensures an adequate level of capital assets is maintained required to meet existing service levels,
- 2. Expansion of service levels required for new service provision and/or to absorb future growth, and
- 3. Contingency funds on-hand required to address unexpected situations requiring immediate investment in tangible capital assets.

These guidelines are based on the principle that the each CRD service area should maintain or build enough reserves to fund the future replacement of those assets, after accounting for permissible debt levels applicable to each service area. Some level of debt is beneficial in order to amplify the impact of operations, but only to the point where an optimal level is achieved.

Capital reserve balance targets are set during long term sustainable service delivery planning activities and annually in the financial planning process. Capital reserve balance targets are determined within each service by operational management in partnership with Financial Services. These targets are reviewed annually for changes in assumptions and service delivery commitments. This guideline provides formulas which permit the service area management and finance to determine the permissible level of debt and establish the target capital reserve balances as guideline. Individual service area circumstances will justify higher or lower levels of permissible debt and target capital reserve balances.

For planning purposes, the primary sources of funding for capital investment are assumed to be debt and reserve funds (i.e. equity). While grants and funding from other levels of governments are considered, their contingent nature prevent them from being a reliable source for planning purposes. If these alternative funding sources materialize, they are expected to offset or reduce the target debt for that service area rather than reduce target capital reserve levels.

The key inputs to the analysis of a service area target reserve balances are:

- Master plans
- Service level strategic and service plans
- Sustainable service delivery plans
- Capital plans
- Grant opportunities, donations and other partnerships

Continued development of sustainable service delivery plans and long-term financial plans will provide more reliable and available asset and operational data to better inform future funding levels. Reserve funding levels should always be revisited with the completion or revision of these plans.

Each year as part of the annual financial planning process, reserve transfers and reserve levels will be reviewed by Staff to ensure alignment with these guidelines. This review is subject to existing bylaw restrictions and, with respect to statutory reserves, legislative restrictions. Reserve funding and use of reserves should be determined in conjunction with policy and best practice with regard to debt, grants, donations and other partnerships.

Financial Services, in cooperation with the operations manager, would determine the target capital reserve balance for each service area. Target levels would be reviewed corporately (i.e. Senior Manager/ CFO) on an annual basis. Finance staff responsible for the service area should be contacted if there are questions regarding interpretation or application of these guidelines.

Audited information from the financial statements can be relied on in determining the minimum maintenance target capital reserve levels. This audited information is the best source of data available and is immediately available without imposing additional administrative burden. In the future, once asset management matures, a more granular assessment can be conducted via a long-term financial planning process which incorporates asset management best practices.

# Reserve Guideline Overview

# **Capital Reserve Balance Approvals**

Each service or project in question should use these guidelines as a starting point for further analysis. Traditional oversight approval responsibilities are still required through both the long term planning process and the annual financial planning process.

Target capital reserve balances would be reviewed corporately (i.e. Senior Manager/ CFO). The ideal target ratios would balance minimizing overall borrowing and asset management costs while using judgement.

# **Reserve Target Levels - Categorization**

In general, CRD service areas can be divided into two broad categories:

- Capital Intensive These are very capital intensive service areas (e.g. IWS, facilities, landfill operations, regional parks land acquisitions, etc) with engineering heavy operations. They are typically characterized by high capital asset requirement benefiting the region and with higher life cycle costs and longer-asset replacement cycles (e.g. 30 years or more). Capital Intensive service areas will take on more debt than corporate weighted average cost of capital ("WACC") suggests;
- 2. Service Focused These are service areas (e.g. Leg & Gen) with a 'service-only' focus. They generally require a building, computers and perhaps fleet vehicle access to maintain service levels. They are typically characterized by low capital asset requirement with lower life cycle costs and shorter-asset replacement cycles (e.g. 5 or 10 years or less, excluding buildings). Service Focused service areas should take on no debt or less debt than corporate WACC might otherwise suggest; due to variations in service area level weighted average cost of capital as well as the desire to balance inter-generational equity concerns, a service area is not necessarily required to save 100% of its future capital replacement.

In determining a level of savings, after understanding replacement projections, a level of debt can be factored in based on the following guidelines which relate life of the asset to a tolerance for debt (generally):

Asset Category	Average Life	Debt %
Engineering Infrastructure *	50+	60 - 80%
Buildings and Heavy Equipment	25-45	40 - 60%
Equipment and Vehicles	10-20	21 - 40%
Office Equipment and Leaseholds	5-10	0 - 20%

Excludes services based primarily on the user fee/utility rate method of recovery as debt % strategy is subject to alternative targets within a utility rate model.

These useful life estimates above form the basis of the calculation guidelines below. By determining permissible debt based on estimated useful life, permissible debt can be deducted from the accumulated amortization balance in order to arrive at a target capital reserve balance for the service area.

# **RESERVE GUIDELINES**

# **Financial Indicators**

# **Reserve Target Levels – Calculation Guidelines**

# **Assumptions**

Capital expenditures (CAPEX) 're-charges' or 'regenerates' the TCA base and this CAPEX is funded from capital reserves. If annual CAPEX is:

- o equal to the annual depreciation rate, the net book value (NBV) of the service area will be held constant.
- o Less than the annual depreciation rate, the NBV will fall. If service levels are constant this outcome is a 'red flag'. CAPEX must be increased in order to maintain future service levels.
- More than the annual depreciation rate, the NBV will rise. If service levels are constant this
  outcome is also sub-optimal. It indicates potential 'over-savings' assuming the service level is
  constant.

# **Annual Reserve Funding Goal - Minimum:**

The goal is to hold the historic tangible capital asset (TCA) level constant assuming this level provides an adequate service level. The formula for the minimum annual reserve funding goal is as follows:

Annual Amortization X (1 – debt %) = Target contribution to capital reserve, less annual CAPEX

### If there is:

o no annual CAPEX, then reserves must be funded to match the annual deprecation (\$) adjusting for WACC Debt to equity factor for the service area categorization.

- Some annual CAPEX but less than annual depreciation, then reserves must be added to in order to match the annual deprecation (\$) less the annual CAPEX (\$); i.e,. the gap must be plugged.
- Greater annual CAPEX than annual depreciation, then reserves must be reviewed to ensure there is not an 'over-saving' situation. This review must be reported to the Senior Manager, Financial Services.

# **Overall Reserve Funding Target Goal - Minimum:**

The goal is to hold the historic tangible capital asset (TCA) level constant assuming this level provides an adequate service level. The formula for the minimum overall reserve funding goal is as follows:

Accumulated Amortization X (1 – debt %) = Target level of total capital reserve

#### Cases considered:

- o If current reserve level is below the current accumulated depreciation balance, adjusting for permissible debt based on the WACC debt to equity factor for the service area categorization, future financial plans must be updated to incorporate 'closing this gap'.
- If current reserve level is +/-5% of the current accumulated depreciation balance, adjusting permissible debt based on the WACC debt to equity factor for the service area categorization, no action is required.
- o If current reserve level is above the current accumulated depreciation balance, adjusting for permissible debt based on the WACC debt to equity factor for the service area categorization, future financial plans must be reviewed to ensure there is not an 'over-savings' situation. This review must be reported to the Senior Manager, Financial Services.

The above minimum goals would be modified to incorporate inflation and replacement cost factors into the consideration, whenever possible.

# **Reserve Target Levels – WACC component**

Using the above service area categorization, target reserve levels may be established. Establishing the target reserve levels requires balancing the service area's exposure to inter-generational equity. Those service areas with capital intensive operations and long-asset-service lives will typically utilize higher debt levels, whereas those service areas with low capital requirements and shorter-asset service lives will typically utilize lower debt levels.

# Capital Reserve GUIDELINES CRD FINANCIAL SERVICES

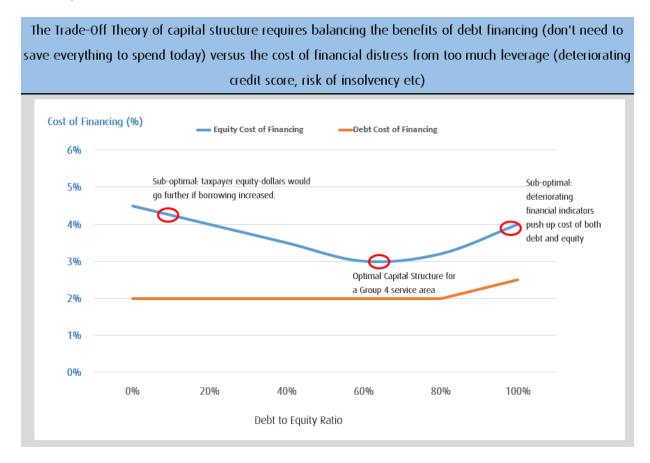
Prepared By:	Financial Services	March 2021
Consulted With:	All departments	
Informed:	All departments	
Approved By:	ELT	April 2021



# **Appendix C: Corporate Finance Concepts**

# **Corporate Finance – Optimal Debt to Equity**

Capital investments in infrastructure to deliver on community needs drive cash flow requirements in excess of the ability to pay or raise money to pay up front in many cases. An optimal blend of debt and reserves is designed to meet community demand today while matching cash flow with the use of assets over time. Graphic 1 illustrates how blending cost of debt financing (orange line) with cost of a taxpayer-raised financing (blue line) reduces overall cost of financing. However, blending too much debt can cause costs to rise.



# What are capital reserves?

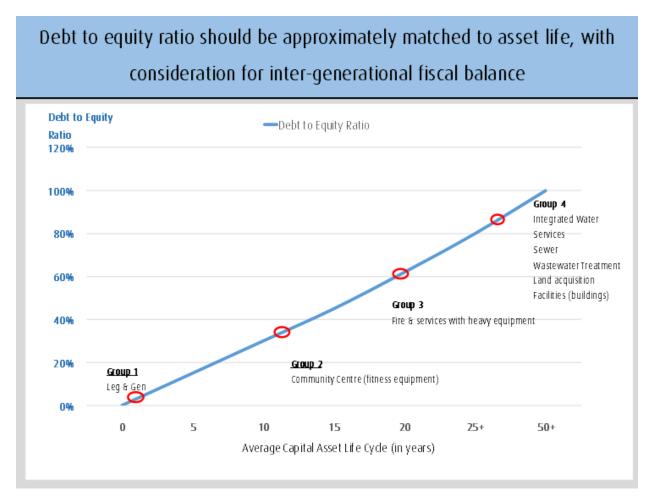
Capital Reserves are established by bylaw and statute. Once established, these reserves can only be used for the purpose they were established for unless the funds are no longer required (purpose ceases to exist) or when funds are used for inter-service borrowing. Each bylaw references funding sources as either surplus/operating transfer but the bylaws do not address 'how' to determine optimal funding levels.

The historic CRD practice for setting capital reserve levels is driven by the annual financial planning conducted in each CRD service area. Capital reserve levels are set at the service level and approved through the annual budget and financial plan process and monitored on an ongoing basis for adequacy. Many are tied back to calculations involving estimates of asset life-cycle replacement.

For each service area, the overall capital reserve levels will be reviewed by comparing current accumulated amortization to the existing capital reserve balances. Inflation and replacement cost factors will be considered wherever possible. An optimal debt permissible level will be determined. Then the over- or under-funding of the capital reserve will be determined, providing opportunities to address misalignment. The results of this analysis will be used in the 2022 financial planning process.

# How much debt is permissible for new purchases or replacement of major capital infrastructure and/or land?

As a general rule, the longer the estimated useful life of a capital asset, a greater tolerance for debt is permitted:



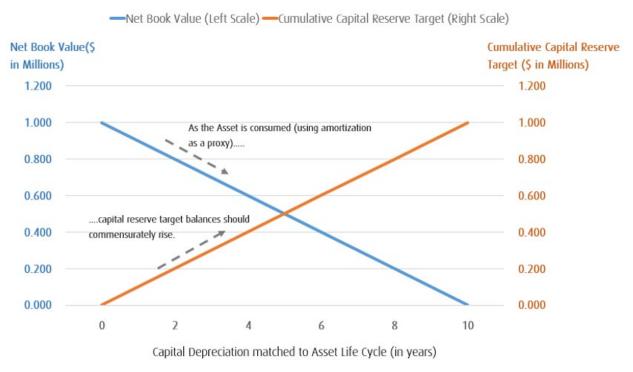
Capital reserves (savings) target levels are set once the level of permissible debt is established for the service area, as the two concepts are correlated. The more debt permissible, the less reserves require to be saved toward future replacement.

# How is setting capital reserve targets approached?

Setting capital reserve levels are set assuming the current capital assets will need to be replaced in the future. Until asset management data becomes available, these guidelines recommend relying on accounting operational data and as the starting point.

Capital asset/infrastructure replacement patterns are often 'lumpy', meaning the asset is not fully used up, in an accounting sense, before it is replaced or enhanced. Hence an annual examination of estimated service life, replacement schedule (timing of cash flows) and existing debt is required to inform an optimal financing strategy. Each CRD service area will have a unique profile in this regard, preventing a formulaic approach from being developed.

Generally, as an asset depreciates, the capital reserves should be funded annually sufficient to meet the replacement need in the future, adjusting for permissible debt, replacement cost and inflation as additional factors informing target capital reserve balances.



Certain limits apply on the use of debt, revenue tolerance and financial health indicators are primary considerations.



# REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE MEETING OF TUESDAY JUNE 15, 2021

#### **SUBJECT**

Zoning Amendment Application for Section 4, Renfrew District Except Those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and EPP69011 – 12036 West Coast Road

# **ISSUE SUMMARY**

The owner has applied to rezone a portion of the subject property to permit a brewery with lounge, picnic area and retail sales, and a country market.

# **BACKGROUND**

The approximately 145 hectare (ha) subject property is located at 12036 West Coast Road in Jordan River (Appendix A). A 3.3 ha portion of the property is currently zoned Wildwood Terrace Neighbourhood Commercial (C-1A) (Appendix B) and the remainder of the property is zoned Wildwood Terrace 4 (WT-4) (Appendix C) under the Juan de Fuca Land Use Bylaw No. 2040. There is a gravel processing facility and related shop/office and weigh scale facilities in accordance with the WT-4 zone provisions. The property is also classified as Managed Forest under PMFL and BC Assessment.

The property is designated as Pacific Acreage in the Shirley-Jordan River Official Community, Bylaw No. 4001. Portions of the property are designated as development permit areas for Steep Slopes, Riparian, Sensitive Ecosystem, Commercial and Industrial areas, and is within the Development Approval Information Area specified in Bylaw No. 4001. The parcel is outside a fire protection area and would be serviced by onsite wells and septic.

The subject parcel has been altered through a series of subdivision applications in the vicinity of Trailhead Drive since 2005. A 14-lot subdivision application is currently under review for the western portion of the subject property in accordance with the development potential permitted in the WT-4 zone (SU000728 and SU000729). Statutory park dedication requirements have already been met for the lands.

The owner has submitted a rezoning application for a brewery with accessory retail sales, on-site tasting and lounge, as well as a country market use (Appendix D). The applicant is also requesting to realign the zoning boundary in order to separate the C-1A uses from the existing WT-4 uses. Staff have prepared Bylaw No. 4381 which would amend the C-1A zone by adding *country market* and *food and beverage processing* as permitted uses with accessory service and sale of liquor subject to approval of a licence and endorsement under the *Liquor Control and Licensing Act* (Appendix E). An amendment to the boundary of the Commercial & Industrial development permit area to align with the zoning boundary will follow as part of an upcoming OCP amendment.

At its meeting of November 17, 2020, the Juan de Fuca Land Use Committee recommended referral of the proposed bylaw to the Shirley/Jordan River Advisory Planning Commission (APC), CRD departments, BC Hydro, District of Sooke, FLNR - Archaeology Branch, Island Health, Liquor and Cannabis Regulation Branch, Managed Forest Land Council, Ministry of Environment & Climate Change Strategy – Water Stewardship Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Ministry of Public Safety & Emergency Services – Wildfire Service, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Sooke School District #62, and T'Sou-ke First Nation. Comments have been received from agencies and are included in Appendix F.

# **ALTERNATIVES**

Alternative 1

The Land Use Committee recommends to the Capital Regional District (CRD) Board:

a) That the referral of proposed Bylaw No. 4381, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020" directed by the Juan de Fuca Land Use Committee to the Shirley/Jordan River Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR -Archaeology Branch, Island Health, Liquor and Cannabis Regulation Branch, Managed Forest Land Council, Ministry of Environment & Climate Change Strategy – Water Stewardship Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Ministry of Public Safety & Emergency Services – Wildfire Service, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Sooke School District #62, and T'Sou-ke First Nation be approved and the comments received:

- b) That proposed Bylaw No. 4381, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020" be introduced and read a first time and read a second time; and
- c) That in accordance with the provision of section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4381.
- d) That prior to adoption of the bylaw, the applicant:
  - i) Provide confirmation that a Contaminated Site Release has been issued by the Province;
  - ii) Provide confirmation that a commercial access permit has been issued by the Province;
  - iii) Secure a covenant on title pursuant to Section 219 of the *Land Title Act* in favour of the CRD requiring that a fire suppression sprinkler system be installed in all buildings and structures;
  - iv) Provide confirmation that building permits have been issued for all buildings and structures located on the subject property.

#### Alternative 2

That the CRD Board not proceed with proposed Bylaw No. 4381.

#### Alternative 3

That more information be provided.

# **IMPLICATIONS**

### Legislative Implications

Section 21 of the *Private Managed Forest Land Act* restricts local government authority regarding uses of private managed forest land so as not to have the effect of restricting a forest management activity. Staff referred the proposal to the Managed Forest Land Council and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for comment.

As the property has been used for industrial gravel pit and processing uses, as well as forestry, a site profile has been submitted pursuant to the *Environmental Management Act*.

A license is required for non-domestic groundwater use pursuant to the Water Sustainability Act.

The brewery use will require a manufacturer licence (brewery) in accordance with the *Liquor Control and Licensing Act*. Endorsement applications for an on-site store, picnic area, lounge and special events are subject to local government and public consultation.

# Public Consultation

The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee on land use planning matters referred to them under to Part 14 of the *Local Government Act* (*LGA*). The proposed amendment bylaw was referred to the Shirley/Jordan River APC.

Should the proposal proceed, a public hearing pursuant to Part 14, Division 3 of the *LGA* will be required subsequent to the amendment passing second reading by the CRD Board. Property owners within 500 m of the subject property will be sent notice of the proposed bylaw amendment and a public hearing will be advertised in the local paper and on the CRD website.

# Regional Growth Strategy

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a Regional Growth Strategy (RGS) be consistent with the RGS. In accordance with CRD policy, where a zoning bylaw amendment that applies to land within the Shirley-Jordan River Official Community Plan area is consistent with the OCP, it does not proceed to the full CRD Board for a determination of consistency with the RGS. The intent of the proposed brewery and lounge, and country market is to meet the interests of both the travelling public and local residents, which is in keeping with the commercial and

tourism objectives of the Shirley-Jordan River OCP. An OCP amendment to update the Commercial and Industrial Development permit area for the subject property will follow as a separate bylaw, and will require review by the CRD Board to determine consistency with the RGS.

# Referral Comments

<u>CRD Building Inspection</u> stated that existing buildings and structures are to be reviewed for compliance with building bylaw requirements and, as the property is outside of a fire protection area, provisions for rural fire fighting and/or a fire sprinkler system are required.

<u>CRD Bylaw Enforcement</u> provided no objections to the application.

<u>CRD Protective Services</u> recommended that no new buildings be occupied until a sprinkler system is installed in accordance with NFPA 13 and to the satisfaction of the Building Inspection Division, or the proponent has commissioned a report from a fire suppression engineer and completed all recommendations.

District of Sooke stated that their interests are unaffected.

<u>FLNR – Archaeology Branch</u> stated there are no known archaeological sites on the property and archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property. Should any suspected archaeological deposits be encountered during land alterations on the property, all work must be halted and the Archaeology Branch contacted.

<u>FLNR – Environmental Stewardship</u> recommended that a search of bird nests protected under the *Wildlife Act* be conducted prior to vegetation clearing, that clearing be conducted outside of nesting period from March 1 to August 31 to reduce impacts on all bird species, and that should the nest of a bird requiring protecting be located, the recommended buffer distances be applied.

<u>FLNR – Water Protection</u> outlined that the primary water source in the area are two aquifers that have been identified as moderately vulnerable to contaminants introduced at the land surface, and that measures should be in place to ensure on site contaminants do not contaminate the aquifers while minimizing impervious surfaces which limits natural recharge. A water licence is required for the proposed brewery use.

<u>Island Health</u> stated no objection to the application provided that the proposed brewery complies with the *Drinking Water Protection Act/Regulation* and *Sewerage System Regulation*.

<u>Liquor and Cannabis Regulation Branch</u> responded to state that an application for a liquor licence has not yet been submitted; however, at the time this report was drafted, JdF Community Planning has been notified that an application has since been submitted to the LCRB application portal.

<u>Ministry of Transportation & Infrastructure</u> stated no objection provided structures are located greater than 4.5 m from the highway right-of-way, that a commercial access permit be obtained, and that no storm drainage be directed into the highway system.

<u>Pacheedaht First Nation</u> identified their interest in lands in the Jordan River area, and expressed a willingness to discuss the proposed brewery and lounge development plans to ensure respect for archaeological and cultural heritage values, and to convey environmental and social concerns. Pacheedaht also recommended that the CRD provide opportunity to update the OCP with respect to the Nation's interests and cultural history. The applicant, Pacheedaht staff and JdF Planning staff met via video- and tele-conference to discuss the proposal in further detail.

RCMP stated no comment on the application.

The <u>Shirley/Jordan River APC</u> met on December 9, 2020, with approximately 18 members of the public in attendance. The APC passed the following motion:

**MOVED** by Brenda Mark, **SECONDED** by Fiona McDannold that the APC report to the Land Use Committee that the APC has reviewed proposed Bylaw No. 4381 and:

 That it recommends support for amending the C-1A zone to support food and beverage processing to permit a brewery;

- b) That it does not recommend support for amending the C-1A zone to support an onsite store, picnic area, lounge and special event area;
- That it does not recommend support for amending the C-1A zone to increase the Maximum Size of Principal Building from 1,000 m<sup>2</sup> to 4,000 m<sup>2</sup>;
- d) That it recommends support for amending Bylaw No. 2040 to address parking requirements for the food and beverage processing;
- e) That more information be provided by the applicant regarding the overall scale and design of the proposal in the form of a public information meeting for residents.

Prior to calling the vote, the Chair requested comment from staff regarding how the proposal will proceed after the APC meeting.

lain Lawrence confirmed that:

- the proposal and the minutes from tonight's meeting, as well as the written submissions considered at this meeting, will be returned to a meeting of LUC for its consideration
- notice of that meeting will mailed to owners and occupants within 500 m of the subject property
- notice of that meeting will also be sent to tonight's public attendees

The Chair called the vote on the motion.

Opposed: Blair Hughes CARRIED

# Land Use

The Shirley-Jordan River Official Community Plan, Bylaw No. 4001, designates the subject property as Pacific Acreage. The objectives of this designation are to support rural residential uses, as well as agriculture, home based business, small-scale neighbourhood commercial activities, small-scale tourism, community parks and civic uses, with an average density of one parcel per two hectares within a plan of subdivision. Pacific Acreage policies are supportive of small-scale commercial uses serving local needs.

The C-1A zone was established in 2013 for this 3.3 ha portion of the subject property to permit a convenience store and limited retail uses. This portion of the property remains vacant and the applicant is proposing to add *country market* and *food and beverage processing* as permitted uses in the C-1A zone for the purpose of establishing a brewery facility with on-site tasting, lounge and retail sales, as outlined in Appendix D. The applicant is also proposing to shift the zone boundary slightly west to avoid an area used for forestry and gravel processing not permitted in the C-1A zone.

The brewery use will require a manufacturer licence (brewery) in accordance with the *Liquor Control and Licensing Act*. A manufacturer licence allows sale of products to licensees through an agreement with the Liquor Distribution Branch, marketing and promotion of products offsite to licensees and the public, serving of samples to patrons, and guided tours of the manufacturing facility, which may include service and sale of samples. Separate endorsement applications are available to manufacturing licence holders for an onsite store, picnic area, lounge and/or special event area. The serving of food is required in conjunction with a lounge endorsement. The picnic area, lounge and special event endorsements are subject to additional local government, First Nation and public consultation. Endorsements are in-line with the neighbourhood commercial/retail uses in the C-1A zone subject to future public consultation and local government approval as part of the endorsement license applications.

Staff have prepared proposed Bylaw No. 4381 to add *food and beverage processing*, accessory onsite sales, picnic area, lounge and special event areas subject to the *Liquor Control and Licensing Act*, and associated parking requirements to the C-1A zone (Appendix E). The definition of *food and beverage processing* is defined in Bylaw No. 2040 as follows:

FOOD AND BEVERAGE PROCESSING means the use of a building or structure where food and beverages are processed or otherwise prepared for human consumption. Includes the production of beer, wine and spirits in accordance with all applicable Provincial regulations. Includes tasting and retail sales accessory to the principal food and beverage processing use. Includes catering operations, but does not include a restaurant use.

In addition to the *food and beverage processing* use, the applicant is also requesting the addition of a *country market* use in the C-1A zone in response to public input at an open house hosted by the applicant

in response to the Advisory Planning Commission meeting. Staff propose including the requested use along with an updated definition as follows:

COUNTRY MARKET means a food and craft market with multiple vendors in a fixed location occurring on a temporary basis offering goods for sale that are grown, processed or produced by the vendors that may include fruits, vegetables, herbs, flowers; baked products, and original crafts, as well as the sale of prepared food for human consumption on the premises, on-site preparation of foods and operation of a movable food stand; excludes the sale of used or second hand material or antiques or commercial products for resale

The construction of a commercial building will require issuance of a development permit for the form and character of commercial buildings, as outlined in Section 550 of Bylaw No. 4001. The Shirley/Jordan River APC did not support the increase in floor area from 1000 m² to 4000 m² in the C-1A zone and that more information be provided by the applicant regarding the overall scale and design of the proposal in the form of a public information meeting for residents. The applicants held a public open house and have stated that 1,000 m² is not sufficient for their needs. Through discussions with the applicant, staff have revised Bylaw No. 4381 to permit a total floor area for principal buildings of 2,000 m². This is equivalent to a lot coverage of 6% if built-out on a single storey. Should the rezoning be approved, an OCP amendment will be required to realign the commercial development permit area. The proposed location for the brewery is outside of any DPAs established for protection of the environment or for protection from hazardous conditions.

Pacheedaht First Nation has expressed interest in updates to the OCP that reflect the Nation's cultural history and landholdings in Jordan River. Staff will meet with members of Pacheedaht about the proposed updates and bring forward an OCP amendment at a later date. Items pertaining to water use and the social and environmental impacts of the brewery and lounge uses will be addressed through the processes administered by the respective provincial licensing and approving agencies.

The Shirley/Jordan River APC provided support for the brewery use, but was not supportive of the proposed endorsements for an onsite store, picnic area, lounge and special event area. Staff are of the opinion that the proposed endorsements add the required neighbourhood commercial character to align with the Pacific Acreage policy, whereas food and beverage processing alone may not provide this quality. Endorsements under the manufacturer's licence for a brewery require additional provincial, local government and public consultation that will be considered separate from the rezoning.

Section 414 of Bylaw No. 4001 outlies policies for water use and protection. Policy 414B states that in consideration of a development proposal, the protection of aquifers and water resources from contamination and depletion will be ensured. Policy H indicates that industrial or commercial uses proposed for areas with aquifers at high risk of contamination will provide a hydrological assessment. Provincial groundwater data included in Map 3 in Bylaw No. 4001, identifies the subject property as having high intrinsic aquifer vulnerability. Section 414, also includes policies regarding rainwater collection and the use of water-efficient fixtures, as well as improvements to ensure there is adequate water capacity to handle fire-fighting efforts (Policies K, L and N). These policies are addressed through provincial licensing and oversight as the applicant will require a water licence for the commercial use in accordance with the *Water Sustainability Act*, and the contaminated sites review though the Ministry of Environment includes measures to ensure site contaminants do not enter the ground. Confirmation of an approved water supply will be a requirement of the building permit process. Due to the lack of a fire protection service area, staff recommend a covenant be registered on title requiring installation of a fire suppression sprinkler system with adequate water storage.

Section 434 of the OCP outlines the location and type of desired parks and trails in the community. Statutory park dedication has been provided for the subject property as part of previous subdivision developments. Section 454 of the OCP indicates that as part of a rezoning proposal, routes and facilities for alternative transit options such as walking and cycling will be taken into consideration and that increased connectivity between neighbourhoods for walking and cycling be considered. Establishment of neighbourhood commercial uses is noted in section 493 as a means of reducing greenhouse gas emissions from vehicles by providing goods within the community. Also, Policy 464 K identifies the need for a local site for meetings and activities, which could occur on the subject property as the C-1A zone permits Civic uses. Proposed Bylaw No. 4381 has been prepared to include on-site parking requirements for the brewery use. The Ministry of Transportation & Infrastructure regulates commercial access requirements in the Electoral Area and requires the applicant obtain an access permit.

There is one building permit record for a steel building on the property; however, CRD Building Inspection has confirmed that additional permits are required for existing buildings. Staff recommend that approval of the rezoning be subject to issuance of the required building permits. Any new buildings proposed will also require building permits and on-site sewerage systems.

Based on the information provided by the applicant, responses from referral agencies, and the policies of the Shirley-Jordan River OCP, staff recommend that proposed Bylaw No. 4381 be read and first and a second time, that a public hearing be held, and that conditions be met prior to consideration of approval.

#### CONCLUSION

The purpose of this zoning bylaw amendment application is to amend the Wildwood Terrace Neighbourhood Commercial C-1A zone to add *country market* and *food and beverage processing* in order to permit a brewery with ancillary onsite service and sales. Staff have prepared proposed Bylaw No. 4381 and recommend receipt of referral comments, first and second reading, a public hearing, and that conditions be met prior to consideration of approval.

# **RECOMMENDATION**

The Land Use Committee recommends to the Capital Regional District (CRD) Board:

- a) That the referral of proposed Bylaw No. 4381, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020" directed by the Juan de Fuca Land Use Committee to the Shirley/Jordan River Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR -Archaeology Branch, Island Health, Liquor and Cannabis Regulation Branch, Managed Forest Land Council, Ministry of Environment & Climate Change Strategy – Water Stewardship Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Ministry of Public Safety & Emergency Services – Wildfire Service, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Sooke School District #62, and T'Sou-ke First Nation be approved and the comments received;
- b) That proposed Bylaw No. 4381, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020" be introduced and read a first time and read a second time; and
- c) That in accordance with the provision of section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4381.
- d) That prior to adoption of the bylaw, the applicant:
  - i) Provide confirmation that a Contaminated Site Release has been issued by the Province;
  - ii) Provide confirmation that a commercial access permit has been issued by the Province:
  - iii) Secure a covenant on title pursuant to Section 219 of the *Land Title Act* in favour of the CRD requiring that a fire suppression sprinkler system be installed in all buildings and structures;
  - iv) Provide confirmation that building permits have been issued for all buildings and structures located on the subject property.

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

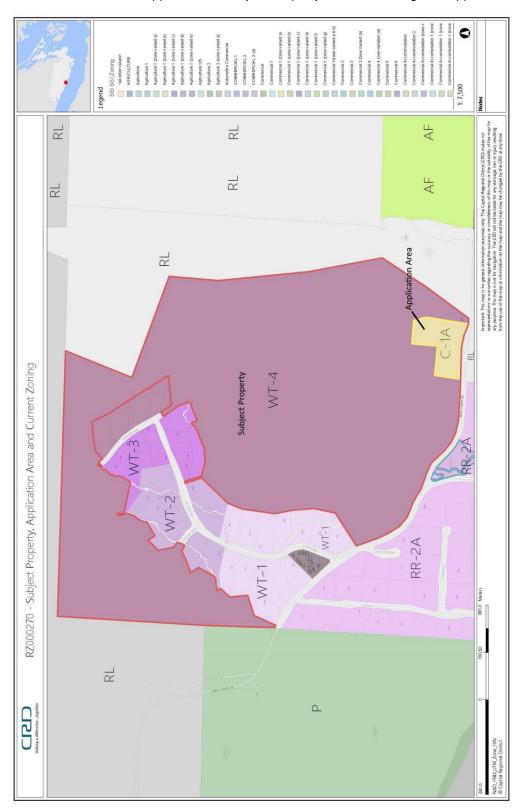
# **ATTACHMENTS**

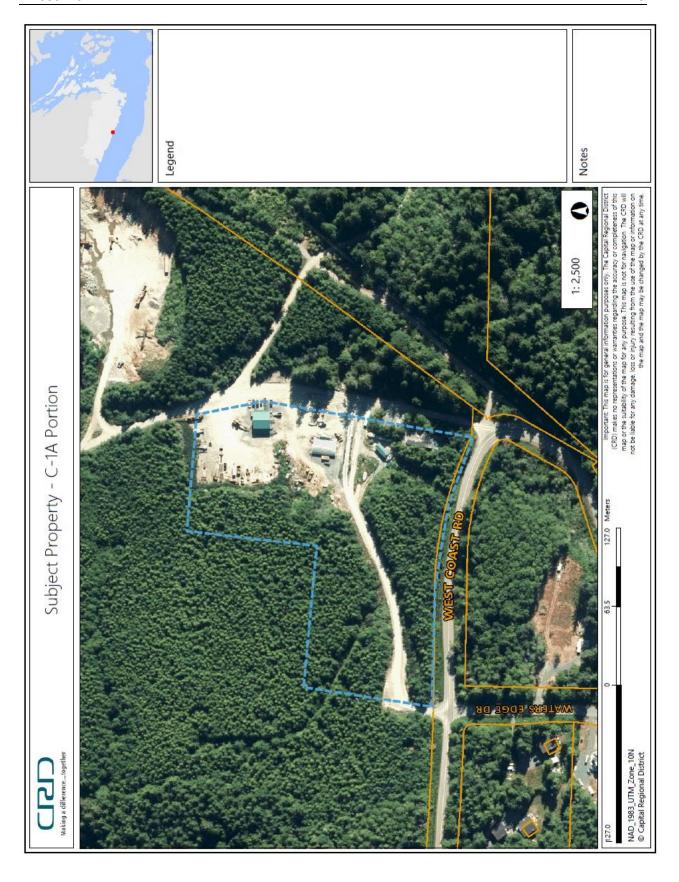
Appendix A: Subject Property, Current Zoning and Application Area Map Appendix B: Wildwood Terrace Neighbourhood Commercial C-1A Zone

Appendix C: Wildwood Terrace 4 Zone Appendix D: Development Proposal Appendix E: Proposed Bylaw No. 4381

Appendix F: Referral Comments

Appendix A: Subject Property, Current Zoning and Application Area Map





# Appendix B: Wildwood Terrace Neighbourhood Commercial C-1A Zone

# Schedule "A" of Capital Regional District Bylaw No. 2040 Juan de Fuca Land Use Bylaw

#### 6G.0 WILDWOOD TERRACE NEIGHBOURHOOD COMMERCIAL ZONE • C-1A

Bylaw 3759

#### 6G.01 Permitted Uses

In addition to the uses permitted in Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Wildwood Terrace Neighbourhood Commercial C-1A Zone:

#### Principal Uses:

- (a) Convenience Store;
- (b) Retail Store, excluding gas bars, gas stations or bulk fuel sales, auto repair or car wash, or any use for which a permit is required under the Environmental Management Act or Regulation;
- (c) Civic Uses;

# Accessory Uses:

- (d) Residential;
- (e) Screened storage yard;
- (f) Buildings or structures accessory to the above uses pursuant to Part 1, Subsection 4.01.

# 6G.02 Minimum Parcel Size for Subdivision Purposes

For Section 4, Renfrew District, except those parts in Plans 427R, 23879, VIP68644, VIP79213 and VIP82411, as shown on Map Nos. 1 and 2, one 3.3 ha parcel is permitted.

#### 6G.03 Density Provisions

One dwelling unit in conjunction with a principal use.

#### 6G.04 Height

No principal building or structure shall exceed 9 m in height.

# 6G.05 Parcel Coverage

Maximum parcel coverage shall be 25%.

### 6G.06 Minimum Frontage for Subdivision Purposes

Minimum frontage on a highway shall be 16 m.

#### 6G.07 Maximum Size of Principal Buildings

The maximum size of all buildings and structures shall not exceed a Total Floor Area of 1000 m2.

# 6G.08 Yard Requirements

- (a) Front yards shall be a minimum of 7.5 m;
- (b) Side yards shall be 6 m;
- (c) Rear yards shall be 10 m;
- (d) Where a permitted use in this zone is proposed adjacent to a Rural Residential Zone, no building or structure or use except a fence and/or a retaining wall shall be located in the required yard which separates the two.

Appendix C: Wildwood Terrace 4 Zone

# Schedule "A" of Capital Regional District Bylaw No. 2040 Juan de Fuca Land Use Bylaw

#### 6E.0 WILDWOOD TERRACE 4 ZONE - WT-4

Bylaw 3759

#### 6E.01 Permitted Uses

In addition to the uses permitted in Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Wildwood Terrace 4 WT-4 Zone:

#### Principal Uses:

- (a) Residential;
- (b) Resource Extraction;
- (c) Processing Facility for gravel and rock material including related shop/office and weigh scale facilities:

#### Accessory Uses:

- (d) Home Based Business Categories One, Two and Three;
- (e) Buildings or structures accessory to the above uses pursuant to Part 1, Subsection 4.01;
- (f) Secondary suite pursuant to Part 1, Subsection 4.19.

#### 6E.02 Minimum Parcel Size for Subdivision Purposes

- (a) For Section 4, Renfrew District, except those parts in Plans 427R, 23879, VIP68644, VIP79213 and VIP82411, PID:009-573-356, as shown on Map No. 3, an average parcel size is 2 ha with no parcel being less than 1 ha, to a maximum number of 54 parcels;
- (b) For Section 946(4) of the Local Government Act purposes, the minimum parcel size of the remainder parcel is 2 ha.

# 6E.03 Density Provisions

- (a) One single-family dwelling;
- (b) One secondary suite;
- (c) On Section 4, Renfrew District, except those parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549 and VIP82411, PID: 009-573-356, one processing facility is permitted in conjunction with a valid permit issued in compliance with the Ministry of Forests, Mines and Lands and CRD Bylaw No. 3297, A Bylaw to Regulate the Removal or Deposit of Soil on Lands within the Juan de Fuca Electoral Area.

# 6E.04 Height

Maximum height of principal buildings shall be 9 m.

### 6E.05 Parcel Coverage

Parcel coverage shall not exceed 25%.

#### 6E.06 Maximum Size of Principal Buildings

Principal buildings and structures shall not exceed a Total Floor Area of 418 m<sup>2</sup>.

#### 6E.07 Yard Requirements

No principal building shall be located within:

- (a) 7.5 m of a front parcel line;
- (b) 6 m of a side parcel line; and
- (c) 10 m of a rear parcel line.

# Schedule "A" of Capital Regional District Bylaw No. 2040 Juan de Fuca Land Use Bylaw

# 6E.08 Setbacks for Processing Facilities

Notwithstanding the above, setbacks for processing facilities are as follows:

- (a) 50 m from parcel boundaries;
- (b) 100 m from residential parcel boundaries.

Appendix D: Development Proposal



#### Mission Statement

To provide an authentic, West Coast brewery experience in a unique rural setting, serving, promoting, and enhancing the local community.

#### Background

The proposal is to open a Micro Brewery to service the Jordan River trade area as well as visitors to the region. This business would brew beer for wholesale and retail trade as well as onsite sales. There would be food service as part of a lounge and patio area, and non-alcoholic drinks in order to provide a service to the entire community.

The proponents of the business are Brian Kozak, a local part-time resident (full time with-in the next two years in order to manage the business), a local Brewmaster (yet to be named) and Totangi Properties, the property owner and long-time local business operator, is the zoning amendment applicant and also supporting our entrepreneurial efforts.

We are in the preliminary stages of determining the viability of the business and working through land use for a location across from the Waters Edge Drive - Highway #14 intersection on a site owned by Totangi Properties.

Let's answer some questions we've heard .....

#### Why is a rezoning required?

While the site is already zoned for commercial use, to allow for the 'manufacturing' of beer, the property requires a zoning amendment as an additional permitted use. Several other permits and applications will be required but this is the first step.

### What will it look like?

Our design will take cues from Westcoast themes and local resources. The building and landscaping will require a Development Permit from the CRD for form and character as well as a building permit. The design will seek to be complementary to and respectful of the natural setting and rural character of the area. Guidelines for site design, building design, lighting, parking, screening, and landscaping are outlined in the Development Permit bylaw.

#### Will you serve food?

Yes - at present, we are considering a pizza oven, along with other snack type items, as part of a lounge endorsement. Depending on the local and visitor traffic, there is an opportunity for one or more food trucks to service the business customers in the parking area adjacent to the main building.

#### How will this benefit the community?

We believe that the Jordan River area will benefit from increased services for both the local residents and visitors to the area. Our hope is that the Jordan River Brewing Company will become a new gathering place for the community, creating jobs, promoting tourism, and bolstering additional economic interest and community pride.

#### Community Benefits:

Giving back to the community - here are some of the ideas we are considering subject to community support:

- 10% of all profits generated from the Brewery business will be donated to Jordan River Community Association for community betterment and investment, and/or to be directed to a fund for the future fire hall and community center;
- Support community initiatives to petition the CRD for a fire protection area;
- During the summer months we will make the parking area available free of charge each Sunday for a farmer's / craft market for local residents;
- Sponsorship of community events including hosting an annual community BBQ;
- Promotion of local artist works at no cost via display and sale in the lounge area.
- Donation of spent grain for bakery use, animal feed, and compost use.

#### How will this use impact the environment?

- Water use: The commercial development permit and the provincial government have an application
  process and objectives for a commercial enterprise use of water (a ground water licence will be required).
  As local residents, we are also concerned about well water use and quality. While the intent is to have a
  ground well, rainwater collection and use will also be a significant contributor to the brewery water
  supply
- Waste-water / Septic: An approved waste-water system will be engineered and built for the brewery.
   Different treatment systems and technology are available to deal with brewery waste-water and septic system, and we will employ the appropriate system for this application.
- Solid Waste and Recycle: The Brewery will develop and employ a 'bear safe' full recycle system on site, with separate enclosed bin for this use and any refuse. Regular pick up of recycle and refuse shall be contracted.
- Green Initiatives: We will be installing a solar array as part of our energy supply, use locally sourced supply for construction of the facility, as well as locally sourced ingredients in our production process.
   Along with rain-water collection and the recycle of waste materials, we will be making every effort to protect the local environment.

#### What about fire protection?

Both Jordan River Brewing Company and the landowner Totangi Properties support the community goal of creating fire protection services for the area. Currently, any new construction in the new Wildwood Terrace subdivision phases require sprinkler systems. The brewery will also require a commercial sprinkler system.

#### How this will support local employment and investment?

This is a home grown local entrepreneurial investment that will focus on benefitting Jordan River residents and trades. In addition to the construction jobs to build the facility, the total jobs created for the area should be six (6) -

brew-master, assistant brew-master, wait staff (2)) as well as two (2) part time positions, general manager and marketing manager.

By enhancing community services and promoting tourism, the Craft Brewery will contribute to an increased opportunity for other businesses to take advantage of both local service needs and visitor traffic. The Commercial zone area allows for additional opportunities for business and community use.

#### How this will enhance tourism opportunities and experience?

Craft brewery visits are up significantly across the country, with a 35% sales increase in sales since 2015 for existing brewers. Many tourists are interested in experiencing and sampling new products at different brewery locations. Given the recreational opportunities in the immediate area (camping, hiking, surfing, fishing), the JR Brewing Company would be an excellent addition to visitor experience in the area.

#### How is it consistent with the Official Community Plan?

Section 484 (O) - On lands designated as Commercial on Schedule B, commercial, retail, restaurant, civic and light industrial and silviculture uses are supported.

#### "404 Commercial Land Use Designation - Shirley Jordan River Official Community Plan

The intent of the Commercial Land Use Designation is to support small-scale neighborhood commercial and light industrial uses in the Jordan River inundation area. Civic, institutional, tourism, recreation, silviculture and community park uses are also supported."

Section 392 is focused on vehicle trip reduction in the area. By having the services provided by the brewery (including food service), it should reduce the trip generation to Sooke for both residents and visitors purchasing beer or wishing to visit the Sooke craft breweries and/or restaurants

#### How it will not have negative externalities that some connect with alcohol?

As members of the Community, we would like to strongly reinforce that the business is not interested in having intoxicated patrons and visitors. Like all craft breweries, cideries, and vineyards in the CRD that have a tasting lounge, the expectation is that customers will know their limits and drink within them. The vast majority of customers are self-regulating in this regard and pay attention to designated driver stipulations.

Our staff will be trained via Serving it Right course which is a responsible liquor service program required by the province of B.C., in addition to promoting safe transportation. Other non-alcoholic beverages (non-alcoholic beer, pop, coffee, tea, kombucha, etc.) and food will also be available for customers.

By promoting more inclusiveness and a community gathering place, this would result in a positive environment for all customers, visitors and local alike which will serve to deter negative behaviour.

# How is a Micro Brewery different than a pub?

Unlike a bar or pub, hours of operation would be more in line with a retail business. While the brewery production would likely operate during regular business hours (9am-5pm Monday - Friday), the tasting room and lounge hours would be 12pm – 10pm daily.

The lounge, deck areas and tasting room are dedicated to patrons who wish to enjoy their beverage on premises. It will be different in the sense that it is a brewery...that it produces a wide variety of beers that are made locally, and the focus is the sale of those products over a variety of mediums, including off-sales, and retail sales out of

other restaurants / pubs and liquor stores. Visitors are typically looking to sample a variety of beers and purchase products for off-premises consumption. Generally speaking, most customers would be interested in a 'tasting flight' to sample a variety of beers. This usually amounts to less than one pint of beer, at which point customers may decide to purchase retail product.

Unlike a pub, the brewery would not serve hard alcohol, wine or any other spirits. The lounge area and deck will cater to customers who wish to enjoy a glass of beer, a non-alcoholic beverage and/or some food. Unlike a pub, seating will be communal and encourage customer interaction. We would also like to accommodate families and children in the premise, to ensure that the business serves the entire community. In this sense, it will be like the best part of a neighborhood pub.....intended to become the local gathering place for the community and visitors.

# JORDAN RIVER BREWING COMPANY

# Water Use Estimate:

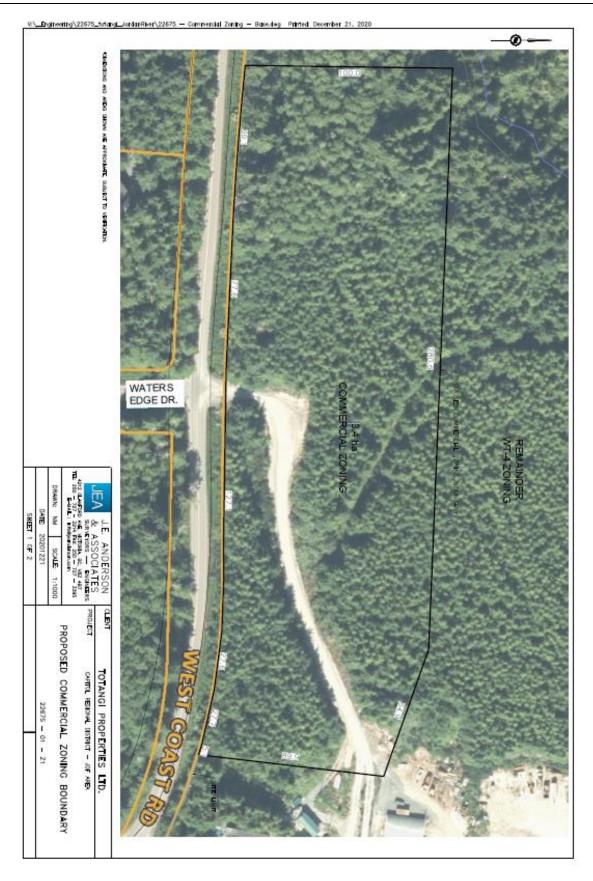
	Beer (L)	Multiplier	W	ater (L)	Add Ancillary	Total Water (L)
Year 1	50,0	00	5	250,000	50,000	300,000
Year 3	60,0	00	5	300,000	60,000	360,000
Year 5	70,0	00	5	350,000	70,000	420,000

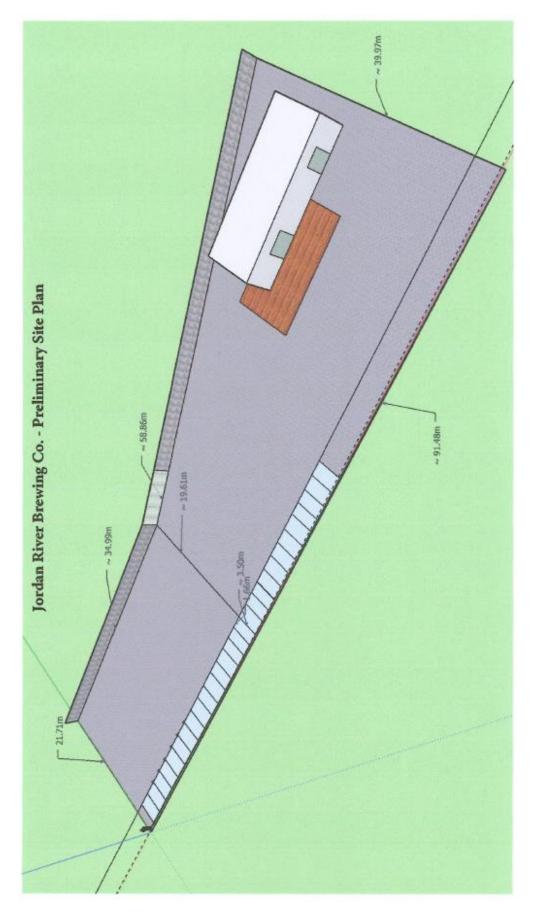
# Rainwater Estimate

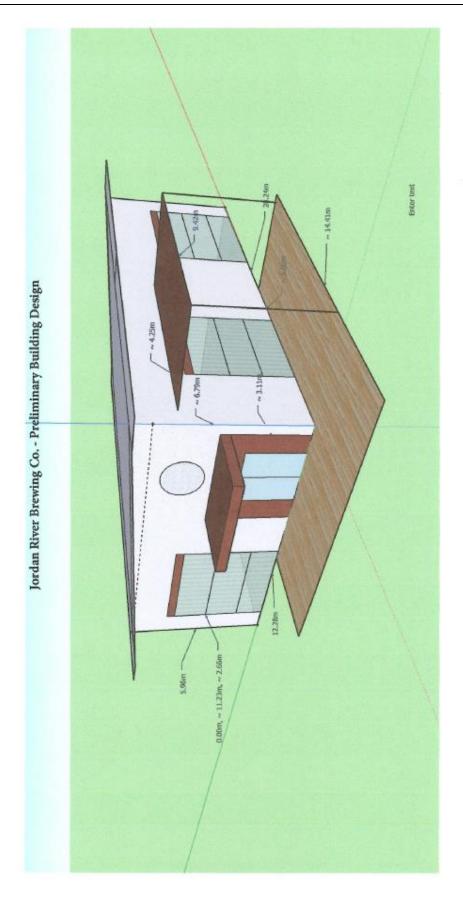
Roof Area (sf)	Multiplyer	Litres (per inch)	JR Rainfall (ipy)	Total (Litres)	
4,000	2.25	9,000	60	540,000	
Two 25k cisterns, approximatley 4 turns a year (Litres):					
Total Estimated \	Well Water U	se (Litres):	Year 1	100,000	
			Year 3	160,000	
			Year 5	220,000	

Assume 500,000 litres per year, 200,000 rainfall, net 300,000 Litres per annum.

Family (4 BC) estimated water use per annum: 150,000 Litres







Appendix E: Proposed Bylaw No. 4381

#### CAPITAL REGIONAL DISTRICT BYLAW NO. 4381

#### 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:

Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

#### A. SCHEDULE A, PART 1 – DEFINITIONS

(a) By deleting the definition of "COUNTRY MARKET" and replacing it with a new definition as follows:

"COUNTRY MARKET means a food and craft market with multiple vendors in a fixed location occurring on a temporary basis offering goods for sale that are grown, processed or produced by the vendors that may include fruits, vegetables, herbs, flowers; baked products, and original crafts, as well as the sale of prepared food for human consumption on the premises, on-site preparation of foods and operation of a movable food stand; excludes the sale of used or second hand material or antiques or commercial products for resale;"

- B. SCHEDULE A, PART 2, SECTION 6G.0 WILDWOOD TERRACE NEIGHBOURHOOD COMMERCIAL ZONE - C-1A
  - (a) By amending section 6G.01 Permitted Uses by adding new subsections under Principal Uses as follows:
    - "(d) food and beverage processing;
    - (e) country market;"
  - (b) By amending section 6G.01 Permitted Uses by adding a new subsection under Accessory Uses as follows:
    - "(g) Onsite store, picnic area, lounge and special event area accessory to a manufacturer liquor licence subject to the Liquor Control and Licensing Act.";
  - (c) By amending section 6G.07 Maximum Size of Principal Buildings by deleting "1,000 m<sup>2</sup>" and replacing with "2,000 m<sup>2</sup>."

#### C. SCHEDULE A, PART 3 - PARKING AND LOADING REQUIREMENTS

(a) By amending section 5.0 by inserting after "Equipment sales/Rentals" the following:

"Food and Beverage processing 1 per 2 employees".

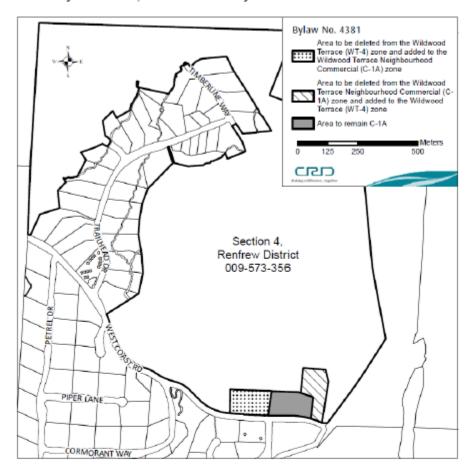
# D. SCHEDULE B, MAP NO. 2 - SHIRLEY JORDAN RIVER ZONING MAP

- (a) By deleting That Part of Section 4, Renfrew District except those parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and EPP69011 from the Wildwood Terrace 4 (WT-4) Zone, and adding to the Wildwood Terrace Neighbourhood Commercial (C-1A) Zone, as shown on Plan No. 1.
- (b) By deleting That Part of Section 4, Renfrew District except those parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and EPP69011 from the Wildwood Terrace Neighbourhood Commercial (C-1A) Zone, and adding to the Wildwood Terrace 4 (WT-4) Zone, as shown on Plan No. 1.

2

CRD Bylaw No. 4381

Plan No. 1 of Bylaw No. 4381, an amendment to Bylaw No. 2040



This bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020".

CHAIR		CORPORATE OFFICER
ADOPTED THIS	day of	, 2021.
READ A THIRD TIME THIS	day of	, 2021.
READ A SECOND TIME THIS	day of	, 2021.
READ A FIRST TIME THIS	day of	, 2021.

Appendix F: Referral Comments

### **CRD Building Inspection:**

From:

Mike Taylor

Sent:

Friday, January 08, 2021 3:29 PM lain Lawrence; Emma Taylor

To:

Wendy Miller

Subject:

RE: Referral - Zoning Amendment Application for Section 4, Renfrew District Except Those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and

EPP69011 (RZ000270)

Further information from the Building Inspection Dept is as follows.

-As I understand the site is outside of a fire protection area provisions are required for rural fire fighting and/or a fire sprinkler system (see building bylaw section 2.1.7).

-Existing buildings or structures on the property are to be reviewed for compliance with Building Bylaw requirements. At present we have been able to find permit documents for only an arched steel building built under permit JD07-133 (2007).

We will provide further comments if additional information becomes available. Thank you. Mike

### **CRD Bylaw Enforcement:**

From:

Wilf Marquis

Sent:

Monday, November 30, 2020 12:06 PM

To:

Wendy Miller

Subject:

RE: Referral - Zoning Amendment Application for Section 4, Renfrew District Except

Those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and

EPP69011 (RZ000270)

CRD Bylaw Enforcement Services has reviewed the staff report for rezoning application RZ000270 for 12036 West Coast Road (proposed Bylaw No. 4381), the proposed Bylaw No. 4381 is to amend the Wildwood Terrace Neighbourhood Commercial C-1A zone to add food and beverage processing in order to permit a micro-brewery and accessory service and sales at 12036 West Coast Road. Additionally, the LUC considered the applicant's request to amend the C-1A zone to increase the Total Floor Area of 1000 m2 to 4000 m2.

The owner has submitted a rezoning application to permit a micro-brewery and accessory retail sales, on-site tasting and a lounge which would be subject to approval of a licence and endorsement under the Liquor Control and Licensing Act. This submission has many agencies involved in its approval process including Private Managed Forest Land Act, Environmental Management Act., Water Sustainability Act (Provincial Water Stewardship Division), Liquor and Cannabis Regulation Branch, Ministry of Transportation & Infrastructure, etc. as outlined in the report.

CRD Bylaw Enforcement does not have any specific objections to this application in that other similar facilities have not appeared to generate increased service levels for CRD Bylaw Services to date. Other regulatory agencies may have greater insights regarding economic, environmental or social implications given the proposal.

Wilf MARQUIS | Senior Bylaw Officer
Bylaw and Animal Care Services | Capital Regional District
#212-2780 Veterans Memorial Parkway, Victoria, B.C. V9B 3S6
T: 250.474.3351 (21) | C: 250.883.1299 | F: 250.391.9727
www.crd.bc.ca |

#### **CRD Protective Services:**

From: Jonathan Reimer

Sent: Friday, November 27, 2020 11:11 AM To: Wendy Miller <wmiller@crd.bc.ca>

Subject: RE: Referral - Zoning Amendment Application for Section 4, Renfrew District Except Those Parts in Plans 427R,

23879, VIP68644, VIP79213, VIP80549, VIP82411 and EPP69011 (RZ000270)

Protective Services recommends that no new buildings be occupied until a sprinkler system is installed in accordance with NFPA 13 and to the satisfaction of the building inspector, or the proponent has commissioned a report from a fire suppression engineer and completed all recommendations therein.

Jonathan Reimer MSc Manager, Electoral Area Fire and Emergency Programs Protective Services | Capital Regional District 625 Fisgard St, Victoria BC V8W 2S6 T: 250-360-3137 | C: 250-415-1695

For emergencies, contact the CRD Duty Officer at 250-360-3223 or eccreports@crd.bc.ca

District of Sooke:



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Via Email: wmiller@crd.bc.ca

Phone: 250-642-1634 Fax: 250-642-0541 Email: info@sooke.ca Website: www.sooke.ca

### CRD Rezoning Application Referral to District of Sooke Planning Department

Monday, November 30, 2020 DOS File No.: CRD Referral

Juan de Fuca Community Planning 3 – 7450 Butler Road Sooke, BC V9Z 1N1

Dear lain Lawrence, Manager, Community Planning

Re: Referral Comments on rezoning application to amend Bylaw No. 2040 to amend the Wildwood Terrace Neighbourhood Commercial C-1A zone to add food and beverage processing in order to permit a micro-brewery and accessory service and sales on a property located at 12036 West Coast Road for the Jordan River Brewing Company

Upon review of the proposed bylaw amendments to Bylaw No. 2040, Planning staff have determined that the District of Sooke's interests are unaffected by the proposed bylaw amendment RZ000270.

Thank you for providing the opportunity to comment on the proposed rezoning application.

If you have any further questions, please do not hesitate to contact me at the email provided below.

Yours Truly,

Kasha Janota-Bzowska, Planner I Planning and Development Department 2205 Otter Point Road Sooke, BC V9Z 1J2

Email: kjanotabzowska@sooke.ca

Web: http://www.sooke.ca

CC: Matthew Pawlow, RPP MCIP, Director of Planning and Development Services

## FLNR- Archaeology Branch:

From: Cooper, Diana FLNR:EX < Diana.Cooper@gov.bc.ca>

Sent: Tuesday, December 15, 2020 11:49 AM

To: Wendy Miller

Subject: RE: Rezoning Application RZ000270 - CRD Referral

Hello Wendy,

Thank you for your referral regarding the proposed rezoning of 12036 West Coast Road, Jordan River, PID 009573356, SECTION 4 RENFREW DISTRICT EXCEPT THOSE PARTS IN PLANS 427R, 23879, VIP68644, VIP79213, VIP80549. VIP82411 AND EPP69011. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your referral.

#### Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

Archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property.

#### Archaeology Branch Advice

The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at the time of this referral response.

Please notify all individuals (e.g., owners, developers, equipment operators) involved in land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

### Rationale and Supplemental Information

- Archaeological study and Provincial heritage permit(s) are not required in the absence of an archaeological site.
- There is always a possibility for previously unidentified archaeological sites to exist on the property.
- Archaeological sites are protected under the Heritage Conservation Act and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.

#### Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

Please let me know if you have any questions regarding this information.

Kind regards,





Please note that subject lot boundaries (yellow) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change.



#### Diana Cooper

Archaeologist/Archaeological Information Administrator
Archaeology Branch Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Phone: (250) 953-3343 Email: diana.cooper@gov.bc.ca | Website www.gov.bc.ca/archaeology

From: Wendy Miller <wmiller@crd.bc.ca>
Sent: November 19, 2020 3:24 PM

To: Arch Data Request FLNR:EX <ArchDataRequest@gov.bc.ca>
Subject: Rezoning Application RZ000270 - CRD Referral

FLNR – Environmental Stewardship:

RESPONSE SUMMARY – REZONING APPLICATION RZ000270	)
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Interest Affected by Proposal fo	or Reasons Outlined Below
X Interest Unaffected by Proposal	
Comments:	
Interests Unaffected Subject to the Follow	ing Conditions:
reduce impacts on all bird species. A search gyrfalcon, ospreys and herons) protected u conducted before the start of vegetation clounder Section 34(b) of the Wildlife Act be loadistances in Table 4.1 (Section 4) of Developand Rural Land Development in British Collections://www2.gov.bc.ca/assets/gov/enviro	ide the nesting period from March 1 to August 31 to a for the nests of birds (eagles, peregrine falcons, nder Section 34(b) of the Wildlife Act should be earing. Should the nest of a bird requiring protection ocated, please refer to the recommended buffer p with Care: Environmental Guidelines for Urban umbia (MOE 2014) available at nment/natural-resource-stewardship/best-
management-practices/develop-with-care/	dwc-section-4.pdf.
Follow other relevant best management pro	actices in <i>Develop with Care</i> .
The review of potential groundwater impac FLNRORD. They will send comments separa	cts will be reviewed by the Water Section of Itely.
Dr. Grant Bracher P.Ag., R.P.Bio.	Ecosystem Biologist
Signed	Title
December 2, 2020	FLNRORD – Environmental Stewardship
Date	Agency

FLNR – Water Protection:

RESPONSE SUMMARY – REZONING APPLICATION RZ000270
X_ Interest Affected by Proposal for Reasons Outlined Below Interest Unaffected by Proposal
Comments:
The Ministry of Lands and Natural Resources Water Protection Section has received a referral with respect to proposed land use change of the subject parcel.
The primary source of water in this area are two aquifers, Aquifer 944 (AQ944), composed of glaciofluvial gravel and medium sand, present on a low elevation floodplain adjacent to Jordan River and Uglow Creek (Aquifer 944 Fact Sheet: <a href="https://s3.ca-central-1.amazonaws.com/aquifer-docs/00900/AQ_00943_Aquifer_Factsheet.pdf">https://s3.ca-central-1.amazonaws.com/aquifer-docs/00900/AQ_00943_Aquifer_Factsheet.pdf</a> ) and AQ943, a larger fractured crystalline bedrock aquifer that has been delineated from Jordan River to the Rosamond Creek (Aquifer 943 Fact Sheet: <a href="https://s3.ca-central-1.amazonaws.com/aquifer-docs/00900/AQ_00944_Aquifer_Factsheet.pdf">https://s3.ca-central-1.amazonaws.com/aquifer-docs/00900/AQ_00944_Aquifer_Factsheet.pdf</a> ). Both aquifers have been identified as moderately vulnerable to contaminants introduced at the land surface. Intrinsic vulnerability mapping also completed in this area indicates that areas where fine grained confining sediments such as clay and silt overlying the aquifer are thin or absent, such as in the lands adjoining the subject parcel, the surficial aquifer has a higher level of vulnerability. Therefore, measures should be in place to ensure on site contaminants (if any) do not contaminate the aquifers while minimizing impervious surfaces which would limit natural recharge.
As this area does not have a local water service provider, the applicants should be advised that a water licence (for surface water or for non-domestic groundwater) would be required for the proposed land use. For more information on water licensing and rights refer to: <a href="https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights">https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights</a> . Because the site is at low elevation and close to the marine shore, the aquifers may be vulnerable to saltwater intrusion. If a water licence for groundwater is required, potential to saltwater intrusion will need to be considered.
No additional concerns are noted with respect to the proposed bylaw.  Signed: Jessica Doyle
Title Section Head, Water Protection
Ministry of Lands and Natural Resource Operations

Date: December 2, 2020

Island Health:

RESPONSE SLIMMARY	- REZONING	APPLICATION RZ000270
KESFUNSE SUMIMAKT	- KEZUNING	AFFEICATION RE000210

✓ Interest Affected by Proposa	al for Reasons Outlined Below
Interest Unaffected by Propo	
Comments:	
No objections provided	the applicant of the micro-brewery
	nking Water Protection Act/Begulation
and Sewerage System Be	
73,6 7	<i>your</i>
For more information on	obtaining a Drinking Water
Permit, please contac	
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Signed	Environmental Health Officer
7	
Date 14, 2020	Island Health Agency
Date	rigericy

Liquor and Cannabis Regulation Branch:

From: LCRB Senior Licensing Analysts LCRB:EX <LCRB.SLA@gov.bc.ca>

Sent Tuesday, December 01, 2020 9:37 AM

To: Wendy Miller

Subject: RE: Rezoning Application RZ000270 - CRD Referral

Hi Wendy,

Thank you for the applicant information. At this time it doesn't look like an application for a liquor licence has been submitted for when the is ready to do so, he will need to submit an application via the online licensing portal and will need to indicate the relevant information regarding zoning at that time.

I will contact him via the email provided below to inform him of his next steps.

Kind regards,

Teresa Cinco | Senior Licensing Analyst Liquor and Cannabis Regulation Branch

### Ministry of Transportation & Infrastructure:

 From:
 Page, Owen TRAN:EX

 To:
 Wendy Miller

Subject: RE: Rezoning Application RZ000270 - CRD Referral Date: Wednesday, December 02, 2020 1:09:21 PM

Attachments: image001.png

Ministry File #2020-05856

Hi Wendy,

Please consider this the official response from the Ministry of Transportation and Infrastructure regarding the proposed zoning bylaw amendment of the subject area on the property, located at 12036 West Coast Road, to allow an increase in total floor area and permit brewery services and sale.

The Ministry has no objection to the proposal subject to:

- Applicant is advised that all structures are to be located at least 4.5 metres back from the highway right-of-way, or 3 metres, where the structure has access from another street. The applicant should check with the <u>CRD</u> as to what their requirements are, and the greater of the two will apply. Please refer to Section 12 of the Provincial Public Undertakings Regulation BC Reg. 513/2004.
- Applicant to acquire a commercial access permit from the MoTI to serve the future brewery sales and service business. The access location should preferably be located at the western edge of the proposed area of rezoning to allow for adequate sightlines on Highway 14 in both directions.
- No storm drainage shall be directed into Ministry of Transportation and Infrastructure systems. This would include, but is not limited to, collection/run-off of the internal road system. All storm water is to be directed to a municipally maintained storm system.

Thank you for the opportunity to comment on the proposed rezoning. If you require further input from the Ministry, please feel free to contact me.

Best Regards,

Owen Page Development Officer

Ministry of Transportation and Infrastructure

Vancouver Island District

Ph: 236-478-1552



Ministry of Transportation and Infrastructure

WEBSITE FOR DEVELOPMENT APPROVALS:

www.th.gov.bc.ca/Development\_Approvals/home.htm | MINISTRY WEBSITE: http://tranbc.ca/

#### Pacheedaht First Nation:



# Pacheedaht First Nation

350 Kalaid Street Port Renfrew, BC V0S 1K0

Phone: (250) 647-5521 Fax: (250) 647-5561

VIA EMAIL: Iain Lawrence

RE: Jordan River Rezoning RZ000270

Dear lain.

Thank you and your colleagues for taking the time to go through the rezoning application related to the brewery development in Jordan River.

We have been in communications with the applicant on the various proposals to integrate Pacheedaht's concerns into the project design. As expressed at the meeting, the rezoning process only reviews the zoning, and therefore we are limited in our scope and depth of comments. The summary you have provided gives context to Pacheedaht's review, and we add additional points below:

- The OCP began and completed with little to no engagement with Pacheedaht First Nation. There
  would be many recommendations from the Nation if afforded active participation in the process, and
  we would like to follow up on being able to incorporate meaningful amendments.
- Pacheedaht has been negotiating the transfer of the foreshore lands in Jordan River with BC Hydro since 2014 and continues to pursue additional land transfers. These lands also include areas currently owned by the CRD. The interests of the Nation to work with the CRD to find mutually beneficial outcomes is of high priority, and we are hopeful that in 2021 we can find a path forward in these important areas. It is critical to the overall community planning of the Jordan River area in particular and is relevant to the discussions on the RZ000270 application.
- PFN has been undertaking development planning in the Jordan River lands since 2017, and it is
  imperative to find continuity and common ground with other interested parties. It is imperative that the
  Nation's origin site have a distinct place in these discussions, especially with the high archeological
  and cultural values.
- The brewery proposal in particular has raised environmental concerns, and social concerns including those mentioned in your summary. Specifically the water quality and quantity need further study.

Given the significance of the area and comments above, PFN recommends that the CRD provide a path forward to rectify the OCP consultation deficiencies in light of this application. It is critical to have the Nation's interests and cultural history imbedded into the development plans for the region.

We look forward to your response on this matter prior to presenting it to the Land Use Committee in March. Also, if you can clarify if there is an appropriate mechanism for participating the in the March meeting.

Thank you

Kristine Gatzke

Pacheedaht Referrals Coordinator

RCMP:

From: Brett SINDEN <br/>
Sent: Brett SINDEN <br/>
Thursday, December 10, 2020 2:42 PM

To: Wendy Miller

Subject: Re: Rezoning Application RZ000270- CRD Referral (Brewery - Jordan River)

no comment,,, thx

Shirley/Jordan River APC Minutes:



Minutes of a Meeting of the Shirley/Jordan River Advisory Planning Commission Held December 9, 2020, at Juan de Fuca Local Area Services Building, 3-7450 Butler Road, Otter Point, BC

PRESENT: Fiona McDannold (Chair) (EP), Vivi Curutchet (EP), Blair Hughes (EP),

Melody Kimmel (EP), Brenda Mark (EP)

Staff: Iain Lawrence, Manager, Community Planning (EP); Emma Taylor, Planner (EP); Wendy Miller, Recorder (EP)

PUBLIC: Approximately 18 (EP)

EP – Electronic Participation

The meeting was called to order at 7:08 pm.

#### 1. Elections

At this time, Iain Lawrence introduced the members of the Shirley/Jordan River Advisory Planning Commission (APC). It was advised that this is the first meeting of the APC since 2018. It was further advised that the role of the APC is to provide input to the Juan de Fuca Land Use Committee (LUC) on land use decisions.

lain Lawrence called for nominations for the position of Chair of the Shirley/Jordan River APC 2020 and Fiona McDannold's name was put forward. Iain Lawrence called two times for further nominations and, as there were none, Fiona McDannold was acclaimed Chair. Noting that this will be the first and last meeting of the APC in 2020, the election for the position of Vice Chair was not held.

## 2. Approval of the Agenda

MOVED by Fiona McDannold, SECONDED by Brenda Mark that the agenda be approved.

CARRIED

#### 3. Approval of the Supplementary Agenda

MOVED by Melody Kimmel, SECONDED by Vivi Curutchet that the supplementary agenda be approved.

CARRIED

# 4. Adoption of the Minutes of November 7, 2018

MOVED by Brenda Mark, SECONDED by Vivi Curutchet that the minutes of November 7, 2018, be adopted.

CARRIED

#### 5. Planner's Report

Noting that all attendees are participating electronically, lain Lawrence suggested that consideration of the application start with staff overview of the proposal followed by comments/questions from the APC for the Planner and the applicant, followed by comments/questions from the public. Iain Lawrence advised that at the close of discussion, a recommendation from the APC is requested for consideration by the LUC.

The Chair extended support for the proposed meeting format.

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### 6. Rezoning Application

a) RZ000270 - Section 4, Renfrew District Except Those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and EPP69011 (12036 West Coast Road) Emma Taylor spoke to the staff report and the request to amend the Wildwood Terrace Neighbourhood Commercial C-1A zone to add food and beverage processing in order to permit a brewery and accessory service and sales on the subject property.

Emma Taylor confirmed that the LUC considered the application at its meeting of November 17, 2020, and recommended that the proposal be referred to agencies and to a meeting of Shirley/Jordan River APC. At that same meeting, the LUC supported the applicant's request to increase the Total Floor Area permitted by the C-1A zone from 1,000 m<sup>2</sup> to 4,000 m<sup>2</sup>.

Emma Taylor directed attention to proposed Bylaw No. 4381, which would amend the C-1A zone to add food and beverage processing as a permitted principal use and permit accessory service and sale of liquor subject to approval of a licence and endorsements under the Liquor Control and Licensing Act.

Emma Taylor directed attention to the development proposal and preliminary site plans, as provided by the applicant. It was confirmed that a development permit for the form and character of commercial buildings will be required for the brewery. It was further confirmed that the applicants were in attendance.

The Chair requested comment from the applicants.

One of the applicants responded to comments received from the public, as included in the supplementary agenda, noting that:

- non-alcoholic beverages/food will be provided to support a more inclusive environment
- the operation will not be a bar/pub
- the operation will be a manufacturing facility with a focus on off-sale/wholesale
- a local brewery will promote local consumption, potentially reducing travel into Sooke/traffic risk
- there are options to address concerns regarding the location of the school bus stop and hours of operation
- access to the brewery site will be from an interior road

The Chair requested comment from the APC.

Emma Taylor responded to the comments received from the APC, advising that:

- there is no record of building permits for the existing structures on the subject property
- the C-1A permits Convenience Store, Retail Store and Civic Uses as principal uses
- review of current uses/structures will be reviewed as part of the referral process
- prior to the subject area being zoned to C-1A, the property was not zoned
- there may be an aspect of historical use which may account for the gravel operation
- parking proposed by Bylaw No. 4381 is to address the food and beverage processing
- the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, already stipulates parking requirements for licensed premises
- the proposed food and beverage processing scale is in keeping with a commercial zone as opposed to an industrial zone

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The Chair requested comment from the applicants regarding the increase in Total Floor Area from 1,000 m<sup>2</sup> to 4,000 m<sup>2</sup>.

### An applicant stated that:

- there are existing structures on the C-1A zoned portion of the property
- the proposed brewery use would exceed the current total floor area allowance due to the existing structures
- it is hoped that the brewery site could act as a community hub, replacing what was lost at the town site
- although the full buildout is not known at this time, the increase in Total Floor Area would accommodate additional structures without having to pursue rezoning in future

#### APC comments included:

- the idea that offering alcohol in the community will reduce drinking and driving is misguided
- aspects of the proposal, including the amount of product to be produced, are unclear
- it is unclear as to whether the subject area is Private Managed Forest Land (PMFL)
- it is unclear as to whether the applicants will be pursuing subdivision in future
- it is unclear as to whether the increase in Total Floor Area is required
- "lounge" is not defined by Bylaw No. 2040

An applicant stated that the C-1A zoned portion of the property cannot be subdivided further.

### Staff advised that:

- the proposal was referred to CRD Building Inspection to make comment on existing structures/future structures
- local government bylaws cannot restrict/regulate forestry activities on lands classified as PMFL
- the provincial manufacturer licence (brewery licence) permits sales for distribution, marketing/promotion, product sampling and guided tours
- a lounge endorsement application requires additional public consultation and local government/First Nation approval
- potential endorsements include an onsite store, picnic area, lounge and special events
- a lounge would include indoor seating and food services

The Chair requested comment from the public.

Wayne Jackaman, Jordan River, questioned the brewery's water source, anticipated water use and waste management plans.

### Emma Taylor confirmed that:

- a license is required for non-domestic groundwater use pursuant to the Water Sustainability Act
- the proposal was referred to the provincial Water Stewardship Division for comment
- the Shirley Jordan River Official Community Plan (OCP), Bylaw No. 4001, provides policies for water use and protection

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### The applicants stated that:

- rainwater collection may also be considered in addition to well water
- there is opportunity to repurpose/recycle barley waste offsite
- water use requirements remain under review as production demand will increase water usage
- hours of operation also remain under review

Emma Taylor confirmed that hours of operation for endorsement applications are regulated by the Province.

#### Tannis Dukart, Jordan River, stated that:

- the Jordan River community is growing
- the community lacks infrastructure to support this growth
- the community lacks road shoulders/road crossings for safe walking
- the community does not have garbage service
- police, fire and ambulance services are not located in Jordan River
- she has concerns regarding the brewery's ingress/egress, impact on the environment and impact on water supply
- plans for the gravel operation are not known
- Pacheedaht First Nation's plans for their Jordan River lands are not known
- does not support the development proposal as it appears it will encourage partiers
- small community success does not start with a brewery

### An applicant acknowledged:

- the community association's efforts to bring the community together
- the community's interest in establishing a meeting place and fire hall

#### The same applicant stated that:

- a meeting place and fire hall cost money
- the brewery will provide a tax base
- the brewery can act as community gathering place
- the applicants do not support Jordan River becoming a destination for partiers

Jay Evans, Shirley, stated concern regarding water and fire protection.

Burlin Phillips, Jordan River, stated that he does not believe that a local brewery will reduce drinking and driving in the community as the brewery will attract visitors from outside of the area.

### Brian Kenny, Jordan River, stated that:

- residents support establishment of a community gathering spot
- the applicants are not residents of Jordan River
- he did not move to Jordan River for a brewery or brewery traffic
- he has concerns regarding water and traffic

#### Sallie Pocock, Jordan River, stated that:

- she shares the concerns raised by other residents
- there is no need for a brewery
- Jordan River is already a destination for visitors from outside of the area

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- there are limited washroom facilities for the current level of visitors that come to the community for recreation
- other community needs need to be addressed before a brewery is considered

lain Lawrence responded to questions from the public and advised that:

- ambulance and RCMP services are located in Sooke
- the community of Jordan River is not within a fire protection service area
- the proposal was referred to the RCMP

#### APC comments included:

- the community has concerns regarding water supply
- the community has concerns regarding the increase in the Total Floor Area 1,000 m<sup>2</sup> to 4,000 m<sup>2</sup>
- letters of support still indicate concerns regarding fire protection
- the community has concerns regarding the potential for the brewery establishment to apply for further endorsements in accordance with the Liquor Control and Licensing Act and the overall scale of the proposal
- subject property is designated Pacific Acreage
- the Pacific Acreage land use designation supports home based businesses and smallscale commercial uses
- existing community businesses provide a good example of the commercial scale supported by the community
- existing businesses are owned by residents
- existing businesses fit the form and character of the community
- preliminary building designs provided by the applicant do not reflect the spirit of the community
- the applicants have not been able to confirm the scale of the brewery establishment or the amount of beer anticipated to be produced
- subject area is already zoned commercial so there will not be a decrease in residential use
- brewery traffic will not be routed through residential areas
- establishment of a brewery has the potential to provide economic benefit to the community
- the applicants are required to get a non-domestic groundwater license
- breweries are permitted as home based businesses on residential lots when a property's zone permits Home Based Business Category 3 and the property meets the home based business regulations
- home based businesses are established without community consultation, but the scale
  of home base business operations is much smaller
- proposal is not consistent with the community's OCP as the proposal is not small-scale and is not intended to meet community needs
- building and parking designs are not consistent with OCP's Commercial Development Permit Area guidelines
- proposal is not consistent with the OCP's objectives to reduce greenhouse gas
- it is too early to consider zoning to support additional endorsements
- the applicants did not pursue early consultation with the Jordan River community
- community lacks basic infrastructure such as water servicing, cell and internet services
- the community is divided on supporting the proposal based on the letters and comments received

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Emma Taylor responded to a question from the APC confirming that existing water use/water availability is considered when a non-domestic groundwater license application is received.

MOVED by Brenda Mark, SECONDED by Fiona McDannold that the APC report to the Land Use Committee that the APC has reviewed proposed Bylaw No. 4381 and:

- a) That it recommends support for amending the C-1A zone to support food and beverage processing to permit a brewery;
- That it does not recommend support for amending the C-1A zone to support an onsite store, picnic area, lounge and special event area;
- That it does not recommend support for amending the C-1A zone to increase the Maximum Size of Principal Building from 1,000 m<sup>2</sup> to 4,000 m<sup>2</sup>;
- That it recommends support for amending Bylaw No. 2040 to address parking requirements for the food and beverage processing;
- e) That more information be provided by the applicant regarding the overall scale and design of the proposal in the form of a public information meeting for residents.

Prior to calling the vote, the Chair requested comment from staff regarding how the proposal will proceed after the APC meeting.

lain Lawrence confirmed that:

- the proposal and the minutes from tonight's meeting, as well as the written submissions considered at this meeting, will be returned to a meeting of LUC for its consideration
- notice of that meeting will mailed to owners and occupants within 500 m of the subject property
- notice of that meeting will also be sent to tonight's public attendees

The Chair called the vote on the motion.

Opposed: Blair Hughes CARRIED

<ol><li>Adjournment</li></ol>
-------------------------------

	The meeting adjourned at 9:05 pm.
Ch	air

From:

becs Oldroyd

Sent:

Wednesday, December 02, 2020 5:36 PM

To:

jdf info

Subject:

Comments for Jordan River Brewery application

I am writing as a land owner in Jordan River in regards to the rezoning application for the Jordan River Micro-

I am in FULL support of this and feel as Jordan River is becoming a busier community, it would be great to have a place where people from the community and visitors can enjoy together. I grew up in a very small community where every summer the town would double because of tourists. With the people coming no matter what because of the beautiful place where we live it only makes sense to have a place the everyone can enjoy and be safe and give back to locals who would inevitably work there.

I hope this application comes with full support and encouragement.

Thanks

Rebecca

# **Wendy Miller**

From:

Wendy Miller

Sent:

Wednesday, December 09, 2020 9:17 AM

To:

Wendy Miller

Subject:

Email in Support of Jordan River Brewery

From: Curtis Kitchen

Date: Dec 4, 2020, 5:23 PM -0800

To:

Subject: Brewery

Just thought I'd let you know that I am fully supportive of the brewery. Its gonna be awesome!

Curtis

### Wendy Miller

From:

Wendy Miller

Sent:

Tuesday, December 08, 2020 11:09 AM

To:

Wendy Miller

Subject:

REZONING APPLICATION RZ000270 - 12036 WEST COAST RD

From: ELIZABETH KULCZYCKI |

Sent: Saturday, December 05, 2020 3:08 PM

To: jdf info <jdfinfo@crd.bc.ca>

Subject: REZONING APPLICATION RZ000270 - 12036 WEST COAST RD

#### TO THE ATTENTION OF: IAIN LAWRENCE, MANAGER, COMMUNITY PLANNING

We are full time residents in Jordan River. Upon reading the rezoning application provided, we would like to officially submit our concerns in the form of this electronic letter.

Firstly, we encourage and support the development of businesses and resources that would enhance the community of Jordan River. For example, those that would provide basic essential needs for food, health, and safety.

The application presented for a "micro-brewery and accessory service and sales" does not seem to offer an enhancement for the community of Jordan River. There are no basic essential needs provided for food, health or safety in this current application.

In fact, the application presented highlights concerns relating to the lack of health and safety services and infrastructure in the community of Jordan River.

Certain types of business require special consideration due to the health and safety risks involved. The increase in traffic, poor highway condition, lack of sanitation services, lack of police / fire / ambulance services in the community are real concerns.

While the proposed business application may have viable aspects, we do not feel that the application is offering enhancements to the community, and may indeed provide elements of risk to our community. This business type would not serve the community as a whole, or even in part, and would encourage visitors from areas outside of Jordan River that the current infrastructure cannot support.

Also, this rezoning may lead to other business taking root in Jordan River that do not enhance the community but provide risk.

In conclusion, as full time residents of Jordan River, we cannot support this current rezoning application for reasons outlined above. This rezoning and proposed business type is not in itself problematic, but it is certainly problematic in the context of a lack of health and safety services and infrastructure that currently exists in the community of Jordan River.

Yours truly,

Elizabeth Kulczycki and Reid Hepworth

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December 7, 2020

Re: Zoning Amendment Application RZ000270 - Section 4, Renfrew District except those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and EPP69011 (12036 West Coast Road)

I am writing this letter in support of the proposed zoning amendment, noted above, for a micro brewery with food and beverages processing and sales, to be situated in the Wildwood Terrace neighbourhood. From my perspective, as a long-term resident, the creation of a local micro-brewery would enhance our community, serving not only as a gathering place for locals, but a destination for vacationers.

In anticipation of this proposal receiving approval, I am suggesting that land be set aside now, in the beginning stages of the development, for a dedicated fire house/station. This would be an investment by the developers in our greater Jordan River community and would further support residents, industry and urban/wildland fire control efforts in a multi-faceted manner (community amenities contribution).

Our community offers so much --world class hiking, marvellous eco-tourism and of course, incredible surfing. We know the importance of careful planning to maintain the integrity of Jordan River. By setting aside property now for a future fire house in the neighbourhood, we would be establishing a critical building block for the future.

Sincerely, Maulh donce

December 7, 2020

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Our community offers so much --world class hiking, marvellous eco-tourism and of course, incredible surfing. We know the importance of careful planning to maintain the integrity of Jordan River. By setting aside property now for a future fire house in the neighbourhood, we would be establishing a critical building block for the future.

Sincerely,

Geri Norris,

## **Wendy Miller**

From:

Wendy Miller

Sent:

Wednesday, December 09, 2020 9:19 AM

То:

Wendy Miller

Subject:

JR Brewery

On Mon, Dec 7, 2020 at 1:28 PM Jer

· wrote:

As a resident of Jordan River I am in support of having a brewery in our community. The town would benefit from having more services run by community members.

Jeremiah Klass

# **Wendy Miller**

From:

Wendy Miller

Sent:

Wednesday, December 09, 2020 9:18 AM

To: Subject: Wendy Miller

Rezoning application

On Mon, Dec 7, 2020 at 3:09 PM James Murray

· wrote:

, I, James Murray of the gravel pit for Brewery purposes.

support the rezoning of the commercial space at

1

From:

To:

Sent:

Monday, December 07, 2020 9:51 PM

jdf info

Subject:

Appeal for rezoning application RZ000270

Re: Zoning Amendment Application RZ000270 - Section 4, Renfrew District except those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and EPP69011 (12036 West Coast Road)

I am writing this letter in support of the proposed zoning amendment, noted above, for a micro brewery with food and beverages processing and sales, to be situated in the Wildwood Terrace neighbourhood.

As a new resident of Jordan River, the creation of a local micro-brewery would enhance a sense of community, providing an opportunity to meet and gather with other locals and vacationers too.

I am very much in agreement with other locals who are advocating for setting land aside at the beginning stages of the development, for a dedicated fire house/station.

This would be an investment by the developers in our greater Jordan River community and would further support residents, industry and urban/wildland fire control efforts in a multi-faceted manner (community amenities contribution).

By setting aside property now for a future fire house in the neighbourhood, we would be establishing a critical building block for the future.

Sincerely,

Caroline Smalley

Email:

Cell:

Skype:

From:

Jordan Fisher

Sent:

Monday, December 07, 2020 10:10 PM

To:

idf info

Subject:

Re: Zoning Amendment Application RZ000270 - Section 4, Renfrew District except those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and

EPP69011 (12036 West Coast Road)

hello. I am writing regarding Re: Zoning Amendment Application RZ000270 - Section 4, Renfrew District except those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and EPP69011 (12036 West Coast Road)

Our property is located nearby at

While do have some concerns about that large a brewery commercial use, my primary concern for the community right now is fire risk, which becomes particularly significant if there was a large commercial operation in the area.

If this project is going to be approved, I see that says pick it opportunity to have some land provided along with costs provided towards the cost of building a community fire hall. Fire is our biggest risk and a fire from any property will likely spread and cause significant distraction both of natural areas and homes. The creation of the fire hall at this location would P important amenity contribution from a project of this nature.

Best regards, Jordan Fisher

From:

olivia schultz

Sent:

Monday, December 07, 2020 10:26 PM

To:

jdf info

Subject:

Vote for rezoning in JR

Hello

I, Olivia Schultz One of the property owners at,

, Jordan River B.C.

Vote, Not in favour of rezoning for commercial use, including said Brewery. At the highway location near Jordan river gravel pit Area.

I had originally sent a message to the community directors saying I was for the brewery, but the more I think about it in proximity to my children's bus stop. Ive changed my mind.

Please note this change

Signed

Olivia Schultz

From:

Barbara Wallace

Sent:

Tuesday, December 08, 2020 12:06 AM

To:

jdf info

Subject:

Zoning for brewery in Jordan River

#### Hello,

I think a brewery in Jordan River at this point is not a good idea. The most important new development this community needs right now is fire protection. Also, the highway through Jordan River needs to be reassessed for safety and speed limits need to be lowered through the section from where the brewery is proposed, to west of the China Creek campground. Once fire protection is in place, and the highway is safe, then consider a brewery.

Barb Wallace

Jordan River, BC

## **Wendy Miller**

From:

Wendy Miller

Sent:

Wednesday, December 09, 2020 9:26 AM

To:

Wendy Miller

Subject:

Micro Brewery at Jordan River

On Tue, Dec 8, 2020 at 6:34 AM Ollie Rode

> wrote:

I'm writing in regards the proposed Micro Brewery in Jordan River.

Without knowing the details of the proposal (exact location, size of the facility, amenities etc.) it would be difficult to totally support the idea. However in principal I think its a great idea! The Jordan River community needs more social venues and additional eateries. A micro brewery would also act as an attraction for the many tourists that normally drive past Jordan River.

Obviously the proposal would benefit the owners and to a limited extent create some local employment. What's also badly needed in Jordan River is some well located property for community use. I would suggest that as part of the subdivision/rezoning approval by the CRD the proponents donate a well located piece of property for use by the local community. This property could have future use such as a local market space, community centre, fire hall etc.

Cheers Ollie Rode

Jordan River

From:

**Burly Phillips** 

Sent:

Tuesday, December 08, 2020 7:28 AM

To:

jdf info

Subject:

No brewery in Jordan River

Hive at:

| which is directly across the highway from where the proposed brewery site would be. I also own a second empty waterfront lot down the road on waters edge Drive. I moved to Jordan River 26 years ago from Sooke to get closer to nature, surfing and a rural existence! I do not see any benefit in having a brewery to this community!! Zero! and in fact see many negative consequences: one being more people driving on these roads with alcohol in them because there's marginal cab service ability and it's not a five dollar cab ride to get home from here! We have many families with kids on this street and we do not need to be bringing an alcohol watering hole to the area!! Also We all have shallow surface Wells here so if the brewery uses a lot of water it could cause our wells to dry up plus the waste from a brewery could contaminate our drinking supply! Also noise levels from a brewery right next-door to your property that you bought because it was in a rural setting ruins the setting! There's nothing worse than hooting and hollering that goes along with drinking alcohol or the squealing of tires when people pull out of drinking establishments!! Not an appropriate business for a rural type settings in my opinion. And has no benefit to the community except for those couple of people that think they're going to make money from it. Thanks-Burlin and Cherry Phillips

### Wendy Miller

From: Wendy Miller

Sent: Tuesday, December 08, 2020 10:37 AM

To: Wendy Miller

Subject: Crd letter for rezoning for brewery

From: Brian Kenny

Sent: Tuesday, December 08, 2020 7:37 AM

To: idf info <idfinfo@crd.bc.ca>

Subject: Crd letter for rezoning for brewery

Crd letter for rezoning for brewery

I am a full time resident within 500 meters of the proposed rezoning application in Jordan river bc. I moved to Jordan river 23 years ago for its rural tranquility and have owned property here for 10 years. The location is at totangi properties land where Jordan river gravel is located. The proposed location is across the highway from our road where we pick our kids up from the school bus everyday.

I am against the rezoning application to accept a brewery in our residential neighbourhood. The land is zoned for commercial use which does not and has not included a brewery/pub style restaurant which is something I do not approve of.

My reasoning behind this mostly has to do with promoting alcohol service in our community. No matter what they do there will always be drinking and driving around when serving alcohol and providing off sales. There is cab service in sooke but to get them to come to Jordan river it's in excess of 50\$ per trip which most people will not do after having over the legal limit of alcohol. We deal with enough people out this way annually who think they are in the Wild West and laws don't apply because there is no police in town. This in my opinion will not help our home and our neighbourhood to remain safe for our children. I work in forestry in the Jordan river area as well where we see a lot of People driving out the gravel roads to drink and once again feel the rules of the roads don't apply. We travel these roads day in day out and continue to have close calls on the road with people who are clearly over the legal limit to drive. We leave lots of (forestry) equipment in the bush all year while working and see a lot of vandalism which most likely isn't a group of sober people driving into the bush to wreck equipment. Bottom line is alcohol leads to bad decisions which is better left in towns where residents can get taxis home instead of endanger our families and friends while either driving out and around here or driving the 30km stretches to sooke or port renfrew.

Since the start of the covid 19 virus we have seen a dramatic increase in popularity of our area and have already had 5 cases of covid in our small town. Our roads are now more like parking lots than highways and the amount of human waste and toilet paper in the small stands of wood near beaches where our kids and dogs play has made it impossible to take them anywhere near that area. It is also near impossible to socially distance from people at the beaches in our neighbourhood due to the increase of tourists.

Promoting more people sitting around here drinking off sale beer and in house will only cause accidents on the highway, more litter on the beaches (of which there is plenty already). Illegal camping attempts on residential streets which we see lots already! Add alcohol and it only gets worse!

I'm all for change and bettering a community, and making room for more local work etc, but For all these reasons I do not accept this specific idea.

Brian Kenny

### **Wendy Miller**

From:

Tannis Dukart

Sent:

Tuesday, December 08, 2020 1:31 PM

To:

Wendy Miller

Cc:

Cc: Subject: кеzoning Application RZ000270 - 12036 West Coast Road

We, Tannis Marie Dukart and Martin James Small, full time residents of Jordan River and owners of I, do not support the rezoning application RZ000270 for the purposes of a micro-brewery and accessory service and sales".

The current application does not support the best interests of residents and recreational users of the area for their health, safety and environmental requirements. The community of Jordan River lacks basic services that would support this type of operation to keep residents and members of the public safe. Currently there is no immediate fire, police or ambulatory response in the community. There is also no garbage pick up in the area. It is also questionnable as to this type and size of business and the pressures it would put on water supply, the water table and sewage requirements for the area.

The increase in the amount of traffic to the area, it's close proximity to the highway, and to neighbouring residences is also a risk. Jordan River is an area where residents and recreational users use foot and bike transportation to get around and enjoy the community. There are currently no side lanes to use and increased traffic presents an even greater risk when walking and biking. There is also a bus route for children that operates along the highway and there is a pick up and drop off for children in the community at the start of Water's Edge Drive (directly across from the proposed microbrewery). There are already pre-existing safety concerns with vehicles disobeying the speed limit and disregarding school bus flashing lights and stop sign. Increased traffic in the area and the possibility of inebriated driving does not foster the protection of our most vulnerable in the community.

Although the growth in Jordan River may be unavoidable, it also needs to be sustainable as the small community grows. A business of this operation is not value added at this time and will present further risks to current businesses and/or future businesses. There is likely other options for business growth in the community that would support immediate and basic needs for the betterment of residents and recreational users of Jordan River.

With regard, Tannis Marie Dukart Martin James Small



Minutes of a Meeting of the Juan de Fuca Land Use Committee Held Tuesday, June 15, 2021, at the Juan de Fuca Local Area Services Building 3 – 7450 Butler Road, Otter Point, BC

PRESENT: Director Mike Hicks (Chair), Stan Jensen (EP), Vern McConnell (EP),

Roy McIntyre (EP), Ron Ramsay (EP), Dale Risvold (EP), Sandy Sinclair (EP)

**Staff:** Iain Lawrence, Manager, Community Planning (EP);

Wendy Miller, Recorder (EP)

**PUBLIC**: 10 EP

EP – Electronic Participation

The meeting was called to order at 7:00 pm.

The Chair provided a Territorial Acknowledgment.

# 1. Approval of the Agenda

**MOVED** by Director Hicks, **SECONDED** by Dale Risvold that the agenda be approved.

**CARRIED** 

## 2. Approval of the Supplementary Agenda

**MOVED** by Stan Jensen, **SECONDED** by Vern McConnell that the supplementary agenda be approved.

**CARRIED** 

## 3. Adoption of Minutes from the Meeting of May 18, 2021

**MOVED** by Sandy Sinclair, **SECONDED** by Vern McConnell that the minutes from the meeting of May 18, 2021, be adopted. **CARRIED** 

#### 4. Chair's Report

Director Hicks reported that the Shirley Volunteer Fire Department has improved cell service as a result of a partnership with the Ministry of Transportation and Infrastructure.

## 5. Planner's Report

No report.

### 6. Zoning Amendment Applications

a) RZ000270 – Section 4, Renfrew District Except Those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411 and EPP69011 (12036 West Coast Road) lain Lawrence spoke to the staff report and request to rezone a portion of the subject property to permit a brewery with lounge, picnic area, retail sales and a country market, and to realign the existing split zoning boundary to separate current and proposed uses.

Iain Lawrence highlighted the subject property map and aerial image and advised that the LUC directed referral of the proposal to agencies and to the Shirley/Jordan Advisory Planning Commission (APC) at its November 17, 2020, meeting.

lain Lawrence reported that:

- proposed Bylaw No. 4381 has been amended in response to feedback from the APC to decrease the proposed floor area from 4,000 m<sup>2</sup> in the Wildwood Terrace Neighbourhood Commercial (C-1A) to 2,000 m<sup>2</sup>
- the proposed shift in the zone boundary would remove an area used for forestry and gravel processing from the C-1A zone area
- through discussions with the applicant, a floor area of 2,000 m<sup>2</sup> is considered sufficient for the adjusted C-1A zone area
- the applicant hosted a public open house for residents in response to feedback from the APC
- proposed Bylaw No. 4381 has been further amended in response to public input at the open house to add *country market* use to the C-1A zone
- the APC was not supportive of the proposed endorsements for an onsite store, picnic area, lounge and special event area; however, the proposed endorsements add the required neighbourhood commercial character to align with the Pacific Acreage policy, whereas food and beverage processing alone are more industrial
- endorsements under the Provincially approved manufacturer's licence for a brewery require additional local government and public consultation that will be considered separate from the rezoning

lain Lawrence outlined the referral comments as included in the staff report. Further to the referral comment received from CRD Building Inspection, staff recommended that the outline motion relating to building permit requirements be amended. The amendment is requested to recognize that the subject property is Private Managed Forest Land and, as such, not all existing structures on the subject property may require building permits.

lain Lawrence directed attention to the submission of support included in the supplementary agenda and confirmed that the applicants were present.

An applicant stated that:

- a forestry company leases a portion of the subject property
- some of the buildings are held by the leaseholder
- he is working with the leaseholder to address building items

**MOVED** by Vern McConnell, **SECONDED** by Sandy Sinclair that the Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

- a) That the referral of proposed Bylaw No. 4381, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020" directed by the Juan de Fuca Land Use Committee to the Shirley/Jordan River Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR Archaeology Branch, Island Health, Liquor and Cannabis Regulation Branch, Managed Forest Land Council, Ministry of Environment & Climate Change Strategy Water Stewardship Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Ministry of Public Safety & Emergency Services Wildfire Service, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Sooke School District #62, and T'Souke First Nation be approved and the comments received;
- b) That proposed Bylaw No. 4381, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020" be introduced and read a first time and read a second time; and
- c) That in accordance with the provision of section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated

authority to hold a Public Hearing with respect to Bylaw No. 4381.

- d) That prior to adoption of the bylaw, the applicant:
  - i) Provide confirmation that a Contaminated Site Release has been issued by the Province:
  - ii) Provide confirmation that a commercial access permit has been issued by the Province:
  - iii) Secure a covenant on title pursuant to Section 219 of the *Land Title Act* in favour of the CRD requiring that a fire suppression sprinkler system be installed in all buildings and structures;
  - iv) Provide confirmation that any outstanding building permits for existing buildings are addressed to the satisfaction of the CRD Chief Building Inspector.

**CARRIED** 

## b) RZ000271 - PID: 006-452-230 (9662 West Coast Road)

lain Lawrence spoke to the staff report and the application to amend the Forestry (AF) zone to add a site specific provision to permit an accessory portable sawmill and associated log and lumber storage uses on the subject property as the current operation has expanded beyond the scope of the Home Industry regulations.

lain Lawrence highlighted the subject property map and advised that the LUC directed referral of the proposal to agencies and to the Shirley/Jordan Advisory Planning Commission (APC) at its March 16, 2021, meeting.

lain Lawrence outlined the referral comments as included in the staff report. Further to the referral comment received from the Ministry of Transportation and Infrastructure, lain Lawrence confirmed that the applicant has received a highway access permit.

Further to comments received by the APC, Iain Lawrence reported that proposed Bylaw No. 4407 has been amended to regulate the scale of the proposed portable sawmill operation, noise and nuisance, and visual screening. Iain Lawrence outlined the specific changes made to Bylaw No. 4407.

lain Lawrence responded to guestions from the LUC advising that:

- noise levels would be measured from the property line, if a noise complaint was received
- a decibel level between 40-60 dB is considered to cover average home noise normal conversation
- Bylaw No. 4407 would permit a maximum decibel level of 55 dB, when measured at the property line, for the portable sawmill operation
- Juan de Fuca has a noise bylaw (Bylaw No. 3441), but the bylaw does not specifically address the sawmill use

lain Lawrence directed attention to the supplementary agenda.

Tony White, Shirley, spoke to his submission and stated that:

- he lives across the road from the subject property
- the sawmill operation currently runs four hours a day
- four hours a day is too much
- he is retired and would like to enjoy spending more time at home
- he has worked hard for his property



# REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE MEETING OF TUESDAY, JUNE 15, 2021

**SUBJECT** Zoning Amendment Application for 9662 West Coast Road (PID: 006-452-230)

## **ISSUE SUMMARY**

The owners have applied to rezone the subject property to permit a portable sawmill operation.

## **BACKGROUND**

The approximately 3.5 ha subject property is located at 9662 West Coast Road in Shirley (Appendix A). The property is designated as Coastal Uplands in the Shirley-Jordan River Official Community Plan (OCP), Bylaw No. 4001, and is zoned Forestry (AF) in the Juan de Fuca Land Use Bylaw No. 2040 (Appendix B). The parcel is within the Shirley Fire Protection Service Area and is serviced by on-site wells and septic. There are no development permit areas designated on the property. There is an existing mobile home and several accessory buildings located on the property, as well as an area currently being used for a portable sawmill operation under the Home Based Business regulations of Bylaw No. 2040 (Appendix C). A development variance permit (DVP-22-07) was approved in 2007 to increase the total floor area of accessory buildings from 250 m² to 808.7 m² and to reduce the side yard setback from 1 m to 0.89 m for an existing woodshed.

The owners have submitted a rezoning application to permit an accessory portable sawmill operation beyond the scale permitted as a home industry in conjunction with the existing AF uses on the property (Appendix D). Staff have prepared Bylaw No. 4407, which would amend the AF zone to add portable sawmill as an accessory use on the subject property (Appendix E).

At its meeting of March 16, 2021, the Juan de Fuca Land Use Committee recommended referral of the proposed bylaw to the Shirley/Jordan River Advisory Planning Commission (APC), CRD departments, BC Hydro, District of Sooke, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch, Island Health, Ministry of Environment & Climate Change strategy – Hazardous Waste and Forestry (Authorizations South) and Water Stewardship Division, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Shirley Volunteer Fire Department, Sooke School District #62, and T'Sou-ke First Nation. Comments have been received from agencies and are included in Appendix F.

#### **ALTERNATIVES**

Alternative 1

The Land Use Committee recommends to the Capital Regional District (CRD) Board:

1. That the referral of proposed Bylaw No. 4407, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 150, 2021" directed by the Juan de Fuca Land Use Committee to the Shirley/Jordan River Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR - Archaeology Branch, FLNR - Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Island Health, Ministry of Environment & Climate Change Strategy – Hazardous Waste and Forestry, Authorizations South, Ministry of Environment & Climate Change Strategy – Water Stewardship Division, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Shirley Volunteer Fire Department, Sooke School District #62, and T'Sou-ke First Nation be approved and the comments received;

- 2. That proposed Bylaw No. 4407, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 150, 2021" be introduced and read a first time and read a second time;
- 3. That in accordance with the provisions of section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4407; and
- 4. That prior to adoption of proposed Bylaw No. 4407, the following conditions be met:
  - i) Removal of the Notice on Title and confirmation that any outstanding building permits for existing buildings are addressed to the satisfaction of the CRD Chief Building Inspector;
  - ii) Approval of an access permit to the subject property by the Ministry of Transportation & Infrastructure.

#### Alternative 2

That the CRD Board not proceed with proposed Bylaw No. 4407.

#### Alternative 3

That more information be provided.

## **IMPLICATIONS**

## Legislative

The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee on land use planning matters referred to them relating to Part 14 of the Local Government Act (LGA). The Shirley/Jordan River APC considered the application at its meeting April 6, 2021.

Should the proposal proceed, a public hearing pursuant to Part 14, Division 3 of the *LGA* will be required subsequent to the amendment passing second reading by the CRD Board. Property owners within 500 m of the subject property will be sent notice of the proposed bylaw amendment and a public hearing will be advertised in the local paper and on the CRD website.

A license is required for non-domestic groundwater use pursuant to the *Water Sustainability Act*. This approval is issued by the Province and is not a precondition for rezoning.

## Regional Growth Strategy

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a Regional Growth Strategy (RGS) be consistent with the RGS. In accordance with CRD policy, where a zoning bylaw amendment that applies to land within the Shirley-Jordan River Official Community Plan area is consistent with the OCP, it does not proceed to the full CRD Board for a determination of consistency with the RGS. The proposed zoning amendment is consistent with the policies of the Shirley-Jordan River OCP.

## Referral Comments

Referrals were sent to 13 agencies, to CRD departments and to the Shirley/Jordan River APC. Comments received are summarized below and included in Appendix F.

### RCMP stated no comment

<u>Ministry of Transportation & Infrastructure</u> requires the property owner to obtain an access permit. District of Sooke stated their interests are unaffected.

<u>CRD Building Inspection</u> outlined there is a Notice on Title related to an outstanding building permit requirement on the property, as well as more recent permit files that are incomplete.

<u>CRD Bylaw Enforcement</u> provided recommendations for detecting, monitoring and regulating nuisance noise from the proposed portable sawmill use.

<u>CRD Protective Services</u> stated the local fire department is satisfied that the property has appropriate fire mitigation resources to support the proposed use.

<u>FLNR – Ecosystems Section</u> stated that the site has been heavily modified and natural vegetation removed, and that the agency's interests are unaffected.

<u>FLNR – Archaeology Branch</u> stated there are no known archaeological sites on the property and archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property. Should any suspected archaeological deposits be encountered during land alterations on the property, all work must be halted and the Archaeology Branch contacted.

<u>FLNR – Water Protection</u> stated the subject property is located above a bedrock aquifer noted to have low to moderate vulnerability to contamination. Measures should be in place to ensure contaminates do not contaminate the aquifer. A water license for the required groundwater use is required.

Island Health stated no objection.

<u>Pacheedaht First Nation</u> provided verbal confirmation that the Nation's interests are unaffected.

The <u>Shirley/Jordan River APC</u> met on April 6, 2021, to consider the application. Six members of the public were in attendance. 26 letters of support and 4 letters in opposition to the proposal were received. The Shirley/Jordan River APC moved the following motion:

**MOVED** by Melody Kimmel, **SECONDED** by Blair Hughes that the APC report to the Land Use Committee that the APC has reviewed proposed Bylaw No. 4407 and:

- a) That it recommends that the principal industrial sawmill use be amended to portable sawmill use accessory to a permitted principal use;
- b) That it supports the maximum area devoted to an industrial sawmill and accessory log and lumber storage being 0.5 ha;
- That it recommends that proposed Bylaw No. 4407 specify the hours of operation for the portable sawmill operation be Monday – Friday from 9:00 am to 5:00 pm, excluding statutory holidays;
- d) That it recommends that staff work with the applicants to reduce the Total Floor Area of 1000 m<sup>2</sup> proposed for the sawmill operation;
- e) That it supports 30 m being that setbacks for the sawmill operation;
- f) That it recommends that the minimum height of a solid fence be increased from 1.8 m to 2.5 m:
- g) That it supports proposed Bylaw No. 4407 including language to address noise/nuisance enforcement measures.

CARRIED

## Land Use

The Shirley-Jordan River OCP, Bylaw No. 4001, designates the subject property as Coastal Upland. The intent of this designation is to support the continued use of these lands for forestry. Section 484(S) supports industrial uses associated with forestry on lands designated Coastal Upland. In addition, Section 444(R) outlines that rezoning applications for resource processing related to forestry are to consider the potential impacts on neighbouring properties and that adequate setbacks and screening requirements are implemented.

The property is zoned AF in Bylaw No. 2040, which permits silviculture, residential and ancillary uses. Portable sawmills are permitted as a Home Industry subject to Part 1, Section 4.06 of Bylaw No 2040.

The owner of the sawmill operation has requested this zoning amendment in order to expand beyond the scope of the Home Industry regulations, as described in Appendix D, by amending the AF zone to add the operation of an accessory portable sawmill as a site specific permitted use on the subject property. Staff have prepared proposed Bylaw No. 4407 in for consideration (Appendix E).

Proposed Bylaw No. 4407 would permit a portable sawmill as accessory to the principal residential use of the property. Regulations for operation of an accessory portable sawmill are included that:

- limits the area on which the activity may occur to no greater than 0.5 ha;
- limits the total floor area for accessory buildings and structures related to the portable sawmill use to 60 m<sup>2</sup>.
- requires that the operation be set back at least 30 m from the parcel boundaries;
- requires that the operation be screened by vegetation or a solid fence no less than 2.5 m in height; and
- restricts noise associated with the sawmill to 55 dB when measured at the property line.

Proposed Bylaw No. 4407 has been modified since the original referral based on comments from the APC and members of the public regarding the scale of the proposed portable sawmill operation, noise and nuisance concerns, and visual screening.

CRD Building Inspection has highlighted outstanding building permit items on the property; therefore, staff recommend that these items be addressed to the satisfaction of the Chief Building Inspector and that the Notice on Title be removed prior to consideration of approval of this rezoning application.

The Ministry of Transportation & Infrastructure requires a Type 1A access be developed and a permit obtained. Staff recommend that this requirement be satisfied prior to consideration of approval of Bylaw No. 4407.

Section 414 of the Shirley-Jordan River OCP outlies policies for water use and protection. Policy 414(B) states that in consideration of a development proposal, the protection of aquifers and water resources from contamination and depletion will be ensured. The Water Protection Section of FLNR confirmed that non-domestic use of groundwater requires a provincial licence and that measures to ensure contaminants to not enter the aquifer be in place.

Section 414, also includes policies to ensure there is adequate water capacity to handle fire-fighting efforts. Comments received from CRD Protective Services division and the Shirley Volunteer Fire Department indicate that there are appropriate fire mitigation resources in place for the proposed use.

Based on the information provided by the applicant and the policies of the Shirley-Jordan River OCP, staff recommend that proposed Bylaw No. 4407 be introduced, read a first and a second time, and that a public hearing be held. Staff further recommend that conditions raised by referral agencies be satisfied prior to consideration of approval of proposed Bylaw No. 4407.

## **CONCLUSION**

The purpose of this zoning bylaw amendment application is to amend the Forestry (AF) zone to add a site specific provision to permit an accessory portable sawmill use. Staff have prepared proposed Bylaw No. 4407 and recommend receipt of referral comments, first and second reading and advancement to public hearing. Staff further recommend that conditions be met prior to consideration of final approval.

## **RECOMMENDATION**

The Land Use Committee recommends to the Capital Regional District (CRD) Board:

- 1. That the referral of proposed Bylaw No. 4407, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 150, 2021" directed by the Juan de Fuca Land Use Committee to the Shirley/Jordan River Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR Archaeology Branch, FLNR Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Island Health, Ministry of Environment & Climate Change Strategy Hazardous Waste and Forestry, Authorizations South, Ministry of Environment & Climate Change Strategy Water Stewardship Division, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Shirley Volunteer Fire Department, Sooke School District #62, and T'Sou-ke First Nation be approved and the comments received;
- 2. That proposed Bylaw No. 4407, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 150, 2021" be introduced and read a first time and read a second time; and
- 3. That in accordance with the provisions of section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4407.
- 4. That prior to adoption of proposed Bylaw No. 4407, the following conditions be met:
  - Removal of the Notice on Title and confirmation that any outstanding building permits for existing buildings are addressed to the satisfaction of the CRD Chief Building Inspector;
  - ii) Approval of an access permit to the subject property by the Ministry of Transportation & Infrastructure.

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

## **ATTACHMENTS**

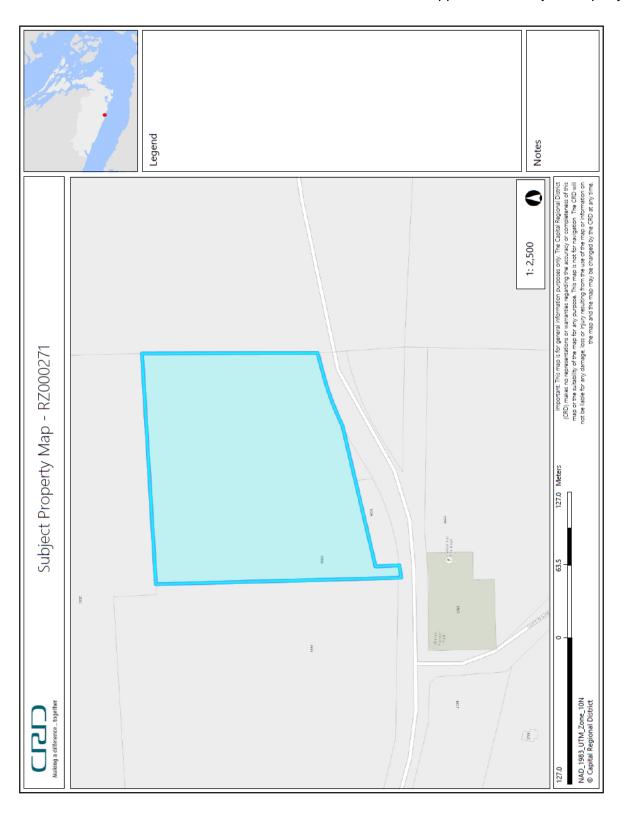
Appendix A: Subject Property Appendix B: Forestry AF Zone

Appendix C: Site Plan

Appendix D: Development Proposal Appendix E: Proposed Bylaw No. 4407

Appendix F: Referral Comments

Appendix A: Subject Property



Appendix B: Forestry AF Zone

## Schedule "A" of Capital Regional District Bylaw No. 2040 Juan de Fuca Land Use Bylaw

#### 3.0 FORESTRY ZONE - AF

#### 3.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Forestry AF Zone:

- (a) Silviculture except within 300m of a highway;
- Offices, mechanical shops, fuel storage, and storage buildings accessory to mining or silviculture;
- (c) One-family dwelling;
- (d) Home Based Business Categories One, Two and Three;

Bylaw 3705

- (e) Two Boarders or lodgers;
- (f) Secondary Suite pursuant to Part 1, Subsection 4.19;

Bylaw 3849

(g) Detached Accessory Suite pursuant to Part 1, Subsection 4.20.

Bylaw 3849

#### 3.02 <u>Minimum Parcel Size for Subdivision</u> Purposes

The minimum lot size is 4ha;

3.03 Density

One one-family dwelling per lot is permitted.

One secondary suite or one detached accessory suite per lot is permitted. Bylaw 3849

3.04 Height

Maximum height shall be 11m.

3.05 Lot Coverage

Maximum lot coverage shall be 10 percent.

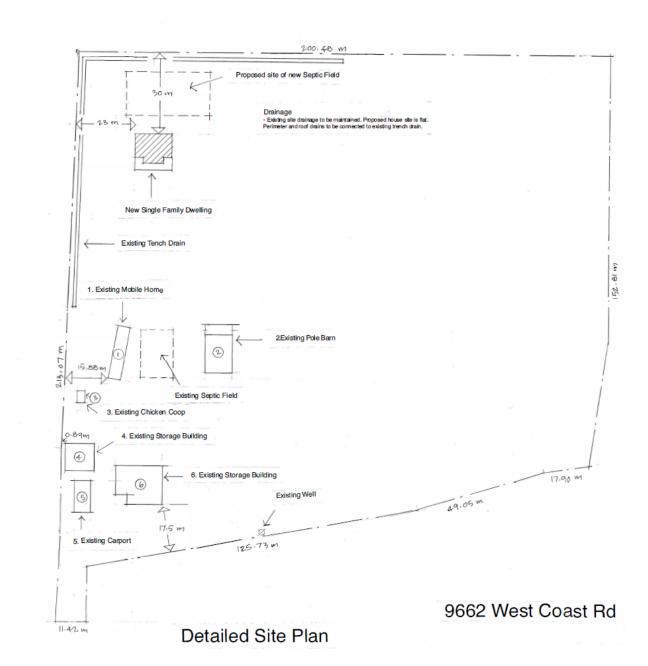
3.06 Maximum Size of for Residential Buildings Provided applicants having either met the Sewerage System Regulation (e.g., a filing) or acceptance by VIHA via referral. Bylaw 3705

- On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m<sup>2</sup>, whichever is less;
- (ii) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.

#### 3.07 Yard Requirements

For all structures, the front, side, rear and flanking yards shall be a minimum of 15m. Bylaw 3849

Appendix C: Site Plan



Appendix D: Development Proposal

## 9662 West Coast Road Rezoning Application

#### Average day

We (the partners ---- and ---- and the labourer) start the day with a safety meeting and game plan for the day. Then we head to the worksite and measure and cut logs to an appropriate length based on the wood order using a chainsaw. The logs are then sprayed down with the Pressure Washer or the hose in order to remove rocks and loosen bark. The bark is removed by hand with axes. The tractor then picks up the log and loads it onto the Head Rig mill. The log then gets milled into lumber. This process takes approximately 30 minutes to two hours depending on the number of cuts the log requires for the lumber order. The lumber may be loaded by hand on to the edger in order to smooth out the sides of the lumber. The lumber then is organized into piles to be ready for pick up by customers. This process is repeated throughout the workday. We average 3 to 5 lengths on the sawmill per day. While ---- runs the sawmill and the labourer cleans up the worksite, --- works on sharpening the saw blades using the sharpener, makes phone calls, writes up quotes and bills and other office administration as necessary.

Around two or three times a week, when an order is complete, a customer will come over and we will load their lumber into their vehicle.

#### Mechanical Equipment List

Large mill "Head Rig", 36' long: used for breaking down raw logs into more manageable sizes. Runs off a generator.

Small mill "Re-sawmill", 20' long: used for reducing large cants from the head rig into lumber. Runs on petrol.

Twin blade edger, 15' long: used for squaring up boards and removing the live edge

Band saw blade sharpener: used to sharpen mill blades

Generator: used for creating power for the head rig

Backhoe Tractor: used for loading logs on to the head rig and moving wood waste

Fork lift: used for unloading lumber

Chainsaw: used for making raw cuts and removing bark from raw logs.

Pressure washer: used to remove rocks and loosen bark off of raw logs.

\*All items mentioned are "portable" however the Head Rig is somewhat hard wired to the generator (see drawing) and it rests on a 40'x8' cement slab.

## Storage (see drawing for locations)

We have an outside zone large enough to store logs.

We store finished lumber on racks outside along the driveway to the worksite.

We have some fine grains stored in the barn where the mill operates.

## Vehicles on the property

Backhoe Tractor

Forklift

Two pick up trucks (used for personal and work)

Trailer (used for lumber deliveries)

#### Average Business Traffic

Approximately once a day a client will drive onto property to order or pick up lumber.

Once a month a midsize delivery truck will come to pick larger orders to deliver to customers.

Every two months, a logging truck will deliver a load of logs.

#### Business Parking/Loading area

We have lots of parking on the worksite. Usually people are there to pick up lumber and then leave. They drive down to the worksite and the lumber gets loaded into their truck.

#### Wood Waste

Most of our waste (off cuts/ends) get turned into fire wood for the neighbourhood.

The saw dust is piled and gets used for chickens, gardens, around the yard. Occasionally it gets trucked away.













Appendix E: Proposed Bylaw No. 4407

#### CAPITAL REGIONAL DISTRICT BYLAW NO. 4407

## 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 2, SECTION 3.0 FORESTRY ZONE - AF

- (a) By adding a new paragraph 3.01(h) as follows:
  - "(h) portable sawmill accessory to a principal residential use on That Part of Lot 87, Renfrew District, Lying to the East of a Boundary Parallel to the Easterly Boundary of Said Lot and Extending From a Point on the Northerly Boundary of Said Lot Distant 10 Chains from the North East Corner of Said Lot and to the South of the Northerly Boundary of Plan 109 RW, Except Part in Plan 16260, PID: 006-452-230.";
- (b) By deleting subsection "3.03 Density" in its entirety and replacing with the following:

#### 3.03 Density

- a) One one-family dwelling per lot;
- b) One secondary suite or one detached accessory suite per lot;"
- The maximum area devoted to an accessory portable sawmill use shall be 0.5 ha.
- (c) By deleting subsection "3.07 Yard Requirements" in its entirety and replacing with the following:

#### 3.07 Yard Requirements

- The front, side, rear and flanking yards for an accessory portable sawmill use shall be a minimum of 30 m;
- b) For all other buildings and structures, the front, side, rear and flanding yards shall be a minimum of 15m.
- (d) By adding a new subsection "3.08 Screening" as follows:

### 3.08 Screening

- a) A vegetative screen, consisting of coniferous vegetation native to the region that is not less than 2 m high and 5 m deep and spaced no less than 2 m apart, or a solid fence, at least 2.5 m in height, shall be located and maintained around the perimeter of the portable sawmill operation.
- (e) By adding a new subsection "3.09 Portable Sawmill" as follows:

## 3.09 Portable Sawmill

- a) Persons employed at a portable sawmill operation are limited to persons normally resident in the dwelling unit to which it is incidental plus up to three non-resident employees;
- A portable sawmill shall operate between the hours of 9 am and 5 pm, Monday to Friday, excluding statutory holidays;

CRD Bylaw No. 4407

 In addition to the hours specifed in paragraph 3.09(b), sales from a portable sawmill shall be permitted on Saturdays between the hours of 9 am and 5 pm, excluding statutory holidays;

Notwithstanding Part 1, Section 4.01(2)(c), the maximum total floor area of buildings and structures devoted to an accessory portable sawmill use shall be 60 m<sup>2</sup>;

		ated operations shall not creasured at the property line.	eate noise that exceeds a	
This bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 150, 2021".				
READ A FIRST TIME THIS	da	lay of	, 2021.	
READ A SECOND TIME TH	HIS da	lay of	, 2021.	
READ A THIRD TIME THIS	da	lay of	, 2021.	
ADOPTED THIS	da	lay of	, 2021.	
CHAIR			CORPORATE OFFICER	

Appendix F: Referral Comments

## **CRD Bylaw Enforcement**

From: Lance Hurrell

Sent: Friday, April 16, 2021 10:25 AM

To: Iain Lawrence < ilawrence@crd.bc.ca >; Wendy Miller < wmiller@crd.bc.ca >

Cc: Shayne Gorman (sgorman@crd.bc.ca) <sgorman@crd.bc.ca>; Lance Hurrell <!hurrell@crd.bc.ca>; Shawn Carby

<scarby@crd.bc.ca>
Subject: Recommendations

Hi lain;

CRD Bylaw services has reviewed notice of a zoning amendment to allow the subject property to permit a sawmill operation. The application is a rezoning application to permit a sawmill operation in conjunction with the existing AF uses on the property. There are no development permits areas designated on the property. There is an existing mobile home and accessory buildings and an area currently being used for a portable sawmill operation under the Home based Business regulations of Bylaw No 2040. Bylaw No 4077 would amend the AF zone to add sawmill with accessory log and lumber storage as site specific uses.

The property has been the subject of a noise complaint in the past by one party. No other parties we interviewed had similar issues. As a result our recommendations for consideration would be as follows.

Recommendations from CRD Bylaw Enforcement as the best way to monitor, the ongoing operations located at 9662 West Coast Rd., JDF EA with respect to noise levels. If deemed necessary, CRD Bylaw Enforcement would become involved where complaints from area residents were being submitted to CRD Bylaw regarding noise levels exceeding acceptable limits over a period of time, and hours of operations were to surpass an agreed upon limit (currently 09:00 hrs-13:00hrs).

Upon receiving a Noise complaint/s about operations, CRD Bylaw Enforcement would then investigate to determine if a violation exists. Upon being satisfied of a violation, the owner/operator would be contacted informing of the details of the complaint/s and take necessary action to have to issues dealt with. If necessary, Warning Notices, MTI's, long form prosecutions and/or injunctions could be issued or sought.

It may be worthwhile that the CRD JDF EA retain the right to rescind any agreements where a home based business has been granted operation should any owner/operator fail to take necessary measures to correct any violations that have been determined to exist.

The terms below should be considered to form part of any covenant or conditions to be placed upon the property.

'Unacceptable Limit' - to be put in place where sound levels were to reach an unacceptable limit at any time during operations underway, regardless of duration based on the interpretation of the Complainants.

'Continuous Sound/Noise'- to be used in monitoring the continuous noise levels emanating from a property to avoid a complaint from a singular occurrence. Establishing an unacceptable Noise Level and meet the recommended or accepted levels during time of operation.

'Point of Reception' - location of where Noise Level is detected and is outside the perimeter of the property line of the source of the Noise and in proximity to Complainants.

'Neighbourhood' -meaning more than one person in the vicinity of the source of the Noise.

I hope these recommendations are helpful and are what you were looking for. Please feel free to contact me with any questions.

Lance Hurrell
Asst. Bylaw Enforcement Officer
Planning and Protective Services
Capital Regional District
#212-2780 Veteran's Memorial Pkwy
Langford, B.C.
V9B 3S6
Tel:250-474-3351 #23
Ihurrell@crd.bc.ca

## **CRD Protective Services**

From: Wendy Miller

Sent: Wednesday, April 07, 2021 2:12 PM

To: Wendy Miller

Subject: Referral - Rezoning Application RZ000271

From: Jonathan Reimer

Sent: Wednesday, April 07, 2021 1:01 PM
To: Wendy Miller <a href="mailto:wmiller@crd.bc.ca">wmiller@crd.bc.ca</a>

Subject: Referral - Rezoning Application RZ000271

Thank you Wendy. The local Fire Department is satisfied that the property has appropriate fire mitigation resources for

rezoning.

## Jonathan Reimer

Manager, Electoral Area Fire and Emergency Programs
Protective Services | Capital Regional District
625 Fisgard St, Victoria BC V8W 2S6
T: 250-360-3137 | C: 250-415-1695

For emergencies, contact the CRD Duty Officer at 250-360-3223 or eccreports@crd.bc.ca

District of Sooke



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Via Email: wmiller@crd.bc.ca

Phone: 250-642-1634 Fax: 250-642-0541 Email: info@sooke.ca Website: www.sooke.ca

#### CRD Rezoning Application Referral to District of Sooke Planning Department

Wednesday, March 17, 2021 DOS File No.: CRD Referral

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

Dear Ian Lawrence, Manager, Community Planning

Re: Referral Comments on rezoning application to amend Bylaw No. 2040 to amend the Forestry (AF) zone to add a site-specific provision to permit an industrial sawmill and associated log and lumber storage uses on the subject property.

Upon review of the proposed bylaw amendment to Bylaw No. 2040, Planning staff have determined that the District of Sooke's interests are unaffected by the proposed bylaw amendment RZ000271.

Thank you for providing the opportunity to comment on the proposed rezoning application.

If you have any further questions, please do not hesitate to contact me at the email provided below.

Regards,

Kasha Janota-Bzowska | Planner I Planning and Development Department 2205 Otter Point Road Sooke, BC, V9Z 1J2

Email: kjanotabzowska@sooke.ca

Web: www.sooke.ca

CC: Matthew Pawlow, RPP MCIP, Director of Planning and Development Services

#### Island Health

From: Takeuchi, Kazuhiro < Kazuhiro. Takeuchi@VIHA.CA>

Sent: Thursday, April 15, 2021 11:21 AM

To: Wendy Miller

Subject: RE: Rezoning Application RZ000271 - CRD Referral

Hi Wendy,

Island Health has no objections to the aforementioned rezoning application.

Sincerely,

Kazuhiro Takeuchi, B.Sc., B.Tech., CPHI(C)

Environmental Health Officer Gateway Village Health Unit Suite 201 – 771 Vernon Avenue, Victoria, BC. V8X 5A7

Phone: (250) 519-3401 Ext 33655 Email: Kazuhiro.Takeuchi@viha.ca



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#### FLNR - Archaeology Branch

From: Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>

Sent: Wednesday, April 07, 2021 2:37 PM

To: Wendy Miller

Subject: RE: Rezoning Application RZ000271 - CRD Referral

Hello Wendy,

Thank you for your referral regarding proposed rezoning for 9662 West Coast Road, PID 006452230, THAT PART OF LOT 87, RENFREW DISTRICT, LYING TO THE EAST OF A BOUNDARY PARALLEL TO THE EASTERLY BOUNDARY OF SAID LOT AND EXTENDING FROM A POINT ON THE NORTHERLY BOUNDARY OF SAID LOT DISTANT 10 CHAINS FROM THE NORTH EAST CORNER OF SAID LOT AND TO THE SOUTH OF THE NORTHERLY BOUNDARY OF PLAN 109 RW, EXCEPT PART IN PLAN 16260. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your referral.

#### Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

Archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property.

#### Archaeology Branch Advice

The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at the time of this referral response.

Please notify all individuals (e.g., owners, developers, equipment operators) involved in land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) that if archaeological material is encountered during development, they must stop all activities immediately and contact the Archaeology Branch for direction at 250-953-3334.

## Rationale and Supplemental Information

- Archaeological study and Provincial heritage permit(s) are not required in the absence of an archaeological site.
- There is always a possibility for previously unidentified archaeological sites to exist on the property.
- Archaeological sites are protected under the Heritage Conservation Act and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.

#### Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or <a href="mailto:archaeology@gov.bc.ca">archaeology@gov.bc.ca</a>.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

Please let me know if you have any questions regarding this information.

Kind regards,





Please note that subject lot boundaries (yellow) indicated on the enclosed screenshot are based on information obtain by the Archaeology Branch on the date of this communication and may be subject to error or change.



Diana Cooper
Archaeological Information Administrator
Archaeology Branch Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Phone: (250) 953-3343 | Email: diana.cooper@gov.bc.ca | Website www.gov.bc.ca/archaeology

From:

Wendy Miller <wmiller@crd.bc.ca> Sent: March 17, 2021 10:51 AM

To: Arch Data Request FLNR:EX <ArchDataRequest@gov.bc.ca>

Subject: Rezoning Application RZ000271 - CRD Referral

FLNR - Ecosystems Section

## RESPONSE SUMMARY - REZONING APPLICATION RZ000271

Interest Affected by Proposal for Re	easons Outlined Below
X Interest Unaffected by Proposal	
Comments:	
Because the site has already been heavily modified and much of the	natural vegetation removed, our interests are unaffected by the proposed
rezoning.	
The Water Protection Section of FLNRORD will provide separate com	ments on any ground water concerns.
Dr. Grant Bracher P.Ag., R.P.Bio. Signed	Ecosystem Biologist Title
March 25, 2021 Date	Ecosystems Section - FLNRORD  Agency

FLNR – Water Protection

Date

## RESPONSE SUMMARY - REZONING APPLICATION RZ000271

X Interest Affected by Pro	posal for Reasons Outlined Below
Interest Unaffected by F	Proposal
Comments:	
	esource Operations and Rural Development's Water Protection lect to a proposed rezoning application to facilitate an industrial storage uses on the subject property.
aquifer within the Sooke Formation. The 1.amazonaws.com/aquifer-docs/00400// vulnerability to contamination, however t moderate vulnerability. As such, measur	bedrock aquifer 449, described as a fractured sedimentary rock aquifer factsheet can be found here: <a href="https://s3.ca-central-aquifer factsheet.pdf">https://s3.ca-central-aquifer factsheet.pdf</a> . The aquifer is noted to have look intrinsic vulnerability mapping completed in this area indicate ses should be in place to ensure on site contaminates, such as fue quifer, while at the same time minimizing impervious surfaces while
• •	water license for the required groundwater use would be required ghts refer to <a href="https://www2.qov.bc.ca/qov/content/environment/air-quality/">https://www2.qov.bc.ca/qov/content/environment/air-quality/</a>
D	Water Protection Section Head
Signed	Title
May 13, 2021	Ministry of FLNRORD

Agency

#### MOTI

From: Page, Owen TRAN:EX <Owen.Page@gov.bc.ca>

Sent: Tuesday, March 30, 2021 2:12 PM

To: Wendy Miller

Subject: RE: Rezoning Application RZ000271 - CRD Referral

File #2021-01727

Hi Wendy,

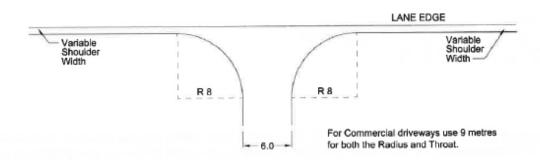
Please consider this the official response from the Ministry of Transportation and Infrastructure regarding the proposed rezoning of 9662 West Coast Road to a site specific zone to allow for an industrial sawmill.

The Ministry has no objection to the rezoning provided that:

The property owner apply for and received a permit for an Access to a Controlled Access Highway. The applicant should be aware that they will be required to construct an Type 1A access, from the BC supplement to TAC, with a 9m turn radius and throat. See image below:

Figure 730.A Type 1 Driveways N.T.S.

## TYPE 1A



Thank you for the opportunity to comment on this proposal. Should any further discussion be needed, please feel free to contact me.

Best Regards,

Owen Page
Development Officer
Ministry of Transportation and Infrastructure
Vancouver Island District
Ph: 236-478-1552



Ministry of Transportation and Infrastructure

#### **RCMP**

From: Sinden, Brett <br/>brett.sinden@rcmp-grc.gc.ca>

Sent: Thursday, March 18, 2021 10:26 AM

To: Wendy Miller

Subject: RE: Rezoning Application RZ000271 - CRD Referral

Good morning. No comments on this rezoning application.

Thanks.

Brett

S/Sgt Brett SINDEN
Detachment Commander
Sooke RCMP
250-642-5241 extension 2227

#### CONFIDENTIALITY NOTICE

This information is the property of the RCMP. It should not be shared or disseminated without the authority of the sender. This communication may contain privileged or confidential information. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender and delete the message without copying or disclosing it. Third Party Rule applies.

Shirley/Jordan River APC Comments



Minutes of a Meeting of the Shirley/Jordan River Advisory Planning Commission Held April 6, 2021, at Juan de Fuca Local Area Services Building, 3-7450 Butler Road, Otter Point, BC

PRESENT: Fiona McDannold (Chair) (EP), Vivi Curutchet (EP), Blair Hughes (EP),

Melody Kimmel (EP),

Staff: Iain Lawrence, Manager, Community Planning (EP); Emma Taylor, Planner (EP); Wendy Miller, Recorder (EP)

ABSENT: Brenda Mark

PUBLIC: 6 (EP)

EP - Electronic Participation

The meeting was called to order at 7:03 pm.

#### 1. Elections

lain Lawrence called for nominations for the position of Chair of the Shirley/Jordan River APC 2021 and Fiona McDannold's name was put forward. Iain Lawrence called two times for further nominations and, as there were none, Fiona McDannold was acclaimed Chair.

lain Lawrence called for nominations for the position of Vice Chair of the Shirley/Jordan River APC 2021 and Melody Kimmel's name was put forward. Iain Lawrence called two times for further nominations and, as there were none, Melody Kimmel was acclaimed Vice Chair.

## 2. Approval of the Agenda

MOVED by Vivi Curutchet, SECONDED by Melody Kimmel that the agenda be approved.

CARRIED

#### 3. Approval of the Supplementary Agenda

MOVED by Melody Kimmel, SECONDED by Blair Hughes that the supplementary agenda be approved.

CARRIED

#### 4. Adoption of the Minutes of December 9, 2020

MOVED by Melody Kimmel, SECONDED by Blair Hughes that the minutes of December 9, 2020, be adopted.

CARRIED

#### 5. Planner's Report

lain Lawrence suggested that consideration of the application start with staff overview of the proposal followed by comments/questions from the APC for the Planner and the applicant, followed by comments/questions from the public. Iain Lawrence advised that at the close of discussion, a recommendation from the APC is requested for consideration by the Juan de Fuca Land Use Committee (LUC).

The Chair extended support for the proposed meeting format.

Further to the December APC meeting, Iain Lawrence reported that the zoning amendment application for the brewery proposal (RZ000270) in Jordan River has yet to return to the LUC.

## Shirley/Jordan River Advisory Planning Commission Meeting Minutes April 6, 2021

2

#### 6. Zoning Amendment Application

## a) RZ000271 – PID: 006-452-230 (9662 West Coast Road)

Emma Taylor spoke to the staff report and the application to amend the Forestry (AF) zone to add a site specific provision to permit an industrial sawmill and associated log and lumber storage uses on the subject property as the current operation has expanded beyond the scope of the Home Industry regulations.

## Emma Taylor reported that:

- Bylaw No. 2040 was recently amended (Bylaw No. 4316) to define Industrial Sawmill in response to a zoning amendment in Otter Point (RZ000267)
- the subject property is designated Coastal Uplands by the Shirley Jordan River Official Community Plan (OCP), Bylaw No. 4001
- the Coastal Uplands designation supports continued use of lands for forestry
- the OCP provides policies for consideration of rezoning/development proposals

Emma Taylor highlighted the subject property, site plan and photos showing the sawmill operation. It was confirmed that the applicants have done some work to address noise levels.

## Emma Taylor reported that:

- amendment Bylaw No. 4407 was drafted to address the application proposal
- the Ministry of Transportation and Infrastructure (MoTI) has advised that the property owner will need to apply for and receive a highway access permit
- highway access permits are not required for residential driveways
- the supplementary agenda includes 26 letters in support of the application and 4 letters opposed to the proposal
- the APC may recommend changes to Bylaw No. 4407 to address the concerns received

The Chair requested comment from the APC.

#### APC comments included:

- acknowledge and appreciate the letters received supporting the business
- although the letters in support of the application indicate that the business provides good service to local residents, the APC needs to consider if the zoning amendment will change the character of Shirley
- appreciate requirements included in proposed Bylaw No. 4407 to limit expansion of the sawmill operation
- concern regarding the highway access
- concern regarding the scale of the operation, should the current owners sell
- the Total Floor Area proposed by Bylaw No. 4407, 1000 m², seems very large
- the Light Industrial Zone specifies a floor area of 900 m<sup>2</sup>
- through the OCP review process, the community supported light industrial uses in Jordan River
- concern that the proposal will set precedence
- support for Bylaw No. 4407 stipulating that the operator must reside on site
- Bylaw No. 4407, as currently drafted, does not specify hours of operation
- support for increasing the minimum height of solid fencing required by Bylaw No. 4407 to mitigate screening and noise concerns
- support for changing the permitted use to a portable sawmill as that is what is being operated by the current property owners
- support for Bylaw No. 4407 addressing lighting restrictions

## Shirley/Jordan River Advisory Planning Commission Meeting Minutes April 6, 2021

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lain Lawrence responded to questions from the APC advising that:

- zoning applies to the land and does not change when there is a change in ownership
- temporary use permits allow a use not permitted by a zoning bylaw to a maximum of six years
- temporary use permit holders have indicated that financial institutions are hesitate to support uses not permitted by a zoning bylaw

The Chair requested comment from the applicants.

## The applicants stated that:

- they were unware that the sawmill operation had expanded beyond the scale permitted by the Home Industry regulations
- the sawmill operation has been operating at its current scale for a few years
- pursuing rezoning to be in compliance
- there are no plans to expand the current operation
- improvements have been made to decrease noise and increase screening

#### lain Lawrence advised that:

- the zoning amendment application was received due in part to a noise complaint
- he has visited the site twice to view the improvements made to date
- improvements have made an overall reduction in sound
- CRD Bylaw Enforcement has been asked to comment on an appropriate decibel level for the sawmill operation

The Chair requested comment from the public.

#### Jeff Roby, Shirley, stated:

- letters of support received from satisfied customers should not be discounted
- letters from adjacent property owners should be given greatest consideration
- happy that traffic concern has not been raised at this meeting considering that highway improvements are underway to improve traffic flow
- that he supports small business

## Jay Evans, Shirley, stated:

- that he lives directly adjacent to the subject property
- he has not had issues with noise
- the applicants want to come into compliance
- the applicants do not wish to expand the sawmill operation
- the applicants are receptive to amending the proposed bylaw to address concerns raised by the community regarding expansion of the sawmill operation

## Emily Anderson, stated:

- that she lives the closest to the subject property
- she has lived on her property since 2012
- she was aware that she was buying property adjacent to a sawmill operation
- she does not believe property values are affected by the operation
- sawmill operator has been respectful of adjacent property owners
- she has not had issue with traffic related to the sawmill operation
- applicants are not proposing a "big box" operation
- some degree of processing/refining should be supported to promote community sustainability
- if local businesses are not supported, residents will go elsewhere

## Shirley/Jordan River Advisory Planning Commission Meeting Minutes April 6, 2021

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Emma Taylor responded to a question from a member of the public advising that the proposal was referred to external agencies to confirm requirements, if any. Staff will contact the MoTI to confirm design requirements/options for the highway access permit.

APC discussion ensued regarding the Total Floor Area proposed by Bylaw No. 4407.

The applicants stated that:

- a Total Floor Area of 1000 m<sup>2</sup> would allow the portable sawmill operation including all equipment to be moved indoors
- there are no plans to construct new structures at this time

#### Staff advised that:

- a survey has not been submitted confirming floor area of existing structures
- the Building Division has yet to comment on the proposal
- if the Total Floor Area of 1000 m<sup>2</sup> was reduced, the applicants would have opportunity to apply for a variance in future, if required
- a development variance permit (DVP-22-07) was approved in 2007 to increase the total floor area of accessory buildings
- existing accessory buildings are considered accessory to the residential use
- there may be opportunity to convert some existing accessory buildings to sawmill use
- full buildout as currently proposed would include the house, the 808.7 m² accessory total floor area permitted by DVP-22-07 and the 1000 m² total floor area proposed for the sawmill operation

MOVED by Melody Kimmel, SECONDED by Blair Hughes that the APC report to the Land Use Committee that the APC has reviewed proposed Bylaw No. 4407 and:

- a) That it recommends that the principal industrial sawmill use be amended to portable sawmill use accessory to a permitted principal use;
- That it supports the maximum area devoted to an industrial sawmill and accessory log and lumber storage being 0.5 ha;
- That it recommends that proposed Bylaw No. 4407 specify the hours of operation for the portable sawmill operation be Monday – Friday from 9:00 am to 5:00 pm, excluding statutory holidays;
- That it recommends that staff work with the applicants to reduce the Total Floor Area of 1000 m<sup>2</sup> proposed for the sawmill operation;
- e) That it supports 30 m being that setbacks for the sawmill operation;
- f) That it recommends that the minimum height of a solid fence be increased from 1.8 m to 2.5 m:
- g) That it supports proposed Bylaw No. 4407 including language to address noise/nuisance enforcement measures.

CARRIED

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	The meetin	ig adjourn	ed at 8:39	pm.	
Cha	air				

## CAPITAL REGIONAL DISTRICT BYLAW NO. 4407

## 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 2, SECTION 3.0 FORESTRY ZONE - AF

- (a) By adding a new paragraph 3.01(h) as follows:
  - "(h) portable sawmill accessory to a principal residential use on That Part of Lot 87, Renfrew District, Lying to the East of a Boundary Parallel to the Easterly Boundary of Said Lot and Extending From a Point on the Northerly Boundary of Said Lot Distant 10 Chains from the North East Corner of Said Lot and to the South of the Northerly Boundary of Plan 109 RW, Except Part in Plan 16260, PID: 006-452-230.";
- (b) By deleting subsection "3.03 Density" in its entirety and replacing with the following:

## 3.03 Density

- a) One one-family dwelling per lot;
- b) One secondary suite or one detached accessory suite per lot;
- The maximum area devoted to an accessory portable sawmill use shall be 0.5 ha.
- (c) By deleting subsection "3.07 Yard Requirements" in its entirety and replacing with the following:

## 3.07 Yard Requirements

- a) The front, side, rear and flanking yards for an accessory portable sawmill use shall be a minimum of 30 m;
- b) For all other buildings and structures, the front, side, rear and flanding yards shall be a minimum of 15m.
- (d) By adding a new subsection "3.08 Screening" as follows:

#### 3.08 Screening

- a) A vegetative screen, consisting of coniferous vegetation native to the region that is not less than 2 m high and 5 m deep and spaced no less than 2 m apart, or a solid fence, at least 2.5 m in height, shall be located and maintained around the perimeter of the portable sawmill operation.
- (e) By adding a new subsection "3.09 Portable Sawmill" as follows:

## 3.09 Portable Sawmill

- a) Persons employed at a portable sawmill operation are limited to persons normally resident in the dwelling unit to which it is incidental plus up to three non-resident employees;
- b) A portable sawmill shall operate between the hours of 9 am and 3 pm, Monday to Friday, excluding statutory holidays;

CRD Bylaw No. 4407

c) In addition to the hours specifed in paragraph 3.09(b), sales from a portable sawmill shall be permitted on Saturdays between the hours of 9 am and 5 pm, excluding statutory holidays;

- d) Notwithstanding Part 1, Section 4.01(2)(c), the maximum total floor area of buildings and structures devoted to an accessory portable sawmill use shall be 60 m<sup>2</sup>;
- e) Portable sawmill and related operations shall not create noise that exceeds a level of 55 dB when measured at the property line.

2.	This bylaw may b	e cited as '	"Juan de Fuca L	and Use Bylaw, 1992.	2, Amendment Bylaw No	. 150, 2021".
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CHAIRP@ssw0rd		CORPORATE OFFICER
ADOPTED THIS	day of	, 2021.
READ A THIRD TIME THIS	day of	, 2021.
READ A SECOND TIME THIS	day of	, 2021.
READ A FIRST TIME THIS	day of	, 2021.

authority to hold a Public Hearing with respect to Bylaw No. 4381.

- d) That prior to adoption of the bylaw, the applicant:
  - i) Provide confirmation that a Contaminated Site Release has been issued by the Province:
  - ii) Provide confirmation that a commercial access permit has been issued by the Province:
  - iii) Secure a covenant on title pursuant to Section 219 of the *Land Title Act* in favour of the CRD requiring that a fire suppression sprinkler system be installed in all buildings and structures;
  - iv) Provide confirmation that any outstanding building permits for existing buildings are addressed to the satisfaction of the CRD Chief Building Inspector.

**CARRIED** 

## b) RZ000271 - PID: 006-452-230 (9662 West Coast Road)

lain Lawrence spoke to the staff report and the application to amend the Forestry (AF) zone to add a site specific provision to permit an accessory portable sawmill and associated log and lumber storage uses on the subject property as the current operation has expanded beyond the scope of the Home Industry regulations.

lain Lawrence highlighted the subject property map and advised that the LUC directed referral of the proposal to agencies and to the Shirley/Jordan Advisory Planning Commission (APC) at its March 16, 2021, meeting.

lain Lawrence outlined the referral comments as included in the staff report. Further to the referral comment received from the Ministry of Transportation and Infrastructure, lain Lawrence confirmed that the applicant has received a highway access permit.

Further to comments received by the APC, Iain Lawrence reported that proposed Bylaw No. 4407 has been amended to regulate the scale of the proposed portable sawmill operation, noise and nuisance, and visual screening. Iain Lawrence outlined the specific changes made to Bylaw No. 4407.

lain Lawrence responded to guestions from the LUC advising that:

- noise levels would be measured from the property line, if a noise complaint was received
- a decibel level between 40-60 dB is considered to cover average home noise normal conversation
- Bylaw No. 4407 would permit a maximum decibel level of 55 dB, when measured at the property line, for the portable sawmill operation
- Juan de Fuca has a noise bylaw (Bylaw No. 3441), but the bylaw does not specifically address the sawmill use

lain Lawrence directed attention to the supplementary agenda.

Tony White, Shirley, spoke to his submission and stated that:

- he lives across the road from the subject property
- the sawmill operation currently runs four hours a day
- four hours a day is too much
- he is retired and would like to enjoy spending more time at home
- he has worked hard for his property

The Chair confirmed that the applicants were present.

The applicants stated that:

- they have endeavoured to make the operation acceptable to all neighbours
- they are investigating electric chainsaw options and fencing options and will continue to make efforts to improve the sound level for their neighbours
- they are in agreement with keeping noise below 55 dB

LUC discussion ensued regarding sawmill operating hours as proposed by Bylaw No. 4407. Two LUC members reported that they stood across the street from the subject property and found that they could not hear the sawmill operation. Noting the comments received from a neighbour across the street, the LUC questioned if the applicant would consider decreasing the sawmill hours of operation from 9 am to 5 pm, Monday to Friday to 9 am to 3 pm, Monday to Friday.

The applicants stated that they are currently operating the sawmill four hours a day and request consideration of at least six hours a day.

Having heard from an adjacent property owner and the applicants, the LUC stated support for amending Bylaw No. 4407 to change the operating hours for the sawmill to 9 am to 3 pm, Monday to Friday.

**MOVED** by Ron Ramsay, **SECONDED** by Sandy Sinclair that the Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

- 1. That the referral of proposed Bylaw No. 4407, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 150, 2021" directed by the Juan de Fuca Land Use Committee to the Shirley/Jordan River Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR Archaeology Branch, FLNR Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Island Health, Ministry of Environment & Climate Change Strategy Hazardous Waste and Forestry, Authorizations South, Ministry of Environment & Climate Change Strategy Water Stewardship Division, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Shirley Volunteer Fire Department, Sooke School District #62, and T'Sou-ke First Nation be approved and the comments received;
- 2. That proposed Bylaw No. 4407, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 150, 2021", as amended, be introduced and read a first time and read a second time; and
- 3. That in accordance with the provisions of section 469 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4407.
- 4. That prior to adoption of proposed Bylaw No. 4407, the following conditions be met:
  - Removal of the Notice on Title and confirmation that any outstanding building permits for existing buildings are addressed to the satisfaction of the CRD Chief Building Inspector;
  - ii) Approval of an access permit to the subject property by the Ministry of Transportation & Infrastructure.

**CARRIED** 



# REPORT TO REGIONAL PARKS COMMITTEE MEETING OF WEDNESDAY, JUNE 23, 2021

#### SUBJECT

Adoption of Bylaw No. 4431 (Amendment of CRD Parks Regulation Bylaw No. 1, 2018) and Bylaw No. 4433 (Ticket Information Authorization Bylaw No. 1857, Schedule 18)

## **ISSUE SUMMARY**

To update and address gaps in the existing Regional Parks regulation and ticketing bylaws, introduce new fines and update existing park regulations.

#### **BACKGROUND**

Bylaw No. 4225, "Capital Regional District Parks Regulation Bylaw No. 1, 2018", regulates the use of regional parks and trails ("Parks Regulation Bylaw"). Staff conduct regular administrative reviews of the bylaw to ensure that park regulations address emerging issues and implement Board-approved directions. The last update of the Parks Regulation Bylaw was in 2018. Staff have reviewed the bylaw and have drafted required changes described in the attached Bylaw Amendment No. 4431 (Appendix A).

Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" and its Schedule 18 provide designated staff with the ability to issue fines by way of ticket to individuals who have not complied with the Parks Regulation Bylaw. Staff have reviewed the bylaw and have drafted an amendment to incorporate changes to the Parks Regulation Bylaw and certain fine amounts set out in Bylaw No. 4433 (Appendix B). The update of Bylaw No. 1857 and Schedule 18 is required in order to reflect the changes to the Parks Regulation Bylaw. Proposed changes to fines associated with the Regional Parks Regulation Bylaw No. 4225 are consistent with fines found in Regional Park regulation bylaws found in other jurisdictions.

All significant changes to the Parks Regulation Bylaw and the Ticket Information Authorization Bylaw are captured in Appendices C and D respectively.

## **ALTERNATIVES**

#### Alternative 1

The Regional Parks Committee recommends to the Capital Regional District Board:

- 1. That Bylaw No. 4431, "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2021", be introduced, and read a first, second and third time;
- 2. That Bylaw Amendment No. 4431 be adopted;
- 3. That Bylaw Amendment No. 4433, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 70, 2021", be introduced, and read a first, second and third time; and
- 4. That Bylaw Amendment No. 4433 be adopted.

### Alternative 2

That this report be referred back to staff with direction.

#### **IMPLICATIONS**

#### Social Implications

The Parks Regulation Bylaw regulates behaviours in regional parks so that park visitors have safe and enjoyable experiences. Updates to the bylaw strengthen regulations that work toward that goal. For example, a new regulation will ensure the dangerous use of equipment, motor vehicles, cycles, or machinery in regional parks can be addressed.

#### Environmental & Climate Implications

The amendments to the Parks Regulation Bylaw and the Ticket Information Authorization Bylaw will help staff implement park management plan direction and action statements that were made, in part, to reduce the impacts visitors have on the natural environment in regional parks. The proposed changes will strengthen environmental protection by addressing issues such as wildlife attractants that are left unattended and park visitor behaviours that could lead to potential wildfires.

#### Financial Implications

The proposed Ticket Information Authorization Bylaw amendments and the revised Schedule 18 will increase the revenue generated from fines. Increased revenue will help offset the costs of ticket administration and processing. The Parks Regulation Bylaw sets out conditions for park use permits such as camping, parking, special events and commercial permits (e.g., commercial dog walking); strengthening the bylaw may result in increased revenues, as visitors will need to comply with the park regulations or potentially face having to pay fines for non-compliance.

#### **CONCLUSION**

The CRD regularly reviews and updates bylaws in order to keep them current. The amended Parks Regulation Bylaw includes regulations that address gaps in the existing bylaw, update schedules to include park management plan directions, introduce new fines and update existing park regulations. The amended Ticket Information Authorization Bylaw includes a number of new fines associated with changes in the amended Regional Parks Regulation Bylaw. These changes will come into effect on adoption of the bylaws.

#### RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:

- 1. That Bylaw No. 4431, "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2021", be introduced, and read a first, second and third time;
- 2. That Bylaw Amendment No. 4431 be adopted;
- 3. That Bylaw Amendment No. 4433, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 70, 2021", be introduced, and read a first, second and third time; and
- 4. That Bylaw Amendment No. 4433 be adopted.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

## **ATTACHMENTS**

- Appendix A: Bylaw No. 4431, "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2021"
- Appendix B: Bylaw No. 4433, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 70, 2021"
- Appendix C: Bylaw No. 4225, "Capital Regional District Parks Regulation Bylaw No. 1, 2018", showing revisions
- Appendix D: Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990 (Relevant Portions Only), showing revisions

#### CAPITAL REGIONAL DISTRICT BYLAW NO. 4431

# A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018 (BYLAW NO. 4225)

#### WHEREAS:

- A. Under Bylaw No. 4225, "Capital Regional District Parks Regulation Bylaw No. 1, 2018", the Regional District created bylaws to govern public conduct in and usage of Regional Parks; and
- B. The Board wishes to amend Bylaw No. 4225 to ensure that visitors to the CRD Parks system have a safe, enjoyable experience and to better address ongoing and emerging enforcement issues within the CRD Parks system;

**NOW THEREFORE**, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 4225, "Capital Regional District Parks Regulation Bylaw No. 1, 2018", is hereby amended as follows:
  - (a) By inserting the definition of "aircraft" in section 1:
    - "aircraft" means a device that is designated to carry one or more persons or objects through the air by electric or fuel power or by powerless flight, or to move through the air remotely and without passengers, and includes Unmanned Aerial Vehicles (UAVs), drones and microdrones;
  - (b) By inserting the definition of "attractant" in section 1:
    - "attractant" means any of the following:
      - (a) food or food waste, barbeques, stoves, or other cooking devices, compost, or other waste or garbage that could attract an animal;
      - (b) a carcass or part of a carcass of an animal, or other meat;
  - (c) By replacing the definition of "camp" in section 1 with the following:
    - "camp" means to occupy a campsite, to set up a tent or other shelter or to remain overnight;
  - (d) By replacing the definition of "firearm" in section 1 with the following:
    - **"firearm"** means any device that propels a projectile by means of explosion, spring, air, gas, string, wire or elastic material or any combination of those things;
  - (e) By inserting the definition of "hunt" in section 1:
    - "hunt" means shooting at, attracting, searching for, chasing, pursuing, following after or on the trail of, stalking or lying in wait for wildlife, or attempting to do any of those things, whether or not the wildlife is then or subsequently wounded, killed, or captured,
      - (a) with intention to capture the wildlife or,
      - (b) while in possession of a firearm or other weapon;
  - (f) By replacing the definition of "motor vehicle" in section 1 with the following:

- "motor vehicle" means a vehicle, not run on rails, that is designed to be self-propelled and includes an off-road vehicle, but does not include a motor-assisted cycle;
- (g) By replacing the definition of "off-road vehicle" in section 1 with the following:
  - "off-road vehicle" means a vehicle considered an off-road vehicle pursuant to the Off-Road Vehicle Act, SBC 2014, c 5, as amended;
- (h) By inserting the definition of "open fire" in section 1:
  - "open fire" means any outdoor fire started, maintained, or gathered around or near by a person or persons for warmth, enjoyment, or cooking;
- (i) By inserting the definition of "smoke" or "smoking" to section 1 as follows:
  - "smoke" or "smoking" means burning a cigarette or cigar containing tobacco or another substance, or burning or heating tobacco or another substance using a pipe, hookah pipe, lighted smoking device or vaporizing device as per the CRD Clean Air Bylaw No. 3962, as amended;
- (j) By re-ordering definitions in section 1 in alphabetical order;
- (k) By amending section 4(9) to state:
  - 4(9) A person must not operate equipment, motor vehicles, cycles, or machinery in a regional park that, in the opinion of a Park Officer or Peace Officer:
    - (a) disturbs, or is likely to disturb the peace, enjoyment, or comfort of persons in the vicinity; or
    - (b) disturbs or disrupts or is likely to disturb or disrupt wildlife; or
    - (c) is dangerous, or is likely to create a dangerous situation within the park.
- (I) By inserting section 4(12) as follows:
  - 4(12) A person who has been evicted from a park must not:
    - (a) return to the park until the specified eviction time period has elapsed; and
    - (b) that person, if they have paid in part or in full for a service in the park, is not entitled to a refund.
- (m) By inserting section 4(13) as follows:
  - 4(13) A person must not take off or land an aircraft within a regional park unless in compliance with all applicable regulations in addition to obtaining a park use permit.
- (n) By inserting section 6(1)(c) as follows:
  - 6(1)(c) Camp or register for more than 14 days in a campground within a calendar year.
- (o) By adding section 6(5), which states:
  - 6(5) All persons entering a regional park campground for the purpose of utilizing the campground facilities must register upon arrival.
- (p) By adding section 6(6), which states:
  - 6(6) The registered site holder is responsible for:
    - (a) ensuring the proper payment of fees; and
    - (b) the actions and conduct of each person in the party or group and each guest and visitor of that party or group while camping in the regional park.
- (q) By replacing section 7(1)(f) with the following:

			ure, kill, catch, or trap any wild ance with all enactments;	dlife, except for
(r)	By replacing section 7	(1)(g) with the following	owing:	
		ed any wildlife or deposit any substance that wildlife may eat, or leave d an attractant of any kind;		
(s)	By replacing section 7	(5) with the follow	ring:	
	7(5) A person must not flame producing cookir		r use any open fire, stove, ba onal park except:	arbeque or other
		lesignated areas t king devices, or	hat the CRD provides for fire	s or flame-
	(b) if permitted by	a valid park use p	ermit.	
(t)	By replacing section 9	(1) with the follow	ring:	
	9(1) A person must not unless authorized to do		arge any of the following in a permit:	regional park
	(a) a firearm;			
	(b) fireworks or ex	plosives of any ki	nd.	
(u)	By replacing section 1	0(6) to state:		
	Peace Officer may tick this bylaw and a Park ( be towed at the owner/	et or order the tow Officer or Peace C operator's expens	ny other provision of this Byla ving away of any motor vehicl officer may also order the veh se, if the owner/operator has l nicle or trailer immediately.	es in violation of icle and/or trailer to
(v)	By inserting section 1	0(9) as follows:		
	10(9) A person must no valid park use permit.	ot operate or use	an off-road vehicle in a regior	nal park without a
(w)	By adding the following	g park to Schedu	e C, in alphabetical order:	
	Saint John Point Regio	nal Park		
	rlaw may be cited for all pur Amendment Bylaw No. 1, 20		Regional District Parks Reg	ulation Bylaw No. 1
READ A FI	RST TIME THIS	th	day of	20_
READ A SE	ECOND TIME THIS	th	day of	20_
READ A TH	HIRD TIME THIS	th	day of	20_
ADOPTED	THIS	th	day of	20_
CHAIR			CORPORATE OFFICER	

# CAPITAL REGIONAL DISTRICT BYLAW NO. 4433

*****	*******************	*******	******
	A BYLAW TO AMEND BYLAW NO. 1857, CAPITA TICKET INFORMATION AUTHORIZATION	N BYLAW, 1990	
*****	***************************************	*******	******
<b>WHEREAS</b> the Board of the Capital Regional District amended the Capital Regional District Parks Regulation Bylaw No. 1, 2018 by way of Bylaw No. 4225, Amendment Bylaw No. 1, 2021, changing certain section numbers and inserting certain new prohibitions;			
NOW 1	<b>THEREFORE</b> the Board of the Capital Regional District in:	open meeting assemble	ed enacts as
1.	Bylaw No. 1857, Capital Regional District Ticket Information by replacing Schedule 18 with the schedule attached as App	•	), is amended
2.	This Bylaw may be cited for all purposes as "Capital Authorization Bylaw 1990, Amendment Bylaw No. 70, 2021"		t Information
READ A	A FIRST TIME THIS	DAY OF	2021
READ	A SECOND TIME THIS	DAY OF	2021
READ A	A THIRD TIME THIS	DAY OF	2021
ADOPT	TED THIS	DAY OF	2021

CHAIR

CORPORATE OFFICER

# SCHEDULE 18 TO BYLAW NO. 1857

# CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE		SECTION	FINE
1.	Obstruction of Park or Peace Officer	4(1)	\$500.00
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)	\$100.00
5.	Breach of Curfew	4(6)	\$100.00
6.	Undue Noise	4(8)	\$100.00
7.	Disruptive Use of Machinery or Cycle - Peace	4(9)(a)	\$100.00
8.	Disruptive Use of Machinery or Cycle - Wildlife	4(9)(b)	\$100.00
9.	Dangerous Use of Machinery or Cycle	4(9)(c)	\$200.00
10.	Disturb the Peace	4(11)	\$100.00
11.	Enter Park within Eviction Period	4(12)	\$300.00
12.	Unauthorized Use of Aircraft	4(13)	\$100.00
13.	Cause Disturbance Between 10 PM and 7 AM	6(1)(b)	\$100.00
14.	No Camping	6(4)	\$100.00
15.	Fail to Register	6(5)	\$100.00
16.	Damage or remove any natural park feature	7(1)(a)	\$300.00
17.	Build or alter any trail	7(1)(b)	\$300.00
18.	Destroy or damage park infrastructure	7(1)(c)	\$100.00
19.	Build, place, or install structure or facility	7(1)(d)	\$300.00
20.	Deposit plant or animal material	7(1)(e)	\$100.00
21.	Hunt or molest Wildlife	7(1)(f)	\$150.00
22.	Feed Wildlife or leave attractant	7(1)(g)	\$100.00
23.	Contaminate park or waterway	7(1)(h)	\$300.00
24.	Littering	7(3)	\$100.00
25.	Illegal Dumping	7(4)	\$300.00
26.	Illegal Fire	7(5)	\$300.00
27.	Unattended Fire	7(6)	\$200.00
28.	Smoke in Park	7(8)	\$100.00
29.	Cut or Remove Tree	7(9)	\$500.00

30.	No Cycling	7(10)	\$100.00
31.	Travel off Designated Trail	7(11)	\$100.00
32.	In the Drinking Water Protection Zone	7(12)	\$200.00
33.	Dog Not Under Control	8(1)(a)	\$100.00
34.	Dog Off Leash	8(1)(b)	\$100.00
35.	Dog on Beach or Picnic Area	8(1)(c)	\$100.00
36.	Dog Faeces Not Removed	8(1)(d)	\$200.00
37.	Dog Disturbing People or Wildlife	8(1)(f)	\$300.00
38.	Domestic Animal Not Under Control	8(5)	\$100.00
39.	Horse in Prohibited Area	8(7)	\$100.00
40.	Possess or Discharge Firearm or Explosive	9(1)	\$200.00
41.	Vehicle Off Road	10(1)	\$300.00
42.	Illegal Parking	10(3)	\$ 50.00
43.	Off-road Vehicle use in Park	10(9)	\$300.00
44.	Commercial Activity Without Permit	11(1)(b)	\$400.00
45.	Special Use Event Without Permit	12(1)(a)	\$100.00
46.	Failure to Produce Permit	12(1)(b)	\$100.00
47.	Breach of Park Use Permit	12(1)(c)	\$300.00

# CAPITAL REGIONAL DISTRICT BYLAW NO. 4225

# CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

A bylaw to regulate the use of regional parks and trails.

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#### CAPITAL REGIONAL DISTRICT

#### **BYLAW NO. 4225**

**WHEREAS** the Capital Regional District wishes to adopt a Bylaw to regulate the use of regional parks and regional trails;

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

## 1. <u>DEFINITIONS</u>

In this Bylaw, unless the context requires otherwise, the following definitions apply:

"aircraft" means a device that is designated to carry one or more persons or objects through the air by electric or fuel power or by powerless flight, or to move through the air remotely and without passengers, and includes Unmanned Aerial Vehicles (UAV's), drones and microdrones;

"animal" means a mammal, reptile, amphibian, bird, fish or insect;

"attractant" means any of the following:

- (a) food or food waste, barbeques, stoves, or other cooking devices compost or other waste or garbage that could attract an animal;
- (b) a carcass or part of a carcass of an animal, or other meat;

"beach" means the areas designated as beaches on Schedule "A" to this Bylaw;

"Board" means the Board of Directors of the Capital Regional District;

"business" means any trade, industry, employment, occupation, activity or special event carried on in a park for profit, gain, fundraising or commercial promotion, and includes an undertaking carried on in a park by a charitable organization, or by an organization or individual on a non-profit basis;

"camp" means to occupy a campsite, to set up a tent or other shelter, or to remain overnight remain in a regional park with or without shelter between the hours of eleven p.m. and five a.m. the following morning;

"camping party" means a group of no more than (7) persons with a maximum of (4) adults, that have purchased a valid park use permit for camping in a Regional Park.

"campsite" means a site in a regional park designated by the CRD for overnight camping;

"Caretaker" means a person having a contract with the CRD to provide on-site services

in respect of one or more regional parks;

"commercial dog walker" means a person who operates a business or commercial enterprise in which the primary service provided is the walking of one or more dogs;

"contaminants" means any explosives, radioactive materials, asbestos materials, ureaformaldehyde, chlorobiphynels, hydrocarbon contaminates, underground tanks, pollutants, contaminants, hazards, corrosive or toxic substances, special waste or waste of any kind or any other substance the storage, manufacture, disposal, treatment, generation, use, transport, remediation or release into the environment of which is prohibited, controlled, regulated or licensed under environmental laws;

"CRD" means the Capital Regional District;

"curfew hours" means the time between sunset and sunrise for all regional parks with the exceptions of the Lochside Regional Trail, the E&N Rail Trail - Humpback Connector, and the Galloping Goose Regional Trail;

"cycle" means a device having any number of wheels that is propelled by human power and on which a person may ride and includes a motor assisted cycle, but does not include a skateboard, roller skates or in-line roller skates;

# "dangerous dog" means any dog that:

- (a) has killed or seriously injured a person; or,
- (b) has killed or seriously injured a domestic animal, while in a public place or while on private property, other than property owned or occupied by the person responsible for the dog; or,
- (c) a park officer reasonably believes is likely to kill or seriously injure a person.
- (d) has been designated or is otherwise considered as dangerous under or in accordance with any municipal, regional, or provincial enactment.

[but does not include dog performing law enforcement work.]

"domestic animal" means any animal kept as livestock or pet;

"domestic waste" means garbage, trash, refuse, cans, bottles, papers, ashes, cuttings, or other waste of any kind that is not generated by an individual in connection with reasonable park use;

"environmental laws" means any and all enactments of any federal, provincial, municipal or other governmental authority, now or hereafter in force with respect to contamination or pollution of the environment, or goods or substances that, if discharged into the environment, could cause material harm to the natural environment or its ecosystems;

"firearm" means any device that propels a projectile by means of explosion, spring, air, gas, string, wire or elastic material or any combination of these things any gun using, as a propellant, compressed air, explosives or gas;

"General Manager" means the Capital Regional District's Parks & Environmental Services' General Manager or such other person as may be appointed to act in the place of the General Manager from time to time;

"hunt" means shooting at, attracting, searching for, chasing, pursuing, following after or on the trail of, stalking or lying in wait for wildlife, or attempting to do any of those things, whether or not the wildlife is then or subsequently wounded, killed, or captured,

- (a) with intention to capture the wildlife or,
- (b) while in possession of a firearm or other weapon.

"leash" means a rope, chain, cord, leather strip, or other physical tether which is used to restrain an animal and:

- (a) does not exceeding 2.4 m in length; or
- (b) is a retractable lead not exceeding 8 m in length when fully extended.

# "liquor" means:

- (a) fermented, spirituous and malt liquors; or
- (b) combinations of liquors; or
- (c) drinks and drinkable liquids that are intoxicating,

and includes beer, or a substance that, by being dissolved or diluted is capable of being made a drinkable liquid that is intoxicating and that is declared to be liquor under the *Liquor Licensing and Control Act* (British Columbia);

"motor assisted cycle" means a motor assisted cycle that meets the requirements of the Motor Assisted Cycle Regulation, B.C. Reg. 151/2002 made pursuant to the *Motor Vehicle Act* (British Columbia);

"motor vehicle" means a vehicle, not run on rails, that is designed to be self-propelled and includes an off-road vehicle, but does not include a motor assisted cycle;

"natural boundary" means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil on the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself;

"natural park feature" means a tree, shrub, herb, flower, grass, turf, or other plant or fungus and all soil, sand, silt, gravel, rock, mineral, wood, fallen timber, or other park resource in a regional park;

"off-road vehicle" means a vehicle considered an off-road vehicle pursuant to the Off-Road Vehicle Act, SBC 2014, c 5, as amended.

"open fire" means any outdoor fire started, maintained, or gathered around or near by a person or persons for warmth, enjoyment, or cooking;

"park officer" means a person appointed or employed by the CRD as a park officer, watershed security officer, or bylaw enforcement officer;

"Parks Committee" means the standing committee appointed by the Board for regional park function purposes;

"park use permit" means a park use permit issued under this Bylaw;

"peace officer" means a peace officer defined from time to time in the Criminal Code of Canada:

"permit fee" means the applicable special use fee and the refundable security deposit required to carry out a special use event or activity, as permitted by a park use permit and prescribed in Bylaw No. 3675;

"picnic area" means any area designated by the CRD as such by sign or posted notice;

"posted notice" means a written notice affixed to a notice board or sign post by the CRD in a regional park or set out in a brochure, map or CRD website relating to one or more regional parks;

"regional park" means the parks and regional trails listed in Schedule "B" and any other lands owned by the CRD in fee simple or held by the CRD by way of a statutory right of way, easement, lease, license or agreement and managed as a regional park;

"smoke" or "smoking" means burning a cigarette or cigar containing tobacco or another substance, or burning or heating tobacco or another substance using a pipe, hookah pipe, lighted smoking device or vaporizing device pursuant to CRD Clean Air Bylaw No. 3962, as amended:

"special use" means any event or activity in a regional park defined as a Special Use Activity in Bylaw No. 3675;

"traffic control device" means a sign, signal, line, meter, marking, space, barrier or device, not inconsistent with the *Motor Vehicle Act*, placed or erected by authority of the Board or the General Manager;

"under control" means a person in possession of a dog or domestic animal in a regional park has a clear line of sight to the dog or domestic animal at all times and the dog or domestic animal immediately returns to the owner when called or signalled;

"wildlife" means raptors, threatened species, endangered species, game or other species of vertebrates prescribed as wildlife under the *Wildlife Act*.

## 2. ADMINISTRATION OF BYLAW AND ENFORCEMENT POWERS

- (1) The General Manager is delegated authority to appoint park officers.
- (2) Peace officers and park officers are exempt from the provisions of this Bylaw when performing their duties.
- (3) When a park officer or peace officer finds, on reasonable grounds, that a person in a regional park is contravening this Bylaw, a park use permit, or any other licence or authorization from the CRD respecting use of the park he or she may require that person to do one or more of the following:
  - (a) provide, immediately upon request, that person's correct name, address, and information about their destination, and proposed or actual activities in the regional park;
    - (b) provide within a reasonable time identification verifying that person's correct name and address;
    - (c) provide evidence, where applicable, that the person possesses a current valid license, authorization, or park use permit for the activity;
    - (d) stop contravening the Bylaw, the park use permit, licence or authorization immediately;
    - (e) leave the regional park immediately; or
    - (f) not re-enter the regional park for a period up to 72 hours.
  - (4) A person who fails to comply with a requirement of a park officer or peace officer under this Bylaw also commits an offence under the *Offence Act*.
  - (5) At all reasonable times, a park officer or peace officer may enter any area, including a campsite, or other facility in a regional park to determine whether a person is in contravention of this Bylaw or a park use permit.
  - (6) Except where a park use permit, licence, or other valid written authorization from the CRD allows such storage, a park officer or peace officer may remove or order the removal of all equipment or material from a regional park and the cost of such removal may be charged to either the owner or person who placed the equipment or material within the regional park.

#### 3. PENALTIES

(1) A person who contravenes any provision of this Bylaw commits an offence and is liable upon conviction to the penalties prescribed by the *Offence Act*, provided that the minimum penalty is not less than FIFTY (\$50.00) DOLLARS for the first offence and for each subsequent offence to a minimum penalty of not less than ONE HUNDRED (\$100.00) DOLLARS.

- (2) The penalties imposed under subsection (3) hereof shall be in addition to and not in substitution for any other penalty or remedy imposed by the Bylaw.
- (3) A separate offence shall be deemed to be committed upon each day during and on which a contravention of this Bylaw occurs or continues.
- (4) A park officer or peace officer may, if he/she has reason to believe that an offence has been committed against this Bylaw, complete and leave with the alleged offender, or at the address of the alleged offender with someone who appears to be 16 years of age or greater, a ticket information pursuant to Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990 as may be amended or repealed and replaced from time to time indicating a penalty equal to the amount stipulated for such an offence.

## 4. PUBLIC CONDUCT

- (1) A person must not obstruct a park officer or peace officer who is performing his or her duties.
- (2) A person must not do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.
- (3) A person in a regional park must obey all signs and posted notices in a regional park.
- (4) A person must not possess or consume liquor in a regional park without legally required permits, including a valid park use permit allowing that activity.
- (5) A person must not defecate or urinate in a regional park, except in designated facilities.
- (6) A person must not enter into or remain in a regional park during curfew hours with the exception of the Lochside Regional Trail, the E&N Rail Trail Humpback Connector, and the Galloping Goose Regional Trail.
- (7) Subsection (6) does not apply to the following:
  - a person who has a license or lease granted by the CRD for a park purpose;
  - a private house guest of or tradesperson providing a service to an onsite Caretaker;
  - a person who has a valid park use permit that allows entrance to the park;
  - authorized CRD and emergency personnel; and
  - persons or their house guests or contractors who have to pass through the regional park to reach their residence.
- (8) A person must not make or cause any noise or sound, including the playing of portable music devices including, but not limited to: musical instruments, radios, tape players, compact disc players, MP3 players, i-Pods or similar devices in a

regional park that, in the opinion of a park officer or peace officer:

- (a) disturbs, or is likely to disturb the peace, enjoyment, or comfort of persons in the vicinity; or
- (b) disturbs or disrupts or is likely to disturb or disrupt wildlife.
- (9) A person must not operate equipment, motor vehicles, <u>cycles</u> or machinery in a regional park that, in the opinion of a park officer or peace officer:
  - (a) disturbs, or is likely to disturb the peace, enjoyment, or comfort of persons in the vicinity; or
  - (b) disturbs or disrupts or is likely to disturb or disrupt wildlife., or
  - (b)(c) is dangerous, or is likely to create a dangerous situation within the park.
  - (10) A person must not interfere with the passage of any person or motor vehicle lawfully using a road or trail in a regional park unless a valid park use permit allows that interference.
  - (11) A person must not act in a way that in the opinion of a park officer or peace officer disturbs or is likely to disturb the peace, enjoyment or comfort of persons in the vicinity.
  - (12) A person who has been evicted from a park must not:
    - (a) return to the park until the specified eviction time period has elapsed; and
    - (b) that person, if they have paid in part or in full for a service in the park, is not entitled to a refund.
  - (13) A person must not take off or land an aircraft within a regional park unless in compliance with all applicable federal, provincial regulations in addition to obtaining a park use permit.

## 5. RESPONSIBILITY FOR ACTION OF MINORS

- (1) A parent, guardian, or person in charge of a person 16 years of age or less must not permit them to do anything that this Bylaw or other applicable enactments prohibit.
- (2) If an offence is being committed by a person 16 years of age or less, the parent, guardian or person in charge of the person 16 years of age or less must take any control measures the park officer, acting reasonably, considers necessary to prevent or stop the contravention of this Bylaw.

#### 6. CAMPING

- (1) A person staying in a campsite in a regional park must not:
  - (a) leave or enter the campsite during the hours the regional park is closed, except in an emergency; or
  - (b) make any noise or sound between the hours of 10:00 p.m. and 7:00 a.m. that, in the opinion of a park officer or peace officer disturbs or is likely to disturb the peace, enjoyment, or comfort of persons or wildlife in the vicinity.
  - (b)(c) camp or register for more than 14 days in a campground within a calendar year.
- (2) A camping party with a valid park use permit allowing camping in a regional park may remain in the campsite and use its facilities according to the terms and conditions of the park use permit. After the park use permit expires, the camping party must leave the campsite without delay.
- (3) A camping party may have on site no more than one vehicle and trailer, and one but not both may be a recreational vehicle (RV).
- A person may camp in a regional park only in a designated campsite and only in accordance with a park use permit for that activity.
- (5) All persons entering a regional park campground for the purpose of utilizing the campground facilities must register upon arrival.
- (6) The registered site holder is responsible for:
  - (a) ensuring the proper payment of fees; and

(b) the actions and conduct of each person in the party or group and each guest and visitor of that party or group while camping in the regional park.

# 7. PRESERVATION OF NATURAL FEATURES, WILDLIFE, AND PARK FEATURES

- (1) A person must not do any of the following in a regional park unless the person has obtained the CRD's written authorization or a valid park use permit allowing the activity:
  - (a) cut, trim, dig up, excavate, deface, remove, damage, or in any way injure any natural park feature;
  - (b) build or otherwise create or alter any trails;
  - (c) remove, damage, or deface any building, structure, fence, bench, sign, posted notice, road, trail, facility, equipment, material, or thing that belongs to the CRD:

- (d) build, place or install any permanent or temporary structures or facilities;
- (e) bring in and leave any dead or living plant material, any dead or living animal or release any animal;
- (g) feed any wildlife or deposit any substance that wildlife may eat, or leave unattended an attractant of any kind;
- (h) introduce any contaminant into any part of a regional park including, without limitation, any body of water, water system, orwatercourse.
- (2) Subsection (1)(e) does not apply to a domestic animal brought into a regional park where the person complies with section 8:
  - (a) the person retains effective control of the domestic animal at all times in accordance with this Bylaw; and
  - (b) removes the domestic animal from the park when that person leaves the park.
- (3) A person must not deposit any refuse, litter, or other discarded material or thing anywhere in a regional park except in waste receptacles provided by the CRD.

- (4) A person must not:
  - (a) dispose of any domestic, commercial, or industrial waste in a regional park;
  - (b) deposit any material into waste receptacles provided by the CRD for onsite refuse other than waste reasonably generated by that person during his or her time in the regional park.
- (5) A person must not light or keep lit, or use any open fire, stove, barbecue or other flame producing cooking device in a regional park except:
  - (a) in facilities or designated areas that the CRD provides for fires or flame-producing cooking devices; and/or
  - (b) in areas designated by signs or a posted notice: and/or
  - (c)(b) if permitted by a valid park use permit.
- (6) A person must not leave unattended a fire, stove, barbecue or other flame producing cooking device of any kind while it is lit or turned on.
- (7) A person must not deposit on the ground in a regional park any lighted match, cigar, cigarette, or other burning substance except as permitted in section 7(5).
- (8) A person must not smoke in regional park areas, facilities or trails contrary to a sign or posted notice that prohibits smoking.
- (9) A person must not cut down, prune or remove any tree or any part of atree in a regional park without the written authorization of the CRD and then only in strict accordance with that authorization.
- (10) A person must not ride a cycle in a regional park except in the following places:
  - (a) a public highway or parking lot where not otherwise prohibited by law or a posted notice; and
  - (b) on a trail designated for such use by a sign or a posted notice.
- (11) A person must not travel within a regional park except on a trail marked by CRD signage or shown on a CRD Park map or brochure or in areas specifically designated by a sign or a posted notice.
- (12) A person must not enter or travel within the area designated as the Drinking Water Protection Zone in the Sooke Hills Wilderness Regional Park.

## 8. ANIMALS IN REGIONAL PARKS

- (1) A person with care and control of a dog in a regional park must:
  - (a) have the dog under control at all times;
  - (b) have the dog on a leash, whereby one end is secured to the dog and the other end is held by a person, in regional parks listed in Schedule C;
  - (c) not allow the dog to be on a designated beach or picnic area between June 1 and September 15, except for the purpose of passing directly through the beach or picnic area without stopping, at which time it must be on a leash, whereby one end is secured to the dog and the other end is held by a person;
  - (d) immediately remove any faeces deposited by that dog;
  - (e) not allow the dog to damage park property or vegetation;
  - (f) not allow the dog to injure, disturb, or molest any person, domestic animal or wildlife;
  - (g) not allow the dog to enter any area where prohibited by sign or posted notice;
  - (h) carry at least one leash and one collar for each dog at all times;
  - (i) immediately leash the dog, whereby one end is secured to the dog and the other end is held by a person, when approaching horses.
- (2) Subsection (1)(d) does not apply to a person who is legally visually impaired.
- (3) A person with care and control of a dangerous dog must not permit the dangerous dog to enter a regional park.
- (4) A person with care and control of a domestic animal in a regional park must ensure it is under control at all times and not allow it to:
  - (a) damage any park property or vegetation;
  - (b) enter any area where that animal is prohibited, as indicated by a sign or posted notice;
  - (c) injure, disturb, or molest any person, domestic animal, or wildlife;
  - (d) be left or abandoned; or

- (e) graze.
- (5) A park officer or peace officer may require the person with care and control of a domestic animal in a regional park to remove it from that regional park if in the opinion of a park officer or peace officer the domestic animal is:
  - (a) potentially dangerous;
  - (b) disruptive to other park users; or
  - (c) by its actions, demeanour or lack of control by the owner, causing alarm or concern to other park users, including without limitation, children under the age of twelve, elderly or disabled persons.
- (6) A park officer or peace officer may restrain and detain any lost animal and bring that animal to a shelter, pound or other appropriate facility.
- (7) A person must not ride, walk, or drive a horse on any part of a regional park, except on trails or areas designated by signs or posted notice.

## 9. FIREARMS AND HUNTING

(1) A person must not possess or discharge any of the following in a regional park unless authorized to do so by a park use permit:

# (a) a firearm;

(a)(b) fireworks or explosives of any kind. A person must not possess or discharge any firearm, fireworks, slingshot, bow, or crossbow in a regional park without a valid-park use permit allowing that activity and then, only in accordance with this Bylaw, the park use permit and any other applicable bylaw.

## 10. MOTOR VEHICLES

- (1) A person must not operate, or permit to be operated, a motor vehicle in a regional park except on public roadways or parking lots.
- (2) A person must not operate a motor vehicle in a regional park unless that person and the motor vehicle are validly licensed and registered and conform to all applicable enactments.
- (3) A person must not park a motor vehicle in a regional park except in designated parking lots and along public roadways not marked as "No Parking" areas.
- (4) A motor vehicle:
  - (a) parked in areas prohibited by a sign or posted notice; or
  - (b) left unattended after the closing hours of the regional park, may be towed away at the

expense of the owner.

- (5) A person must not park a motor vehicle in an area, lot, or stall in a regional park designated as pay parking, disabled parking, or service or emergency vehicle parking, except in accordance with a valid park use permit or a valid parking permit for persons with disabilities, or unless the vehicle being parked is a regional park service vehicle or an emergency vehicle.
- (6) Without limiting the generality of any other provision of this Bylaw, a park officer or peace officer may ticket or order the towing away of any motor vehicles in violation of this Bylaw and a Park Officer or Peace Officer may also order the vehicle and/or trailer to be towed at the owner/operator's expense, if the owner/operator has been evicted from the park and is unable to remove the vehicle or trailer immediately..
- (7) For public safety or convenience or to accommodate a special use, the CRD may close any park road, trail, or other area in a regional park to public use.
- (8) The CRD may by sign or posted notice limit the speed, weight, size, type, or number of motor vehicles operated in a regional park.
- (9) A person must not operate or use an off-road vehicle in a regional park without a valid park use permit.

#### 11. COMMERCIAL SERVICES ACTIVITIES OR DEMONSTRATIONS

- (1) Unless a person has the written authorization of the General Manager or a valid park use permit allowing the activity, they must not:
  - (a) sell, barter, or display for sale any goods, services, or materials, including food and refreshments in a regional park;
  - (b) conduct any business or commercial activity, whether paid for in advance of, during, or after the activity;
  - encourage any person to use a regional park for any activity related to a business or commercial enterprise, whether or not the business or commercial aspect of the activity is carried out within the regional park;
  - (d) install, post, deliver, paint, publish, or distribute any notice, advertisement, sign, placard, or handbill of any kind in a regional park; or
  - (e) operate or station in a regional park any commercial vehicle or any motor vehicle displaying advertising or equipped with a public address system for the purpose of advertising, promoting, demonstrating, or attracting attention.
- (2) Subsection 11(1)(d) does not apply to:
  - (a) reasonable expressions of opinions on political, social or other matters

provided that the notices, signs, placards or handbills:

- do not exceed 1 square metre in size and are removed prior to sunset;
- (ii) are not displayed in the park on more than one day in each month; and
- (iii) are not repetitions of the content of opinions expressed by the same person within the previous month.
- (3) Subsection 11(1)(e) does not apply to:
  - (a) a motor vehicle on which corporate advertisement is displayed where the motor vehicle is used for the transportation of persons to a regional park for park purposes and not for the purpose of advertising.

## 12. PARK USE PERMITS

- (1) A person must not carry out, hold or participate in a special use or do anything that requires a park use permit under this Bylaw unless:
  - (a) a park use permit has been issued for the special use; and
  - (b) the permit holder carries the park use permit during the event for which the permit has been issued and produces the permit for inspection upon request by a park or peace officer.
- (2) The General Manager may issue apark use permit for a special use that requires a park use permit under this Bylaw.
- (3) The person obtaining the park use permit must pay a fee established under Bylaw No. 3675 or section 13 of this Bylaw.
- (4) The General Manager may amend, suspend, or revoke any park use permit:
  - (a) for any violation of the terms and conditions of the park use permit;
  - (b) where the applicant for the permit made a material misrepresentation regarding the special use; or
  - (c) where the park use permit holder or a person participating in the special use contravenes a provision of this Bylaw, as determined by the General Manager, acting reasonably.
- (5) The General Manager is not obligated to issue any park use permit and, without in any way limiting the generality of the foregoing, may refuse to issue a park use permit to any person who has, in the opinion of the General Manager, acting reasonably, contravened any previous park use permit or contravened this Bylaw

- or any other enactment related to the use of a regional park.
- (6) The holder of a park use permit is solely responsible for the conduct of the special use event, activity, or thing the park use permit authorizes.
- (7) Neither the CRD nor any of its elected or appointed officers, employees, servants, agents, contractors, licensees or representatives accepts or assumes any responsibility or liability for any claims, demands, proceedings, actions, suits, costs, expenses, fines, losses or damages in respect to death, injury, loss or damage to persons or property, however caused, arising out of or in connection with the issuance of a park use permit or a special use event, activity or thing for which a park use permit has been issued.
- (8) In the issuance of a park use permit, the General Manager may impose one or more of the following conditions:
  - (a) a requirement that the permit holder provide security in an amount and form acceptable to the General Manager to cover estimated cleanup costs following the event, activity or thing;
  - (b) public liability insurance in an amount and form acceptable to the General Manager;
  - (c) that the event, activity or thing is limited to one or more specified regional parks;
  - (d) that the event, activity or thing is limited to one or more specified areas, locations or facilities within a regional park;
  - (e) limiting the duration of the permit;
  - (f) limiting the number of participants (including staff and volunteers);
  - (g) requiring that the holder of the permit provide traffic control for the event, activity or thing;
  - (h) requiring that the permit holder remove all waste;
  - (i) requiring the permit holder to provide specific facilities as services, including, without limitation, portable toilets, additional garbage cans and recycling bins or receptacles;
  - U) limiting the type or nature of merchandise, items or services that may be made available for sale or consumption during the event, activity or thing;
  - (k) providing a copy of a research report prepared by the permit holder;

- (I) requiring specific signage; and
- (m) requiring that the permit holder comply with Vancouver Island Health Authority guidelines regarding food concessions;
- (n) restrict the area where a commercial dog-walker may walk dogs, limit the number of dogs allowed per commercial dog-walker to a maximum of eight, and may require the dogs to be on a leash held by the commercial dog-walker while in the regional park or in a designated area of the regional park.
- (9) A person must not breach a condition of a park use permit.

# 13. <u>FEES</u>

(1) The Board may from time to time establish fees to be charged for issuing a park use permit.

# 14. **SEVERABILITY**

(1) If a section, subsection, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Bylaw.

## 15. REPEAL

(1) Bylaw No. 3682, "Capital Regional District Parks Regulation Bylaw No. 1, 2010", as amended, is repealed.

# 16. CITATION

This Bylaw may be cited as "Capital Regional District Parks Regulation Bylaw **No. 1**, 2018".

READ A FIRST TIME THIS	14th	day of	March	2018
READ A SECOND TIME THIS	14th	day of	March	2018
READ A THIRD TIME THIS	14th	day of	March	2018
ADOPTED THIS	14th	day of	March	2018

CHAIR Suve by

RATE OFFICER

# Capital Regional District Regional Parks Designated Beach Areas

# **SCHEDULE "A"**

Elk/Beaver Lake Regional Park: Beaver Lake Beach, Hamsterly Beach, Eagle Beach and Water Ski Beach

Island View Beach Regional Park: All Beach Areas above the natural boundary of the sea

Matheson Lake Regional Park: Main Beach Area

Mount Work Regional Park: Durrance Lake Main Beach, Killarney Lake Foreshore, and Pease Lake Foreshore

Thetis Lake Regional Park: Prior Lake Beach and Dock Area, Thetis Lake Main Beach

Witty's Lagoon Regional Park: Beach Areas above the natural boundary of the sea, with exception of Tower Point

# Capital Regional District List of Regional Parks, Park Reserves, and Trails

# **SCHEDULE "B"**

Albert Head Lagoon Regional Park

Ayum Creek Regional Park Reserve

Bear Hill Regional Park

Brooks Point Regional Park

Coles Bay Regional Park

Devonian Regional Park

East Point Regional Park

East Sooke Regional Park

Elk/Beaver Lake Regional Park

E&N Rail Trail - Humpback Connector

Francis/King Regional Park

Galloping Goose Regional Trail

Gonzales Hill Regional Park

Horth Hill Regional Park

Island View Beach Regional Park

Jordan River Regional Park

Kapoor Regional Park

Lochside Regional Trail

Lone Tree Hill Regional Park

Matheson Lake Regional Park

Matthews Point Regional Park Reserve

Mill Farm Regional Park Reserve

Mill Hill Regional Park

Mount Parke Regional Park

Mount Wells Regional Park

Mount Work Regional Park

Roche Cove Regional Park

Saint John Point Regional Park Reserve

Sea to Sea Regional Park

Sooke Hills Wilderness Regional Park as shown in Appendix 1

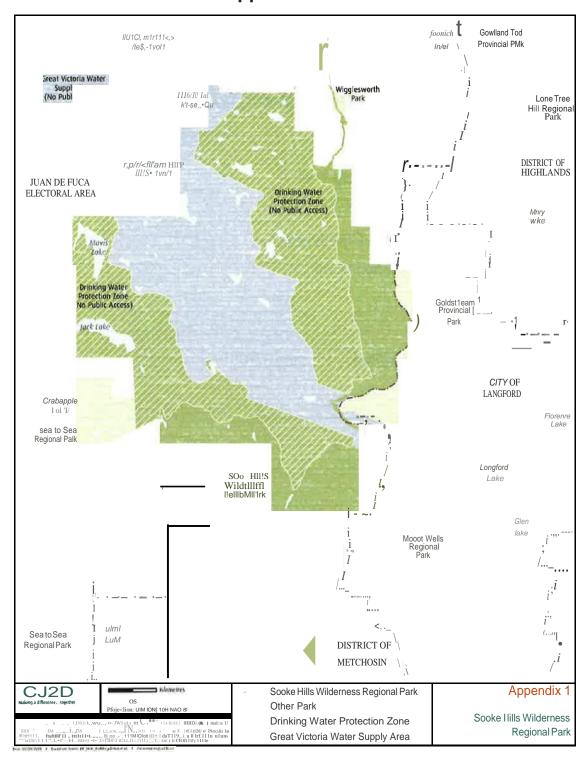
Sooke Potholes Regional Park

Sooke River Regional Park Reserve

Thetis Lake Regional Park

Witty's Lagoon Regional Park

# Capital Regional District Parks Appendix No. 1



# Capital Regional District List of Regional Parks that Require Dogs to be on Leash

# SCHEDULE "C"

Ayum Creek Regional Park Reserve

Brooks Point Regional Park - in the area designated as the Environmental Protection Zone

E&N Rail Trail - Humpback Connector

Francis/King Regional Park - Elsie King Trail

Galloping Goose Regional Trail

Island View Beach Regional Park - Campground

Jordan River Regional Park - Campground

Lochside Regional Trail

# Saint John Point Regional Park

Sea to Sea Regional Park

Sooke Hills Wilderness Regional Park

Sooke Potholes Regional Park

# SCHEDULE 18 TO BYLAW NO. 1857

(Bl 2722, 3683, 3773, 3880)

# CAPITAL REGIONAL -DISTRICT PARKS REGULATION BYLAW NO. 1, 20102018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE		SECTION	FINE
1.	Obstruction of Park or Peace Officer	4(1)	\$ <del>100</del> 500.00
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)	\$100.00
5.	Breach of Curfew	4(6)	\$100.00
6.	Undue Noise	4(8)	\$100.00
7.	Disruptive Use of Machinery or Cycle - Peace	4(9)(a)_	\$100.00
8.	Disruptive Use of Machinery or Cycle - Wildlife	4(9)(b)	\$100.00
<del>8.</del> 9.	_Dangerous Use of Machinery or Cycle	4(9)(c)	\$ <del>100</del> 200.00
10.	_Disturb the Peace	4(11)	\$100.00
<u>11.</u>	Enter Park within Eviction Period	4(12)	\$300.00
<del>9.</del> 12.	Unauthorized Use of Aircraft	4(13)	\$100.00
<del>10.</del> 13.	_Cause Disturbance Between 10 PM and 7 AM	6(1)(b)	\$100.00
<u>14.</u>	_No Camping	6(4)	\$100.00
<del>11.</del> 15.	Fail to Register	6(5)	\$100.00
<u>16.</u>	_Destroying or Damaging Park Property	——Damage or rer	nove any natural park
	feature	7(1) <u>(a)</u>	\$ <del>100</del> 300.00
<u>17.</u>	Build or alter any trail	7(1)(b)	\$300.00
<u>18.</u>	Destroy or damage park infrastructure	7(1)(c)	\$100.00
<u>19.</u>	Build, place, or install structure or facility	7(1)(d)	\$4300.00
<u>20.</u>	Deposit plant or animal material	7(1)(e)	\$100.00
<u>21.</u>	Hunt or Mmolest Wildlife	7(1)(f)	\$150.00
<u>22.</u>	Feed or Bait Wildlife or leave attractant	7(1)(g)	\$ <u>3</u> 100.00
<del>12.</del> 23.	Contaminate park or waterway	7(1)(h)	\$ <del>25</del> 300.00
<del>13.</del> 24.	_Littering	7(3)	\$100.00
<del>14.</del> 25.	_Illegal Dumping	7(4)	\$ <u>2</u> 300.00
<u>26.</u>	_Illegal Fire	7(5)	\$300.00
<u>27.</u>	Unattended Fire	7(6)	\$200.00
<del>15.</del> 28.	Smoke in Park	7(8)	\$100.00
<del>16.</del> 29.	_Cut or Remove Tree	7(9)	\$500.00

30. No Cycling	7(10)	\$100.00
47.31. Travel off Designated Trail	7(11)	\$100.00
18.32. In the Drinking Water Protection Zone	7(12)	\$200.00
19.33. Dog Not Under Control	8(1)(a)	\$100.00
20.34. Dog Off Leash	8(1)(b)	\$100.00
21.35. Dog on Beach or Picnic Area	8(1)(c)	\$100.00
22.36. Dog Faeces Not Removed	8(1)(d)	\$200.00
23.37. Dog Disturbing People or Wildlife	8(1)(f)	\$300.00
38. Domestic Animal Not Under Control	8(5)	\$100.00
39. Horse in Prohibited Area	8(7)	\$100.00
24.40. Possess or Discharge Firearm or Explosive	9(1)	\$200.00
25.41. Vehicle Off Road	10(1)	\$ <del>100</del> 300.00
42. Illegal Parking	10(3)	\$-50.00
26.43. Off-road Vehicle use in Park	10(9)	\$300.00
27.—Commercial Activity Without Permit	11(1)(b)	\$320400.00 first
<del>offence</del>		
28. \$640.00 second offence		
29.44. \$960.00 third offence		
45. Special Use Event Without Permit	12(1)(	
46. Failure to Produce Permit	12(1)(	b) \$100.00
29. Breach of Park Use Permit	12(1)(c)	\$300.00



# REPORT TO REGIONAL PARKS COMMITTEE MEETING OF WEDNESDAY, JUNE 23, 2021

# <u>SUBJECT</u> Elk/Beaver Lake Recreational Use Advisory Committee – Terms of Reference and Associated Bylaw

#### **ISSUE SUMMARY**

To provide the 2021 Elk/Beaver Lake Recreational Use Advisory Committee Revised Terms of Reference and the associated amended bylaw for approval.

#### **BACKGROUND**

Elk/Beaver Lake Regional Park was established in 1966, is just over 442 hectares in size and has the highest visitation of all the regional parks. In March 1992, the Capital Regional District (CRD) Board adopted the Elk/Beaver Lake and Bear Hill Management Plan (Bylaw 2001). In 1993, the Board established the Elk/Beaver Lake Recreational Use Advisory Group (EBLRUAG). This Advisory Group consisted of stakeholders who represented various recreational interests on Elk/Beaver Lake. The Park Management Plan was amended in April 1995 through Bylaw 2303. The revision included the statement that "a standing recreational use advisory group shall be established."

The Elk/Beaver Lake Management Plan (Bylaw No. 2001) states under section 3.3.16 (Recreational Use Advisory Group) that a standing Recreational Use Advisory group shall be established. The bylaw further defines the purpose, membership and role of the advisory group in the bylaw. Proposed is an amended bylaw to state: a standing Recreational Use Advisory Committee will exist, with terms of reference set by the Board from time to time (Appendix B).

The terms of reference for the Advisory Group were last revised and approved by the Board in 2017 with a term of three years.

Proposed is a revised terms of reference (Appendix A) to reflect the new Transport Canada processes for lake use event permitting. In addition, the terms of reference have been updated to reflect the current bylaws and corporate standard for terms of reference. This includes changing the name from advisory group to advisory committee.

Upon CRD Board approval of the revised terms of reference, advertisements will go out to recruit volunteers for the four members of the public for Board approval: a representative for motorized recreational use, a representative from the swimming community, and two representatives from the general public.

# **ALTERNATIVES**

Alternative 1

The Regional Parks Committee recommends to the CRD Board:

1. That the revised Terms of Reference for the Elk/Beaver Lake Advisory Committee be approved;

- 2. That Bylaw No. 4430, "Elk/Beaver Lake and Bear Hill Regional Park Management Plan Bylaw No. 1, 1992, Amendment Bylaw No. 3, 2021", be introduced, and read a first, second and third time; and
- 3. That Bylaw No. 4430 be adopted.

#### Alternative 2

That the Terms of Reference and bylaw be referred back to staff for further revision.

# **IMPLICATIONS**

Intergovernmental Implications

Membership in the group includes representatives from Transport Canada, the Saanich Police Department and the BC Ministry of Environment. This enables the advisory committee members to exchange information about events on the lake and build effective community relationships.

Social Implications

The EBLRUAG has been a longstanding advisory group, discussing lake use and providing advice. Over the years, on-lake issues have been successfully addressed through this group. The group also annually reviews proposed events on the lake.

#### CONCLUSION

Regional Parks staff continue to coordinate the Elk/Beaver Lake Recreational Use Advisory Group. The Terms of Reference have been revised to include updated language around event recommendations and changing the name from advisory group to advisory committee. The associated bylaw will also be updated to state that a standing Recreational Use Advisory Committee will exist, with terms of reference set by the Board from time to time.

#### **RECOMMENDATION**

The Regional Parks Committee recommends to the Capital Regional District Board:

- 1. That the revised Terms of Reference for the Elk/Beaver Lake Advisory Committee be approved;
- 2. That Bylaw No. 4430, "Elk/Beaver Lake and Bear Hill Regional Park Management Plan Bylaw No. 1, 1992, Amendment Bylaw No. 3, 2021", be introduced, and read a first, second and third time; and
- 3. That Bylaw No. 4430 be adopted.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

## **ATTACHMENTS**

Appendix A: Elk/Beaver Lake Recreational Use Advisory Committee – Terms of Reference Appendix B: Bylaw No. 4430, "Elk/Beaver Lake and Bear Hill Regional Park Management Plan

Bylaw No. 1, 1992, Amendment Bylaw No. 3, 2021"



#### **ELK/BEAVER LAKE RECREATIONAL USE ADVISORY COMMITTEE**

#### **PREAMBLE**

Elk/Beaver Lake Regional Park was established in 1966, is just over 422 hectares in size and has the highest visitation of all the regional parks. There are many water-based recreational uses of Elk/Beaver Lake (e.g., fishing, rowing, water skiing, paddle sport, swimming, and wildlife viewing), all of which have increased in demand and therefore, from time to time, conflicts occur between users.

In March 1992, the Capital Regional District (CRD) Board adopted the Elk/Beaver Lake and Bear Hill Management Plan (Bylaw 2001). In 1993, the Board established the Elk/Beaver Lake Recreational Use Advisory Group. This Advisory Group consisted of stakeholders who represented various recreational interests on Elk/Beaver Lake. The Park Management Plan was amended in April 1995 through Bylaw 2303. The revision included the statement that "a standing recreational use advisory group shall be established."

When a new management plan is undertaken for Elk/Beaver Lake Regional Park, the need for this standing advisory group will be reassessed.

The group's official name is to be:

Elk/Beaver Lake Recreational Use Advisory Committee

#### 1. PURPOSE

The purpose and objectives of the Elk/Beaver Lake Recreational Use Advisory Committee (EBLRUAC) are to provide advice and guidance to Regional Parks, CRD Regional Parks Committee and the CRD Board through the following functions:

- a) The primary role of the EBLRUAC is to provide advice and guidance on appropriate water-based recreational uses of Elk/Beaver Lake, and to act in a spirit of cooperation and collaboration with other recreational stakeholders that is fitting of the CRD Regional Parks mandate.
- b) To provide a forum for collaborative problem-solving for all water-based stakeholders.
- c) To provide advice on temporary boating restrictions related to permitted lake use events to the appropriate governing bodies.
- d) To identify recreational use interests, trends and opportunities.
- e) To identify recreational use conflicts and issues and define ways that recreational use conflicts can be resolved.

f) To make recommendations on strategies for the management of recreational use on the water and for access to the lake to appropriate governing bodies and to assist in the monitoring and evaluation of those recommendations.

#### 2. ESTABLISHMENT AND AUTHORITY

- a) The CRD Board will appoint the advisory committee members, as outlined in section 3, upon receiving recommendations from CRD Regional Parks staff.
- b) EBLRUAC recommendations on lake-use events on Elk/Beaver Lake will be submitted to Regional Parks and the federal Department of Transport for their consideration by means of the official meeting minutes.
- c) Members of the EBLRUAC will act as a liaison for their representative agency and are expected to keep them informed and engaged on the activities of the EBLRUAC.

#### 3. COMPOSITION

a) CRD Regional Parks will Chair the advisory committee. The advisory committee shall consist of members representing a diversity of water-based recreational use at Elk/Beaver Lake as follows:

Agency Liaisons	Organization Representatives	Appointments (advertised positions)
Transport Canada	Victoria Rowing Society	One individual from the general public who can represent motorized recreational use
Saanich Police Department	Victoria Golden Rods and Reels	One individual from the general public who can represent the swimming community
BC Ministry of Environment	Haig Brown Fly Fishing Association	Two individuals from the general public

The term of the appointed advisory committee members will be no more than 3 years.

#### 4. PROCEDURES

- a) The EBLRUAC will meet at least twice yearly and at the call of Regional Parks.
- b) All regular meetings of the EBLRUAC will be open to the public who may attend as observers. Any interested members of the public are asked to contact Regional Parks prior to attending.
- c) In its deliberations and in making any recommendations, EBLRUAC members will comply with all applicable laws and policies, including but not limited to the CRD Board Procedures Bylaw and this Terms of Reference.

- d) The EBLRUAC will make every effort to make recommendations by consensus but, if necessary, the EBLRUAC will decide by a simple majority of those members present.
- e) Any EBLRUAC member who has a conflict of interest or potential conflict of interest (personal, financial, professional, etc.) in any matter before the Advisory Committee, its subcommittees or working groups, shall preclude themselves from any action on that matter, including discussions and voting actions.

#### 5. RESOURCES AND SUPPORT

- a) The Manager of Visitor Services, Regional Parks will lead the coordination of the EBLRUAC, and act as the liaison for the EBLRUAC, the CRD Regional Parks Committee and the CRD Board.
- b) Minutes and agendas are prepared and distributed by CRD Regional Parks staff.

Approved by CRD Board	, 2021
Approved by Citib Board	,,

2021

#### CAPITAL REGIONAL DISTRICT BYLAW NO. 4430

A BYLAW TO AMEND THE ELK/BEAVER LAKE AND BEAR HILL REGIONAL PARKS **MANAGEMENT PLAN (BYLAW NO. 2001)** WHEREAS: Under Bylaw No. 2001, Management Plan for Elk/Beaver Lake and Bear Hill Regional Parks, Bylaw Α. No. 1, 1992, the Regional Board established a management plan for Elk/Beaver Lake and Bear Hill Regional Parks; B. Reference to the Recreational Use Advisory Group needs to be updated to current composition; and C. The Board wishes to amend Bylaw No. 2001 to ensure future terms of reference updates can be made without the need for bylaw amendments; NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows: Bylaw No. 2001, "Elk/Beaver Lake and Bear Hill Regional Parks, Bylaw No. 1, 1992" is hereby amended as follows: (a) By replacing section 3.3.16 in its entirely with: A standing Recreational Use Advisory Committee will exist, with terms of reference set by the Board from time to time. 2. This bylaw may be cited for all purposes as "Elk/Beaver Lake and Bear Hill Regional Park Management Plan Bylaw No. 1, 1992, Amendment Bylaw No. 3, 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

day of

CORPORATE OFFICER

ADOPTED THIS

CHAIR

# CAPITAL REGIONAL DISTRICT BYLAW NO. 4426

# A BYLAW TO AMEND THE PARTICIPANTS UNDER "EMERGENCY COMMUNICATION DISPATCH SERVICE ESTABLISHMENT BYLAW NO. 1, 2012" (BYLAW NO. 3854)

\*

#### WHEREAS:

Chair

- A. The Capital Regional District operates an emergency communication dispatch service for the areas of the City of Langford, the District of Highlands, the District of Metchosin, the District of Sooke, and the Salt Spring Island, Southern Gulf Islands, and the Juan de Fuca Electoral Areas;
- B. The City of Langford no longer desires to be part of the service, with its last full day being December 31, 2021, and the participants may amend the service by two-thirds consent of the participants and approval of the Inspector of Municipalities;

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

- 1. Bylaw No. 3854 "Emergency Communication Dispatch Service Establishment Bylaw No. 1, 2012," is amended as follows, effective January 1, 2022:
  - (a) In Section 2, Boundaries, by removing the "City of Langford";
  - (b) In Section 3, Participating Area, by removing the "City of Langford";
- 2. This Bylaw may be cited for all purposes as "Emergency Communication Dispatch Service Establishment Bylaw No. 1, 2012, Amendment Bylaw No. 1, 2021".

READ A FIRST TIME THIS	12 <sup>th</sup>	day of	May	2021
READ A SECOND TIME THIS	12 <sup>th</sup>	day of	May	2021
READ A THIRD TIME THIS	12 <sup>th</sup>	day of	May	2021
CONSENTED TO BY TWO-THIRDS OF PARTICIPANTS	15 <sup>th</sup>	day of	June	2021
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	18 <sup>th</sup>	day of	June	2021
ADOPTED THIS		day of		202_

Corporate Officer

# NOTICE OF MOTION TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF JUNE 9, 2021

# **SUBJECT** Partnerships to Protect Old Growth Forests in a Manner Consistent with Reconciliation

#### **ISSUE**

This report provides a recommendation that the Capital Regional District endorse the position of member local governments calling on the Government of British Columbia to protect old growth forests in a manner consistent with reconciliation objectives, and indicate the CRD's willingness to partner with Indigenous and non-Indigenous governments in pursuit of these objectives.

#### **BACKGROUND**

Local governments including the District of Highlands, District of Metchosin, District of Saanich, City of Victoria, City of Nanaimo, District of Tofino, City of Powell River and City of Port Moody have joined the chorus of voices calling for protection of remaining stands of high-productivity old-growth forests on Vancouver Island in a manner consistent with reconciliation objectives.

Local governments in the Capital Region have consistently advocated for protection of old-growth rainforests through the immediate and just transition to sustainable management of second-growth forests, improving outcomes including biological diversity, water quality, sustainable employment and community resilience.

Controversy surrounding proposed logging in areas including the upper headwaters of Fairy Creek – the last unlogged watershed in the San Juan River system in the Capital Region – demonstrates the need for action on recommendations in the Provincial government's Old Growth Strategic Review.

It is therefore recommended that the Capital Regional District Board endorse the following resolution and support potential partnerships to protect at-risk old-growth forests on southern Vancouver Island in a manner consistent with reconciliation objectives.

#### **RECOMMENDATION**

That the Board endorses the following resolution and directs staff to forward copies to the Premier of British Columbia, the BC Minister of Forests, the BC Minister of Indigenous Relations and Reconciliation, Members of the Legislative Assembly representing constituencies on Vancouver Island, and Association of Vancouver Island and Coastal Communities (AVICC) member local governments, requesting favourable consideration:

Resolution: Partnerships to Protect Old Growth Forests in a Manner Consistent with Reconciliation

WHEREAS the District of Highlands, District of Metchosin, District of Saanich and City of Victoria have gone on record calling for the Government of British Columbia to protect old growth forests in a manner consistent with the objective of reconciliation with Indigenous peoples;

AND WHEREAS Ancient high productivity old-growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and preservation of biological diversity;

AND WHEREAS Less than 3% of the original high productivity old growth forests in British Columbia remain standing, and of this residual land base, 75% is slated to be eliminated through industrial logging operations;

AND WHEREAS the Government of British Columbia's Old Growth Review Panel recommended in April 2020 that the Province defer development of old growth forests where "ecosystems are at very high and near-term risk of irreversible biodiversity loss" until a new strategy is implemented;

AND WHEREAS Alternatives exist to increase protection of biological diversity and employment, through the immediate and just transition to sustainable management of second-growth forests with expanded value-added processing and manufacturing;

THEREFORE BE IT RESOLVED that the Capital Regional District endorses the position of the District of Highlands, District of Metchosin, District of Saanich and City of Victoria calling on the Government of British Columbia to protect old growth forests on Vancouver Island in a manner consistent with reconciliation objectives;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District expresses its willingness to work with Indigenous governments, the Government of British Columbia, the Government of Canada and other entities to protect old growth forests on southern Vancouver Island in a manner consistent with reconciliation objectives, including consideration of establishing Indigenous Protected and Conserved Areas;

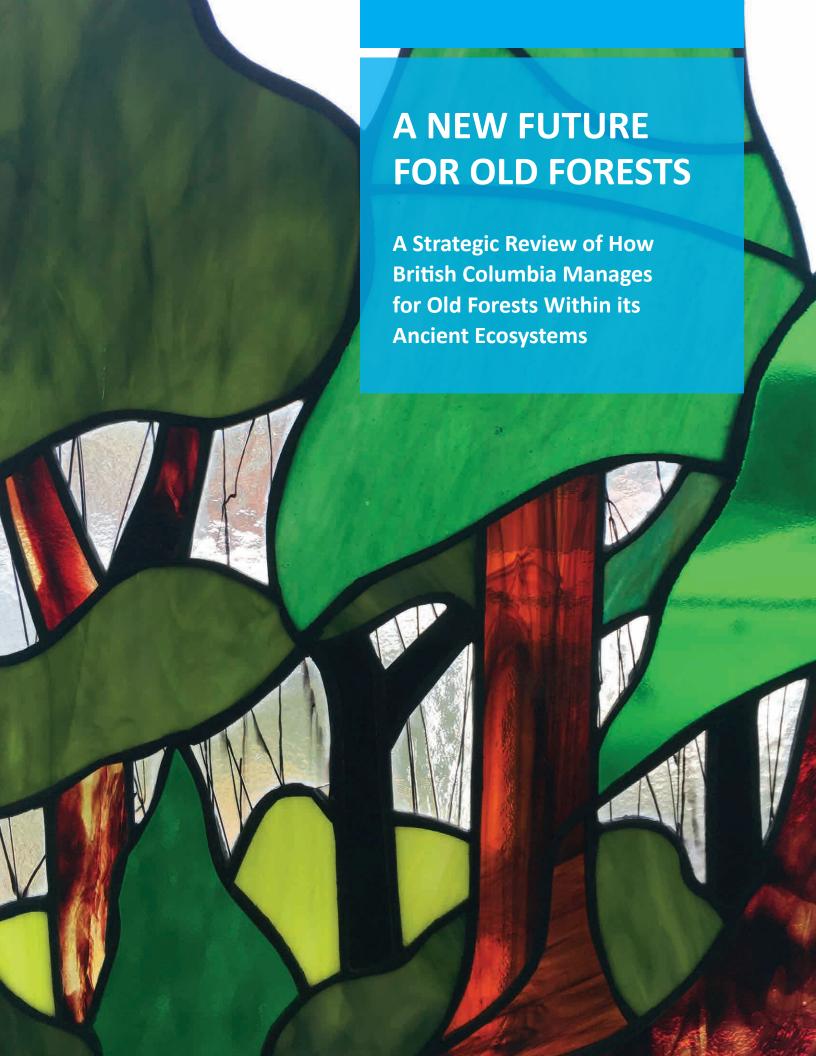
AND BE IT FURTHER RESOLVED THAT the Capital Regional District calls on the Government of British Columbia to work with Indigenous and non-Indigenous communities to implement recommendations of the Old Growth Strategic Review and defer old-growth logging pending implementation of the panel's recommendations;

AND BE IT FURTHER RESOLVED THAT the Capital Regional District calls on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation, and to support through conservation financing and other measures the economic transition of affected Indigenous and non-Indigenous workers, communities and companies from unsustainable old-growth logging toward the development of long-term sustainable local economies.

Submitted by:	Director Ben Isitt, Victoria
	Director Gary Holman, Salt Spring Island
	Director Ned Taylor, Saanich
	Director Dave Howe, Southern Gulf Islands
	Direct Ken Williams, Highlands
	Alternate Director Nathalie Chambers, Saanich

#### Attachments:

- 1. A New Future for Old Forests: Old Growth Strategic Review (2020)
- 2. Statement from Pacheedaht First Nation (April 2021)
- 3. Letter from Elder Bill Jones, Pacheedaht First Nation (2020)
- 4. Letter from the District of Highlands (April 2021)
- 5. Resolution adopted by the District of Metchosin (April 2021)
- 6. Resolution adopted by the District of Saanich (April 2021)
- 7. Letter from the City of Victoria (April 2021)
- 8. Letter from the City of Nanaimo (March 2021)
- 9. Letter from the District of Tofino (April 2021)
- 10. Letter from the City of Powell River (March 2021)
- 11. Resolution adopted by the City of Port Moody (March 2021)





**Public Engagement** 

BC-Indigenous G2G Relationship

Focus on ecosystem health

Use scientific methods

Involve the public

Maintain local flexibility Foster a paradigm shift

Manage for multiple benefits

Old Growth Review Panel (2020)



April 30, 2020

Honourable Doug Donaldson Minister of Forests, Lands, Natural Resource Operations and Rural Development Room 248 Parliament Buildings Victoria, BC V8V 1X4

Dear Minister,

We are pleased to submit this report detailing the results of our independent strategic review of old growth forest management in British Columbia. We have been honoured to co-chair this work, and to have had the opportunity to engage with and hear from British Columbians directly about how they value old forests, and how they believe they should be managed.

In addition to scientific studies and data, people shared their personal observations, perspectives, and ideas about what needs to be done. In many cases, their information and ideas were about broader land use policies, or sometimes they focused on how to manage a specific plot of land. We particularly appreciated the constructive approach taken by nearly every participant in the dialogue, and the common sentiment that we need to find better ways to manage old forests for a broad spectrum of benefits and reasons.

Our recommendations are shaped by a recognition that society is undergoing a paradigm shift in its relationship with the environment, and the way we manage our old forests needs to adapt accordingly. In the government's upcoming deliberations about how to implement our recommendations, we encourage you to engage with Indigenous leaders and organizations from the outset, and to involve local communities and stakeholders throughout the process.

We also encourage you to consider our recommendations as a whole. Had previous old forest strategies and recommendations been fully implemented, we would likely not be facing the challenges around old growth to the extent we are today, i.e., high risk to loss of biodiversity in many ecosystems, risk to potential economic benefits due to uncertainty and conflict, and widespread lack of confidence in the system of managing forests.

We would finally like to thank you and your government for putting your trust in us to carry out this review. We have done our best to capture the passion and many good suggestions that were provided in the hopes that the results of our deliberations will help you as your government determines the future management of old forests in British Columbia.

Al Gorley, RPF

Co-Chair

Garry Merkel, RPF

Co-Chair



# **ACKNOWLEDGEMENTS**

Many people care about appropriately conserving and managing British Columbia's old forest ecosystems. We spoke directly with nearly 800 people and heard from thousands more through our survey, written submissions and emails. We thank everyone for sharing their knowledge and opinions. Viewpoints were often expressed with passion and a sincere interest in old forests and land stewardship. In addition to scientific studies and data, people shared their personal observations, perspectives, and ideas about what needs to be done. In many cases, the information and good ideas we received were about broader land use policies, or sometimes they focused on how to manage a specific plot of land. We particularly appreciated the constructive approach taken by nearly every participant in the dialogue, and the common sentiment that we need to find better ways to manage old forests for a broad spectrum of benefits and reasons.

The written input we received has been provided to the provincial government, with the survey results, a specially commissioned technical report, and a summary of the written submissions is also provided in a What We Heard report. Please note that original versions of the written submissions we received are available on the Province's Old Growth Strategic Review website. This report does not cite every comment or idea we received, but we have attempted to bring together the essence of what we learned in our recommendations and implementation suggestions.

As many of you reminded us, it is important to recognize that old forests are more than old or big trees. They are a product of ancient and unique ecosystems, and their characteristics vary greatly across the province. They can only be effectively managed in the context of broader public priorities, including the interests of current and future generations.

We would also like to thank the people who directly supported our work on this endeavour:

Project management:
 Steve Kachanoski (BC Ministry of Forests, Lands, Natural Resource)

Operations and Rural Development)

Logistics and record keeping: Sacha Chin and Trevor Pancoust (Pace Group Communications)

Report preparation and editing: Greg Descantes (Pace Group Communications)

Report graphic design: Myron Advertising + Design

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 Elevate Consulting



Al Gorley and Garry Merkel Photo by Sacha Chin

# **FOREWORD**

Almost three decades ago, over a hundred people from various walks of life, including government, worked for 18 months to find consensus on *An Old Growth Strategy for British Columbia* (B.C. Ministry of Forests, May 1992): In that report the development team said:

"Members of the public, public interest groups, professional resource managers and representatives of industry have expressed increasing concern about management of old growth forests in British Columbia. Not only does the forest industry depend heavily on old growth for its current wood supply, but many new demands are being placed on the remaining old growth to satisfy a broad range of forest values. In parts of the province, meanwhile, opportunities to reserve representative samples of old growth are dwindling rapidly (emphasis added). These pressures are leading to increased instances of conflict among supporters of competing land uses."

Although many subsequent measures were taken under the auspices of land-use planning and the forest practices code (some of which carried forward to the current legislation), many critical aspects of the strategy laid out in that report were either discarded or only partly implemented. Had that strategy been fully implemented, we would likely not be facing the challenges around old growth to the extent we are today:

- High risk to loss of biodiversity in many ecosystems.
- Risk to potential economic benefits due to uncertainty and conflict.
- Widespread lack of confidence in the system of managing forests.

While some of the immediate old forest issues we face can be addressed within the existing policy framework, continuing to apply the approaches that brought us to this point will not provide a sustainable solution. Our underlying assumption is that the government feels it is in the public interest to conserve long-term ecosystem health by maintaining forest biodiversity, so this priority will therefore be the foundational goal of any new strategy. We also assume that a new strategy and supporting policies and programs will be developed through dialogue with Indigenous governments, communities, and stakeholders in a manner that reflects the ecological, historical, and socio-economic uniqueness of each region.

Many of the people we heard from during our engagement process expressed optimism for a positive change to managing old forests, however we also heard a considerable amount of skepticism. We frequently heard about examples where current and past governments were perceived as having not followed through on initiatives or recommendations, including: full implementation of the previous Old Growth Strategy (1992); monitoring and updating land-use plans; reviewing, monitoring and updating biodiversity guidance; and implementing the recommendations of the Forest Practices Board (2012) on old growth management, and the Auditor General's (2013) report on biodiversity, to name just a few.

Therefore, we have suggested that if the government accepts our recommendations, it develop a formal implementation plan to accompany its public response. We advise that this be developed in collaboration with Indigenous governments, and in consultation with many others. We hope this approach provides an avenue to simultaneously build good policy and practices, a stable timber industry as well as public trust.

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# **DEFINITIONS**

**Aspatial** – Used to describe targets set for the amount of old forest to be retained within a management area as a whole, but not at a specifically define location.

**Biodiversity Conservation** – To maintain ecosystem, species and genetic diversity, and the processes that shape them, in the face of human development.

Climax condition or climax vegetation communities – A forest community of plants, animals, and fungi which, through the process of ecological succession in an area over time, have reached a state where they are subject to very little overall change.

**Forest Stewardship Plan** – A plan which guides forest operations for a timber tenure required under the *Forest and Range Practices Act* which is prepared by a forest licensee and approved by government.

Land Use Plans – Plans sanctioned by the provincial government, including those arising from the Commission of Resources and the Environment (CORE), Land and Resource Management Plans (LRMPs), and those developed through government-to-government processes such as for the Great Bear Rainforest and Haida Gwaii.

**Legal / Non-legal OGMA** – Individual Old Growth Management Areas that are either legally established or are not legally established but still identified in the planning process.

**Natural range of variability** – Describes the disturbance processes and ecosystem variability that these disturbances create, typically defined by the period before European settlement.

**Old growth** – A generic term to describe forests with old trees. In British Columbia, for management purposes, this is usually described according to the age of the trees (usually 250+ years on the coast and 140+ years in the interior).

**Primary forest** – Forests of native tree species, where there are no clearly visible indications of human activities and the ecological processes are not significantly disturbed.

**Second growth forest** – Forests regenerated on native forests that were cleared by natural or human causes.

**Seral stage** - An intermediate stage found in ecological succession in an ecosystem advancing towards its climax community. In many cases more than one seral stage evolves until climax conditions are attained.

**Site Index** – An indicator of site productivity described by the height that a stand of trees reach in a given time, e.g.,  $SI_{50}$  means the height at 50 years.

**Site series** – A finer stratification of a biogeoclimatic sub-zone based on soil moisture and nutrients.

**Spatial vs Aspatial** – OGMAs that are identified spatially on maps (spatial) or are tracked in overall statistics but not specifically identified on a map (aspatial).

# **ACRONYMS**

**AAC** – Allowable Annual Cut: The number of cubic meters that are allowed for harvest each year in a given area.

**BEC** – Biogeoclimatic Ecological Classification: A system of classification that categorizes the landscape into zones, each with its own with unique biological, geological and climatic properties.

**CORE** – Commission on Resources and Environment: A government-appointed commission that was in place from 1992-1996 and lead a variety of land initiatives including various regional land use plans.

**ENGO** – Environmental Non-Government Organization

**FRPA** – Forest and Range Practises Act: Legislation (2002) that regulates forest practises in British Columbia.

**FSP** – Forest Stewardship Plan

**LRMP** – Land and Resource Management Plan: A local land use plan that engages a number of local stakeholders in the preparation and ongoing monitoring and updates to that plan.

NGO - Non-Government Organization

**NRV** – Natural Range of Variability

**OGMA** – Old Growth Management Area: An area that is set aside and specially managed for old forest values.

**LU** – Landscape Unit: The base area for operational forest planning.

**LUP** - Land Use Plan

SI - Site Index

**THLB** – Timber Harvesting Land Base: The area that is operationally feasible to be accessed for timber harvesting.

**TSA** – Timber Supply Area: An administrative area that is used to set the AAC.

TSR – Timber Supply Review: The process for establishing the AAC in a TSA.

**VQO** – Visual Quality Objective: A mechanism for protecting the visual quality of a forested landscape.

# TERMS OF REFERENCE AND PROCESS

On July 17, 2019, the Government of British Columbia announced that we, Al Gorley and Garry Merkel, would be appointed as an independent panel to undertake a province-wide Old Growth Strategic Review and provide a report to the Minister of Forests, Lands, Natural Resource Operations and Rural Development by April 30, 2020. The purpose is to inform the development of broad public policy regarding old growth forests. The government committed to releasing the report to the public within six months of us submitting it.

In British Columbia, the term "old growth" is officially defined by the age of trees in a forest using specific thresholds (often over 250 years on the coast and 140 years in the Interior). However, we did not limit ourselves to that timber-based definition because it would not have adequately captured the many values, interests and circumstances surrounding conservation and management of old forests.

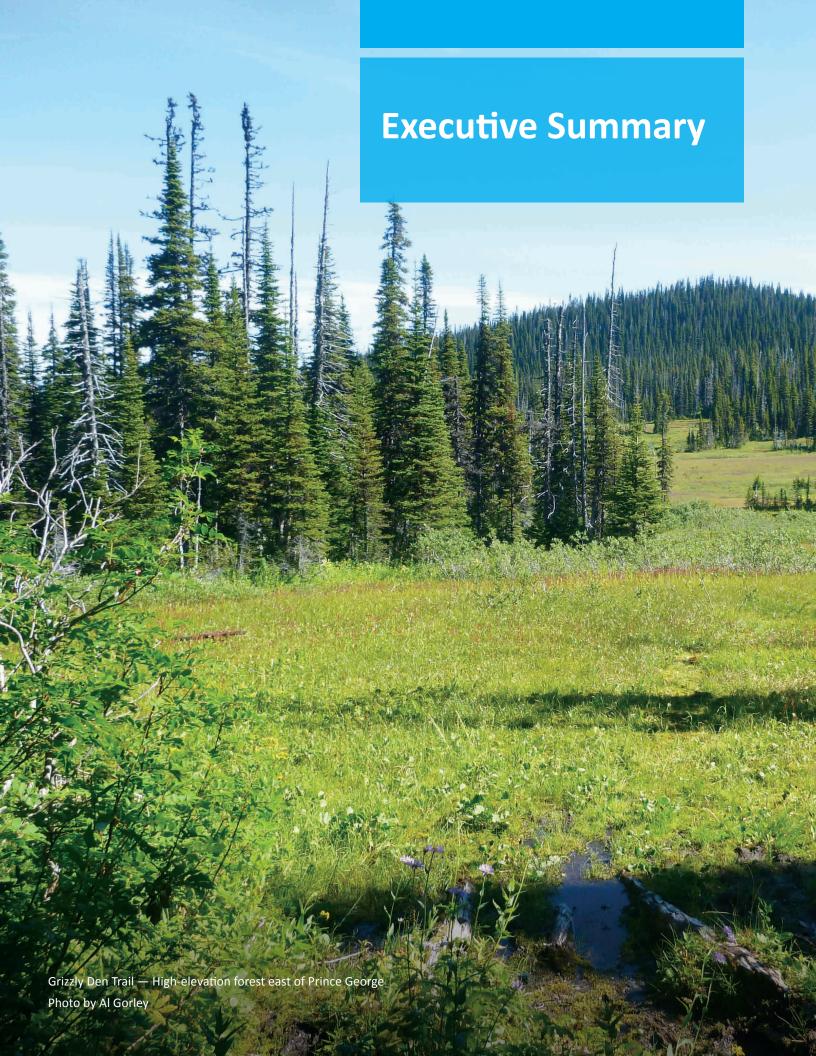
We were asked to examine the subject from a variety of perspectives, including employment, economic, social, cultural, environmental and climate change, and to consider the interplay between them. To ensure we were aware of these perspectives, we undertook a four-month process of engagement which was substantially completed on January 31, 2020. We did not characterize our outreach as "consultation" because that will be the job of government after it receives our recommendations. Our aim was to learn as much as we could from a wide spectrum of people throughout the province so that we could hopefully make as fulsome a set of recommendations as possible. We also wanted to make sure every British Columbian had an opportunity to express their views.

Without limiting who we heard from, our commitment was to ensure we connected with:

- Indigenous governments and communities
- Local governments and communities
- The forest industry
- The tourism and recreation industries
- Environmental non-government organizations
- Professional associations
- Professionals, academics, and other experts
- Forest and resource stewardship organizations
- Stakeholder groups
- Members of the public

Engagement Techniques	
In-person, teleconference, and videoconference	We participated in over 200 meetings in 45 communities with close to 800 people. To ensure we received input from a wide variety of perspectives, we reached out directly to some groups and individuals, and through our Province of BC website invited everyone interested to request a meeting. Due to the time available, we were unable to accommodate all meeting requests. We kept informal notes of these meetings to help us write this report, but they will not be published. A list of in-person meeting locations can be found in our <i>What We Heard</i> report.
Written submissions	We invited individuals and organizations to make formal written submissions. We received more than 300 submissions along with more than 400 published articles, scientific papers, and reports. With a few exceptions where confidentiality was requested, we have asked that these submissions be accessible on the government's website. A synopsis of the written submissions is available in our <i>What We Heard</i> report.
Survey responses and emails	We encouraged people to complete our on-line survey, which was open for just over three months, or to send us an email. We received 18,523 survey responses, and approximately 9,000 emails to our electronic mailbox. The results of the survey are summarized and available with this report. The original submissions are also available on the government's website.
Technical and scientific briefings	We received an initial technical briefing from a group of over 30 government staff to ensure we were informed about the status of current forest management processes and initiatives relevant to our task. Several follow-up briefings were also held to address specific information requirements.  We also commissioned a report from the Department of Forest Resources Management at the University of British Columbia to tell us how other jurisdictions manage old forests and what we can learn from them. That document is available in the What We Heard report.

The variety and number of contributors exceeded our expectations. We heard from and met with elementary school children, high-school and college students, leading researchers, small and large business from all areas of the timber and non-timber forest sector, practising and retired professionals, elders, parents and grandparents, forest and service sector workers, environmental advocates, self-described average citizens, government employees, and political leaders to name a few. Many people talked about the broader system for managing old forests, whereas others offered up specific local examples to explain their point of view.



Old forests, especially those with very large trees, are the product of ancient ecosystems, icons of British Columbia's landscape, and a key aspect of the province's unique identity. In addition to their intrinsic value, the timber they provide is important to the provincial economy, and a primary source of income in many communities. These same forests anchor ecosystems that are critical to the wellbeing of many species of plants and animals, including people, now and in the future. The conditions that exist in many of these forests and ecosystems are also simply non-renewable in any reasonable time frame.

Facing diminishing available timber supplies, ecosystems at risk of biodiversity loss in several areas, and significant public concern, the Government of British Columbia announced that an independent panel (Al Gorley and Garry Merkel) would carry out a province-wide Old Growth Strategic Review to inform the development of new management policies and strategies.

In order to understand the range of perspectives (employment, economic, social, cultural, environmental, climate change and more) and consider the interplay between them, we undertook a four-month engagement process to hear from as wide a spectrum of people and organizations as possible throughout BC. This was achieved through a combination of meetings, written submissions, and an online survey. The review looked beyond the timber-based definition of "old growth" so we could adequately capture the many values, interests and circumstances surrounding the conservation and management of old forests. This is one of three reports, and contains a situation overview, our recommendations, and implementation advice. There are two companion documents: A New Future for Old Forests: Summary Report and Old Growth Strategic Review: What We Heard. All three reports and the written submissions we received are posted on the Province's Old Growth Strategic Review website.

Our strategic review of the management of old forests led us to conclude that despite the good intentions and efforts of many people, including government personnel associated with forest management development and implementation, the overall system of forest management has not supported the effective implementation or achievement of the stated and legislated public objectives for old forests. This has not come about because of any one group or decision, but through a pattern of many choices made over several decades, within an outdated paradigm.

While our report cannot possibly reflect the full breadth and depth of the information provided to us, our key observations are:

- 1. Ecosystems with large, old trees are important to British Columbians for many different reasons.
- 2. Retaining and managing forests of old trees is a key strategy for maintaining biological diversity and cannot be done in isolation.
- 3. The extent and condition of ecosystems with old trees, relative to natural condition, is highly variable across the province.
- 4. The economy is heavily dependent on trees harvested from primary forests of old trees.
- 5. The current system for retaining old forest and managing their attributes has issues arising from incomplete implementation of previous strategies, social trade-offs and a changing landscape.
- 6. There are opportunities to create greater certainty for forest-dependent communities by formally zoning timber harvesting areas; generating more sustainable and longer-term non-timber economic benefits from old forests; and developing innovative silviculture systems.
- 7. Climate change will become an increasingly bigger factor in choices about forest management.
- 8. Information around the types, condition and current status of old forests and information provided to the public about old forests is highly variable across the province.
- 9. There is widespread support for the provincial government and Indigenous governments to collaboratively create updated strategies and policies for the management of old forests.

There is a near-unanimous agreement that managing the health of old ecosystems, especially those with old trees provides many benefits. We believe the fundamentals to success for the Province's forest management system are ecosystem health, effective forest management and public support. Our review identified weaknesses in each of these areas. To adequately manage and protect BC's old forest biodiversity, attributes, values and benefits for future generations, these weaknesses will have to be addressed. Our recommendations are shaped by that understanding, and the recognition that society is undergoing a paradigm shift in its relationship and interaction with the environment, and the way we manage our old forests needs to adapt accordingly.

# **Recommendations**

# On conditions required for change:

- 1. Engage the full involvement of Indigenous leaders and organizations to review this report and any subsequent policy or strategy development and implementation.
- 2. Declare conservation of ecosystem health and biodiversity of British Columbia's forests as an overarching priority and enact legislation that legally establishes this priority for all sectors.
- 3. Adopt a three-zone forest management framework to guide forest planning and decision-making.
- 4. Adopt a more inclusive and stable governance model that gives local communities and stakeholders a greater role in forest management decisions that affect them.
- 5. Provide the public with timely and objective information about forest conditions and trends.

# For immediate response:

- 6. Until a new strategy is implemented, defer development in old forests where ecosystems are at very high and near-term risk of irreversible biodiversity loss.
- 7. Bring management of old forests into compliance with existing provincial targets and guidelines for maintaining biological diversity.

# For improving management:

- 8. Establish and fund a more robust monitoring and evaluation system for updating management of old forests.
- 9. Establish a standardized system and guidance that integrates provincial goals and priorities to local objectives and targets.
- 10. Update the targets for retention and management of old and ancient forest.
- 11. Improve the mapping and classification of old forests to recognize multiple values.
- 12. Create a silviculture innovation program aimed at developing harvesting alternatives to clearcutting that maintain old forest values.

# For orderly transitions:

- 13. Once developed, implement the new policies and strategies for for the management of old forests through mandatory provincial and local transition plans that define, schedule and monitor the process.
- 14. Support forest sector workers and communities as they adapt to changes resulting from a new forest management system.

# **REQUIRED CONDITIONS FOR CHANGE**

1 Indigenous involvement

- 2 Prioritize ecosystem health
- 3 Adopt a 3-zone management framework 4 Strengthened governance

(5) Better public information

#### **IMMEDIATE RESPONSES**

- 6. Ecosystems at very high risk
- 7. Compliance with existing requirements and guidelines

## **IMPROVE MANAGEMENT**

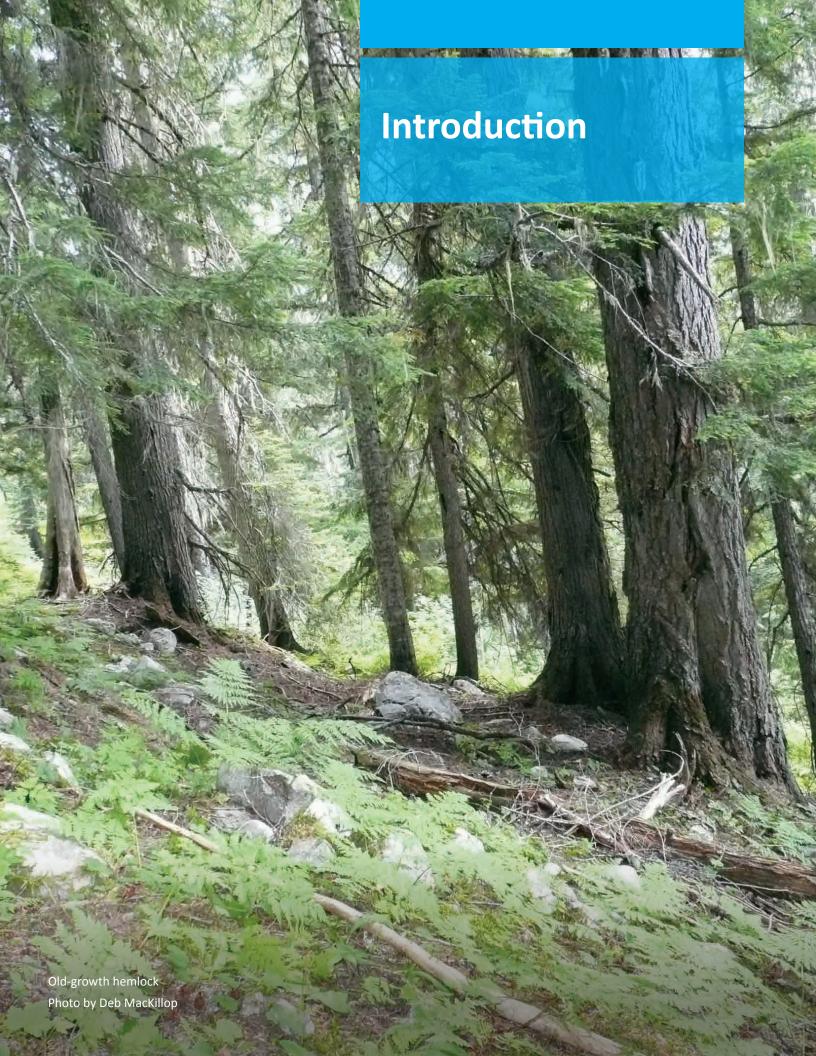
- 8. Monitoring and evaluation
- 9. Objectives & targets framework
- 10. Update targets & guidance
- 11. Improved inventory
- 12. Innovative practises

#### **ORDERLY TRANSITIONS**

- 13. To new management approaches
- 14. For communities

## — LEADING TO —

Healthier ecosystems | Better management | Greater public support



# INTRODUCTION

Old forests, especially those with very large trees, are the product of ancient ecosystems, an icon of British Columbia's landscape, and a key aspect of the province's unique identity. In addition to their intrinsic value, the timber they provide is an economic mainstay, and was once the province's main economic driver. The same forests anchor ecosystems that are critical to the wellbeing of many species of plants and animals, including people, now and in the future.

In recent years, the government has been under pressure to protect old forests from degradation by industrial development. At the same time, there is pressure to maintain viable resource industries at a scale that can compete in global markets. This has led to increasing tension and uncertainty about what will happen to both the forest and the industry. There have been large-scale public demonstrations demanding an end to logging "old growth" and others demanding the government protect jobs by protecting "the working forest" in the face of diminishing timber supplies. The challenge for government is further complicated by the tremendous diversity of the province. Not only are forest types different, but the history of development and economic dependence of communities on forestry varies vastly from one part of the province to another.

The purpose of this report is to inform the development of provincial policies and strategies regarding old forests. In British Columbia the term "old growth" is officially defined by the age of trees in a forest using specific thresholds (often over 250 years on the coast and 140 years in the interior). However, we have not limited ourselves to that definition because it would not have adequately captured the many values, interests and circumstances surrounding the conservation and management of old forests.

It is important to acknowledge that old forests do not exist in a vacuum. Effective management of old forests can only be properly addressed in the context of their role within the larger ecosystem, and as one component of the larger management system. While our review focussed on how we manage old forests, a significant number of people we heard from during our engagement process told us they have lost confidence in our broader forest management system. Many communities expressed strong concerns about the negative effects of current practices on their forests, ecosystems, water supplies, community safety and other forest-related businesses with little benefit in return. Others told us they are very frustrated because they think that too much harvestable timber is being set aside or made cost-prohibitive, leading to the loss of jobs and essential revenue to the community. Recognizing all these concerns, we feel that orientation of the broader forest management policy, as well as some specific interdependent components, also need to be addressed and we have identified them accordingly.

We received many submissions that identified threats to old forests and their values, and a sense of urgency was often expressed. We also received a number of submissions telling us that old forests are well managed and should be left to the professionals. While some of this is likely the result of different perspectives, interests and beliefs, it also depends a lot on location and scale. One notable observation is that very few groups or individuals fully trusted the information they see on forest management and the state of old forests, regardless of the source.

The panel believes that the fundamentals of success for the Province's forest management system are ecosystem health, effective forest management and public support. Not effectively addressing any one of these elements creates an almost certain risk of failure.

# "If we take care of the land — the land will take care of us!"

A comment made to the Panel many times throughout the engagement process



**Ecosystem Health:** Ecosystems provide a multitude of services essential to the health of all living things, including humans. Ecosystems are very complex and have many individual components which all have some interdependence at a local or landscape level. We will never fully understand ecosystems or how much they can be put under stress before they collapse. Science gives us some direction, but we need to continually improve our understanding and translate that understanding into practise while leaving room for error in the face of uncertainty.

**Effective Management:** An effective management system has clear and transparent publicly driven goals and objectives; programs and methods designed to achieve them; resources, authority, and management controls necessary to implement them; and monitoring of efficiency and effectiveness to adapt and improve over time.

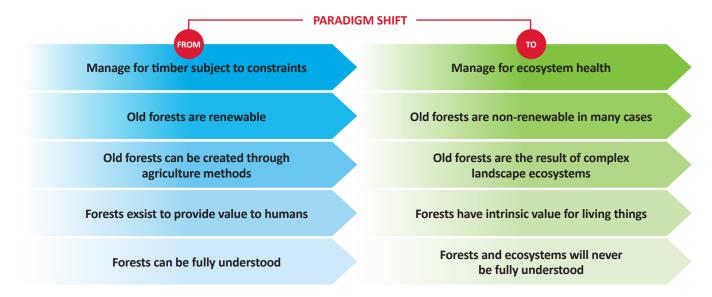
**Public Support:** We believe that deep and meaningful public engagement and a highly informed public are important factors in gaining public support and associated forest management stability. The confidence and trust of the general public is the biggest determinant in how much freedom government and industry have to manage our forests. If the public feels that the system is not looking after their interests, the predictable response is increased mistrust and opposition to many activities carried out by that system, demands for increased participation and control over decision-making, along with large swings in support for political parties. These reactions are intensified when communities feel that values and conditions important to their survival are threatened — a theme that we heard from a wide range of individuals and groups.

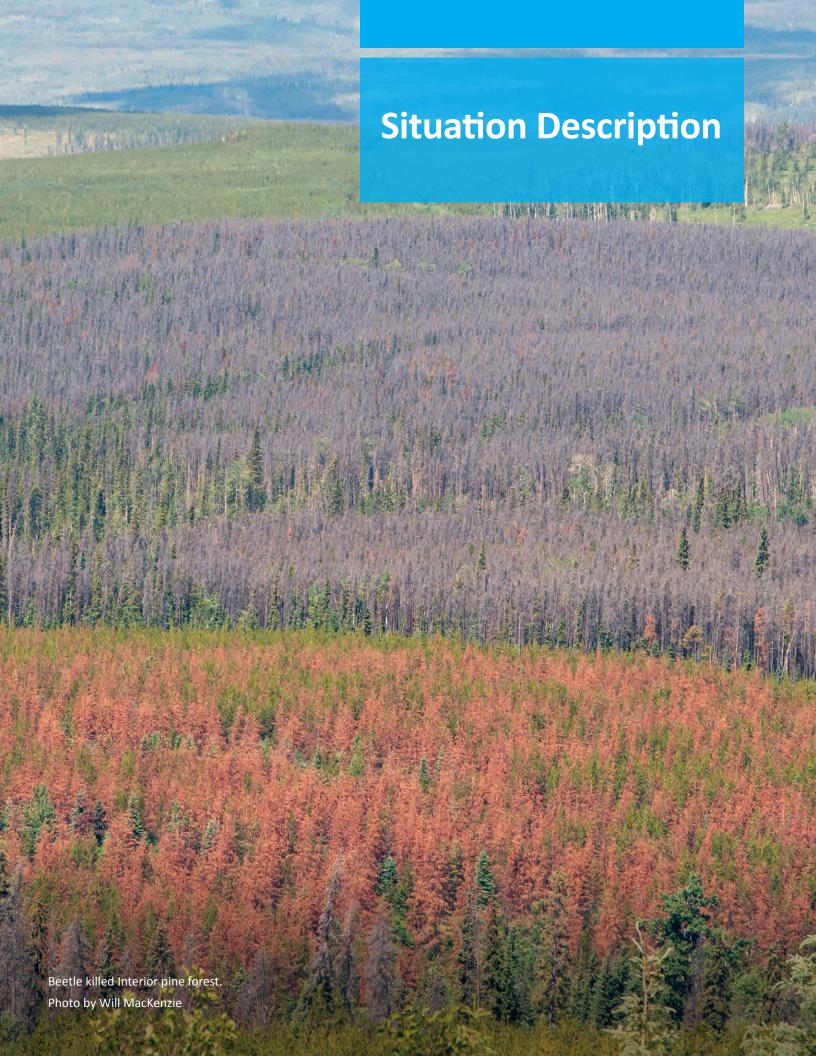


These fundamental requirements for success underly our conclusions and recommendations.

Many of the recommendations in this report are also shaped by our recognition that society is undergoing a paradigm shift, and public policy related to forest management will need to adapt accordingly:

- 1. BC's Indigenous communities will be key players as one of the most important participants in our future forest management system.
- 2. Moving to an effective management system for old forests will require a shift in its underlying assumptions. Many other countries are experiencing a similar shift, some proactively and some reactively, largely because of public pressure. Some aspects of this new paradigm are illustrated in the adjacent diagram.
- 3. There is no one-size-fits-all solution. A new system can establish updated standards, but the application of those standards will need to vary throughout the province depending on ecosystem type, existing and potential ecosystem impacts, local socio-economic conditions and other factors.
- 4. The full suite of proven scientific methods, e.g., reliable vetted information, targeted research, adaptive management, monitoring and effective technology transfer (research to practise), are essential foundational elements. Properly incorporated, these elements provide a known, reliable, and replicable foundations upon which to build.





# SITUATION DESCRIPTION

This section describes several of the major factors affecting management of old forests in British Columbia, as we have come to understand them. What we have written here cannot possibly reflect the full breadth and depth of the information provided to us, but we have attempted to capture the highlights. Additional detail can be found in our companion *What We Heard* document, and in the many written submissions and technical papers posted on the project website. We encourage individuals desiring a more complete understanding of the situation to access that material.

## One of several interrelated government initiatives.

In undertaking this review, we quickly became aware of several other government initiatives that are in various stages of completion (See figure below). Many of these touch on some of the same general issues as our review, i.e., How do we create more effective systems to manage forest lands throughout the province, and how do we manage the social, economic and environmental transition to these new systems of land management? We attempted to gain a general familiarity with these and other related ongoing initiatives so as to avoid creating unnecessary confusion or inadvertently getting at cross purposes.



# "Old growth" means many things.

The definitions used for forest inventories and planning are based on the age of the dominant trees in a forest ecosystem (often over 250 years on the coast and 140 years in the Interior). However, those definitions were of little relevance to most people outside the forestry sector, and often seen as too narrow by those within it.

In many ways, old growth is in the eye of the beholder. If we mean old forest, then we need to recognize that nearly all of British Columbia's forests (and a host of species and ecosystems services) have evolved within ecosystems that have been developing since glaciation, around 10,000 years ago, and although the trees die and regrow, most areas have continuously been occupied by forest. In other parts of the world, these would be called "ancient forests" regardless of the age of the trees. If we are talking simply about old trees, then a sub-alpine forest comprised of 200-year-old, 20-meter-tall hemlock or balsam is every bit as much old-growth as the giant spruce, cedar, and fir on coastal lowlands. The photos below illustrate a few types of old forests in British Columbia.



- 1. Southern Interior Ponderosa Pine
- 2. Interior Lodgepole Pine
- 3. Mountain Hemlock
- 4. Southern Interior Cottonwood
- 5. Northern White Spruce bog
- 6. Coastal mixed age and species
- 7. Interior Engelman Spruce, Sub-Alpine Fir

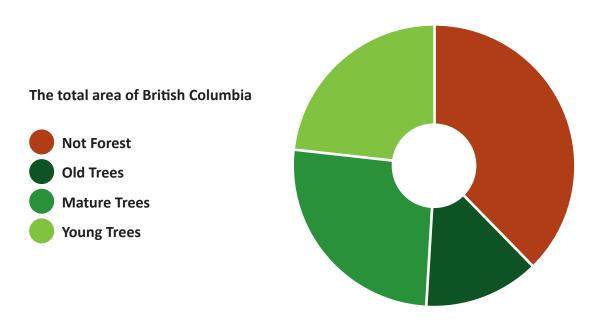
strategy for managing the risk to biological diversity from industrial development, particularly logging.

Although scientists and professionals have developed working definitions for old growth, often based on the relative age of the dominant tree species, or sometimes on physical characteristics and ecological function, no single approach has been universally applicable. For example, according to <u>An Old Growth Strategy for British Columbia</u> (B.C. Ministry of Forests, May 1992): "Old growth forests are natural stands of old and young trees and their associated plants, animals, and ecological relationships which have remained essentially undisturbed by human activities". The authors of that strategy recognized their definition required considerable refinement to reflect the diversity of the province's forests, a notion repeated by others in subsequent years. The issue may be best described by an article in the Journal of Forestry (2004), which said: "An ecological understanding of old growth requires a multi-scale perspective, ranging from individual trees to regions. A consensus on a single general ecological definition of old growth will never be reached, but that should not preclude the development of specific definitions need by managers."

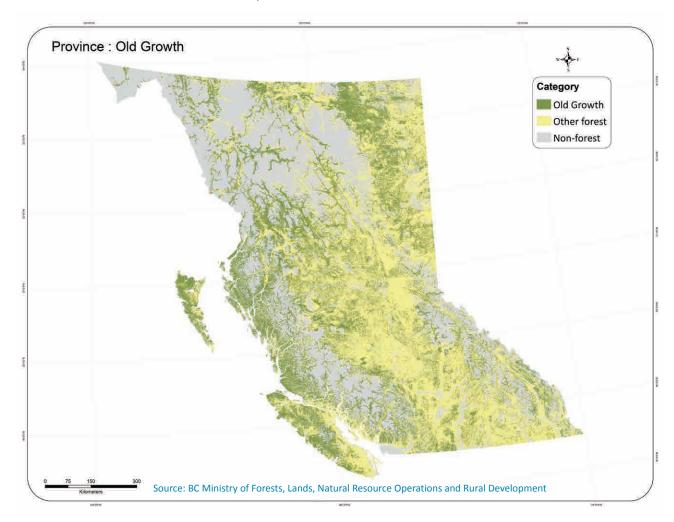
We heard from significant numbers of people who think of old growth as: exceptionally large trees worthy of travelling some distance to see; old or large trees near their home or school; accessible areas where they can enjoy a forest that doesn't have obvious evidence of human disturbance; forests that feel old; areas of mostly older dead and dying trees; and forests with big trees that can be made into high-value products. Others didn't differentiate by age or other characteristics specifically but were more interested in the ecosystem services mature forests provide, especially in relation to climate change, hydrology, and wildlife habitat. Many also made some reference to the value of old growth to conserving biological diversity. A common description was that it is original forest in its natural state, not altered by human activity. In our view, none of them are wrong. Through our recommendations we encourage more clarity in classifying and communicating about old forests, by being more specific about the management objectives and desirable attributes for a particular area of forest.

#### The amount of forest with old trees.

The total area of British Columbia is nearly 95 million hectares, of which 60% is forest. Based on the government's forest inventory definitions, about 23%, or 13.2 million hectares is "old growth".



Forests with "mature" trees, but not classified as old growth constitute another 46% or 26 million hectares. Except at a very broad scale, the overall provincial statistics are of only limited value because there are vast differences in the amount and character of forest ecosystems with old trees across regions and on individual landscapes (naturally and because of human disturbance). And since the province is so biologically, ecologically and climatically diverse, with many different ecological zones, this means the distribution and representation of various types of forest is very uneven. The map below provides an overview of where old trees exist in the province.



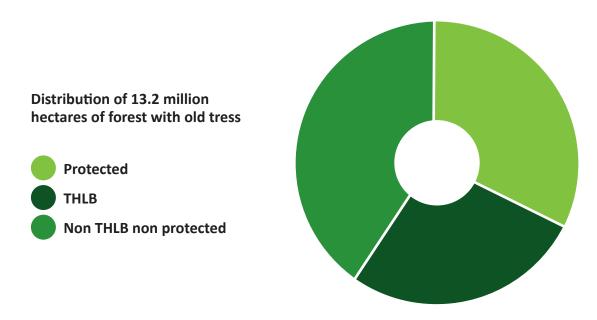
We have not attempted to include specific information about the amount, distribution, and quality of old forest at the regional or local level in this report, but our recommendations will encourage the government to proactively make more information publicly available at relevant scales.

About 4.5 million hectares, or 5% of the province is private land. Of that, approximately 818,000 hectares are in the Managed Forest Land Program. Although only a small portion of the total land area, this is important regionally, and is concentrated in the Kootenay area and southeastern Vancouver Island. Our review focused on public lands; but we heard various concerns that practices on private lands do influence adjacent public forest conservation and management objectives and are not integrated with the overall forest management system.

An important consideration, especially for managing risk to biological diversity, is how much of an area has old trees now relative to what would occur naturally — a proportion that varies by ecosystem and historical natural disturbance. Not all old forest is the same, and old does not necessarily mean big trees.

As much as 80% of the area of old forests consists of relatively small trees growing on lower productivity sites, such as Black Spruce bogs in the North, high elevation sub-alpine forests, or Cedar-Hemlock forests on the outer coast. Those forests remain in relatively great abundance, and are important ecologically, but they are not what many people typically envision as "old growth", and although they may be disturbed by some industrial activities such as mining or oil and gas development, many are not likely to be extensively logged in the foreseeable future. Less abundant are ecosystems that are more productive from a timber perspective and have not already been heavily logged.

Of the 13.2 million hectares of old forest, 33% (4.4 million ha) is protected and 67% (8.8 million ha) is not. Protected means the old forest is in parks, ecological reserves, ungulate winter range no-harvest areas, private conservation lands, regional water supply, wildlife management areas, OGMAs (legal and non-legal) and retention VQOs. Of the old forest that is not protected, 38% is within the THLB, while 62% is not as it is assumed to be currently inoperable.



One of the challenges we found early in the engagement process was how information about these statistics is communicated. We consistently heard concerns about the information available to the public. The issues were not so much about data, which has become much more widely available in recent years, but about how it is interpreted and communicated, and by whom. We have seen numerous examples of information put into the public realm that is fact-based but lacking in context or explanation of assumptions or scale.

Many people said they felt the government is largely absent in the discussion about old forest management. This perception is a problem, because the void leads some to believe that the government is bending to corporate interests, while others fear the government will acquiesce to the demands of environmental advocacy groups. If there was unanimity in the comments we received, it was around the need for the provincial government to take a stronger leadership role in facilitating an informed discussion about what is in the best long-term interest of the public, with a strong emphasis on Indigenous communities. In the past, the Province published State of the Forest reports through the Chief Forester's office. The last such report was in 2010. On its website, the government does provide reports on environmental indicators, but not on forest conditions or on old forests specifically. The Forest Practices Board investigates and reports publicly on specific forest practices, but not on forest conditions.

British Columbians expressed a strong desire to participate in informed decisions about how old forests are managed. This was especially the case for those who will be most directly affected by changes to forest management strategies. We believe the public is not only looking for factual information, but also for objective analysis and context that explains what the collective statistics, indicators and trends are telling us.

# Forests with old trees have many values

Forests with old and ancient trees contain unique combinations of attributes that grow from ecosystems that have formed over centuries or millennia. These attributes can rarely, if ever, be replicated in younger or compromised ecosystems, even if they contain old trees. It is also important to understand that the age and characteristics of old forests vary greatly between ecosystem types and therefore their descriptions and values are relative. In other words, a forest on the coast may have several species and many ages of trees, whereas drier Interior forests may have only one or two species and be relatively evenly aged. Of course, forest values go far beyond just the trees, as forests also contain other plants, insects and animals, many of which require old forest to survive.

Some of the many values found in forests with old and ancient trees are:

- Unique conditions and processes that are important to conservation of biodiversity;
- Unique species, many of which are still undiscovered;
- Banks of genetic material for future use or adaptation strategies;
- High value timber with qualities not found in younger forests:
- Resistance to fire;
- Interception and storage of water;
- High carbon storage and sequestration capacity;
- Botanical forest products, including medicinal, edible, decorative, and ceremonial plants;
- Fish and wildlife habitats, including essential attributes for nesting or denning, thermal protection and hiding from predators;
- Spiritual and cultural uses, including carvings, canoes, and ceremonial poles;
- Aesthetics such as resident viewing and tourism;
- Commercial and non-commercial recreation; and
- Knowing they are there for their own sake intrinsic value.

Many of these values can be realized concurrently on the same landscape, or even in the same forest stand, but accessing them can also put them in conflict. The degree of risk depends on how much of the old forest is disturbed and what attributes remain and in what state.

Many people identified specific highly diverse and complex ecosystems that support very large, old trees, and have persisted in a relatively stable climax condition for centuries. These "ancient forests" are globally unique, rare, and contain species as yet undiscovered, and many of these ecosystems and old forests are simply non-renewable within any reasonable time frame. They promote protecting these areas from human disturbance to conserve a wide range of benefits, and particularly for their intrinsic value.

#### **Economic Benefits.**

Note that while we have provided examples of statistical information for the forestry and tourism sectors, we caution against direct comparisons as the information sources and their assumptions may vary. We also acknowledge that not all economic benefits are captured here, such as trapping, mushroom collecting, decorative plants, and others that are important sources of income for some individuals.

#### 1. Timber harvesting

For over 100 years, the timber industry has been a central part of the provincial economy, exporting large quantities of lumber, pulp and other wood products to world markets, providing jobs in communities throughout British Columbia, and generating government revenue through stumpage fees and taxes. The industry depends heavily on cutting trees in old primary forests, and although its relative contribution to the overall provincial economy has declined in recent years, many communities, including an increasing number of Indigenous communities rely heavily on the jobs and revenue it generates.

According to statistics compiled in 2016 report for the Council of Forest Industries, harvesting of timber in British Columbia generates over 100,000 direct and indirect jobs, contributes \$12.9 billion to provincial GDP, and generates over \$2.5 billion to provincial tax revenues. Many of the jobs are spread across 140 forestry-dependent communities and urban centres, including Vancouver and the lower mainland.

According to Statistics Canada, forest product exports have made up 30% to 36% of B.C.'s commodity export value since the recession in 2009, and in 2018 was 32%. While service exports have been growing, commodities still make up the bulk of exports, making the forest sector an important source of foreign currency.

In BC, most of the industry is configured to harvest and manufacture existing primary old forest. There is a substantial interdependency between sub-sectors of the industry: harvesting; primary, secondary and tiertiary manufacturing; transportation; and services. There are also regional interdependencies, with fibre moving between geographic locations at different stages of processing. For example, logs may be harvested in one area, sawn into lumber in another, with the byproduct chips being shipped to a pulp mill somewhere else. Some of the lumber may be shipped to a different region altogether for further manufacture.

According to provincial government data, the non-lumber sector made up 46% of wood product manufacturing sales and more than 47% of wood manufacturing employment in 2018. The non-lumber industries include shingles and shakes, wood preservation, veneer, plywood and engineered wood products, millwork, container and pallet manufacturing, and other activities. The majority of non-lumber goods are consumed domestically, whereas the majority of lumber is exported (82% in 2018).

Concerns around log export and fibre utilization were raised in a number of outreach sessions. Several groups expressed frustration about logs being exported rather than used locally, valuable waste being left in the woods and the amount of old forest residue that is being burned because it is cheaper to burn it than use it. Some licensees and contractors told us that being forced to take poor quality timber, especially in isolated locations, would make their business uneconomical and cause them to shut down. We also heard from a few businesspeople that they could support a viable business if they could get access to these materials but are restricted by either the license holder or government regulations. We did not address this directly in this report however do note that it is an important matter with respect to continued social license.

#### 2. Tourism and recreation

According to a report in 2017 by Destination British Columbia, tourism employs 137,00 people and contributes \$9 billion to provincial GDP. Export revenue is reported to be \$5.4 billion and provincial tax revenue \$1.2 billion. The BC tourism industry is largely anchored in the "Super, Natural British Columbia" brand which invites visitors to enjoy activities in our wild and remote landscapes. While we have not seen province-wide data that states what portion of the economic impact of tourism and recreation is attributable to old forests, and perhaps it isn't possible to know, we know old forests play a key role in tourism. Some individual tourism businesses have done studies on the economic value of old forests for tourism compared to timber in their specific area of operation. We are also aware of a recent (unpublished) study done in the area near Port Renfrew that found the net economic benefit is projected to be higher when the trees are left standing for tourism, than if they are logged.

Information provided by the Adventure Tourism Coalition states that adventure tourism directly or indirectly supports 32,000 families and generated \$3.2 billion in visitor spending in 2018. A 2014 analysis of coastal tourism opportunities provides some insight to the dependence of the sector on forests; 78% of surveyed marine tourism operators indicated that their business is "somewhat or very dependent on the natural environment," and 37% cited viewscapes as the primary motivator for nearly all their clients.

There are many other examples of economic interdependence between tourism activities and old or mature forests, including:

- Hunting, fishing, and guiding
- Wildlife viewing
- Mountain biking
- · Backcountry hiking, skiing, and snowmobiling
- · Canoeing, camping, and horseback tours
- Touring

Perhaps the most obvious examples of tourism dependence on old forests are those activities centred around unusually large trees reasonably close to public access. The best known of these on the coast is probably Cathedral Grove in McMillan Provincial Park near Port Alberni, or in the Interior, the Ancient Forest Recreation Trail east of Prince George. Public and visitor interest in seeing and experiencing these and other big-tree forests is increasing and is being promoted.

#### 3. Natural infrastructure.

Not an entirely new concept to many communities, this is an emerging area of economics and we feel it bears mention, particularly because of climate change. According to the World Resources Institute: "Natural ecosystems like forests and wetlands provide essential services to water utilities, businesses, and communities — from water flow regulation and flood control to water purification and water temperature regulation. To ensure these ecosystem functions and associated benefits continue, communities can strategically secure networks of natural lands, working landscapes, and other open spaces as 'natural infrastructure.' While concrete-and-steel built infrastructure will continue to play a critical role in water storage and treatment, investing in natural infrastructure can reduce or avoid costs and enhance water services and security as part of an integrated system to cost-effectively deliver safe drinking water." Some communities are already starting to incorporate the concept of natural infrastructure in community plans.

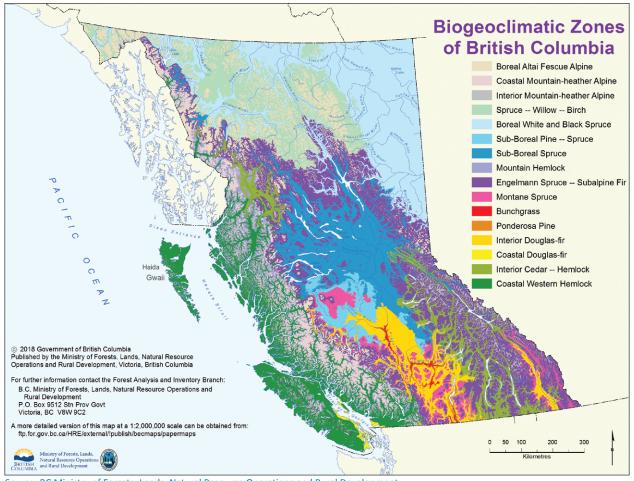
# **Biological Diversity**

Old forest conservation in BC has focused mainly on maintaining biological diversity. A key assumption guiding our current forest management system is that, if biological diversity is maintained, other values will often be accommodated concurrently. This assumption is imperfect, however, since the preferred wildlife habitat, tourism site, or other old forest value being considered is often not physically located where the biodiversity representation is needed.

To describe our diverse ecosystems, British Columbia uses the Biogeoclimatic Ecosystem Classification (BEC) system to stratify the province into zones based on climax vegetation communities that reflect the combined ecological effects of climate and soil.

This is a hierarchical system, with each of the province's 16 major zones divided into climatically distinct sub-zones, some of which are further divided according to climatic variations within the sub-zone. The variety of growing sites that occur in each sub-zone or variant are described using site classification, based on soil moisture and nutrients (site series).

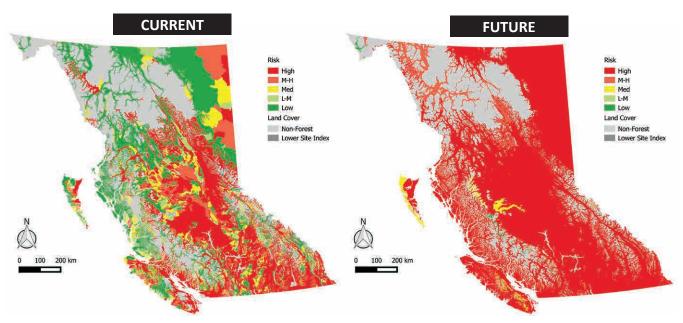
In addition to the variety of ecosystems (as defined by BEC), forests exist in various stages of succession (seral stages) as the trees advance from young to middle age, mature and eventually climax community stages. In some cases, a climax community has persisted without any widespread disturbance for many centuries, resulting in unique, ancient forests. Each site classification may host a different mix of plants, animals, and insects, at each seral stage. Science tells us that if we want to have the greatest chance of conserving our natural biological diversity, we need to keep enough old forest to have a viable, representative sample of every BEC zone at the site-series level.



Source: BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Knowing how much to maintain as forest with old trees is guided by the notion that mimicking nature is the approach that presents the least risk to biodiversity. The concept used to measure this is called "natural range of variability" (NRV). This is typically based on a description of ecosystems as they existed before major changes brought about by extensive industrial or agricultural activity. Conservation science provides us with a general risk rating, telling us that if we retain 70% or more of the natural abundance of forest with old trees the risk of species loss, compromised ecosystem services, and losing ecosystem resilience is low. If we retain below 30%, the risk is high. At between 30% and 70%, the risk varies by ecosystem.

Consistent with what we heard from several provincial government staff, a recent report submitted to the panel by a group of independent scientists illustrates that we are in situations of high risk to biodiversity in many areas in the province, particularly in high-productivity, low elevation ecosystems. More troubling is the future projection where almost all of the province will be in high biodiversity risk once our current management approach harvests most of the available old forest. The time to complete this transition depends on the available old forest and various industry and economic factors in each region.



Source: Price, K., R.F. Holt and D. Daust. 2020. BC's Old Growth Forest: A Last Stand for Biodiversity

Their research also provided the following list of BEC zones that contain less than 10% of their original old forests - CDFmm (all CDF), CWHxm1,2, dm,CHxw, mk3,4, mw1,2,3,4,IDFxc, xh1,2,4, xk, xm, xs, xx2, dc, dk1,2,3,4,5, dm1,2, mw1,2, PPxh1,2,3 (all PP), SBPSmk, SBSwk1,2,3a, and possibly: ESSFxv2, dc1, mh, mv1,2,3,4, wc3,4, wh3, wk1 and wm1,2,3,4. They note that there is some uncertainty because of potential misclassification of age in some of these units, and also recommend that these areas be deferred from further development until we have brought them back enough to meet current legislated targets.

Several practitioners also raised the issue of our current management system combining old forests and using their aggregated data when making assessments for managing biodiversity risk and planning for old forest retention. One example was parks and protected areas, where an initial net down estimate is removed at the landscape level and then netted out again at the detailed operations level, resulting in double counting. A related concern is that many parks and protected areas contain low-productivity old forests, which are deducted from total old growth aggregate targets without identifying which ecosystem they represent. These types of aggregation calculations overlook distribution and spatial considerations that are crucial in managing for effective ecosystem health.

## Managing for forests with old trees

On public lands, which comprise about 95% of the province, Land Use Plans (LUPs) provide the basic framework for management of forest lands, of which old forest is only one component. While LUPs vary by area and when they were completed, most use some sort of system of land-use priorities to guide management. This includes parks and protected areas which, while often not specifically designed for the purpose of managing forests, do include significant areas of forest with old trees.

Three distinct areas (Clayoquot Sound, Haida Gwaii and the Great Bear Rainforest) are managed under ecosystem-based management regimes, and although we heard about implementation challenges in those areas, the required level of conservation in ecosystems with forests of old trees is much higher than in other areas of the province. Therefore, we have focused our discussion on management outside of those areas.

Most public forested areas outside parks and protected areas are available for logging through various types of licences issued by the Province. Most licences make the holder responsible for planning where to log within the license area, subject to constraints set out under the *Forest and Range Practices Act* (FRPA). Other activities such as oil and gas development, mining, or tourism development are subject to different legislation and requirements.

Under current regulations governing forest licensees, the objective set by government for wildlife and biodiversity at the landscape level is, to the extent practicable, design areas on which timber harvesting is to be carried out that resemble, both spatially and temporally, the patterns of natural disturbance that occur within the landscape "without unduly reducing the supply of timber from British Columbia's forests". The objective set by government for wildlife and biodiversity at the stand level is to retain wildlife trees, "without unduly reducing the supply of timber from British Columbia's forests". We note potential changes to FRPA are being considered by the Province, which should remove this overall constraint.

Forest licensees are required to submit a Forest Stewardship Plan (FSP) describing how they will meet these and other objectives. Once an FSP is approved by government, timber harvesting can be authorized provided it is consistent with the plan. We heard consistent concerns about a lack of monitoring to see whether these guidelines are being met, and if they are effective. We also heard that where monitoring has occurred, the commitments approved in the FSPs are too vague to enforce.

The Biodiversity Guidebook was completed in 1995 as part of implementing the Forest Practices Code Act. The guidebook was developed using the best available science at the time, with an expectation that it would be refined as new knowledge was obtained. The original team of senior ecologists drafted the Guidebook using what they felt were the minimum requirements considered to have a good probability of maintaining biodiversity within a landscape unit. Many of the scientists we talked with during our engagement process told us that the original guidance provided by the Guidebook is still sound. However, the Landscape Unit Planning Guide (1999), introduced the concept of biodiversity emphasis options (different levels of risk). This resulted in a deduction from old forest retention targets to account for old forest presumed to already be protected in parks and it limited targets for representation to the BEC variant, rather than the finer site series level. We heard that, from the outset, implementation has fallen so far short of the original guidance that it could not be expected to meet the goals established at that time.

Since 1995, the policy direction has been to limit the impact of biodiversity conservation on timber supply to approximately 4% across the province, and to locate old forest retention areas preferentially in areas with a low priority for harvest. While this seems logical from a timber supply perspective, it weakens the original intent, by biasing representation to lower productivity ecosystems, often at higher elevations.

This trade-off between risk to biological diversity and protecting timber supply is an example of government policy attempting to balancing competing interests. Although old growth targets are a compromise, there was a clear expectation and commitment by government that the risks would be reviewed and future adjustments would occur, if required. We are not aware of a review and adjustment happening, but we believe the circumstances are sufficiently changed, that it needs to be done now.

Old forest retention in BC is administered in one of three ways:

- 1. Legal, spatially-defined Old Growth Management Areas (OGMAs).
- 2. Non-legal, spatially-defined OGMAs.
- 3. Aspatial old forest management.

During our engagement process, we heard a great deal of concern about how these approaches are being implemented. In some ways, the details about the size and condition of OGMAs, how they are located, and rules for incursions and amendments have diverted attention from their original purpose, as a tool in the broader biological diversity conservation strategy. Several forest managers expressed the opinion that the term OGMA is misleading because they are actually used to retain intact areas rather than for proactive management.

Although these retention mechanisms may be working in some areas, examples of the complaints we heard are illustrated in the figure below.

#### **OGMA Concerns**

- Poor or unjustifiable location (e.g., doesn't contain old trees, fire hazard)
- Too small
- Not flexible enough to accommodate forest dynamics
- Flexibility abused for roads or development
- Should all be spatial and legally delineated
- Should all be aspatial
- Should all be spatial but not legally delineated
- Unclear objectives
- Inconsistent or unclear rules regarding implementation, or retaining/replacing OGMAs destroyed by wildfire or bark beetles
- poor mapping or inadequate detail in the forest inventory to identify key areas.
- inadequate change reporting

One notable concern was from recent research on edge effect in OGMAs that were established to maintain intact old forests. It showed that old forest dependent species had disappeared, and many old forest functions were often compromised, on average, up to 100 meters from the edge of the adjacent opening (logging, roads, etc.) depending on the OGMA shape, topography and the nature of adjacent openings or other features. When this edge effect was applied to sample local areas, soon to be published research submitted to the panel found that there were almost no intact old forests that retained their original function in those areas.

We also found that, despite having been already reduced to protect timber supply, old growth targets are not being met in some areas. It's difficult know how widespread the problem is because only a few areas have been monitored to determine if targets are being met. In some of these areas, forest licensees said they are challenged to find enough unconstrained timber to harvest their allowable cut. Something clearly isn't working when neither objective is being met.

What was committed/planned/assumed/recommended	What we have now
Adaptive management through continuous monitoring and regular updates	No substantial monitoring or updates since implementation in 1995
Periodic reviews of the entire old growth and biodiversity management system	None to date
Maintain old forest (both the mature and overmature age classes) at acceptable targets	OGMAs focus primarily on overmature in most of the province (mature is not included)
Tracking implementation and achievement of mature and overmature targets	No consistent system to track compliance with targets except in areas of the province where government staff have led special projects
Biodiversity targets for retention of old forests was set at various levels above the minimum threshold of 30%	Some areas were lowered by subsequent political decisions — some lower than the minimum threshold
Old growth would contain old forests, and preferably some of the best.	Many OGMAs do not contain old forests and some contain forests less than 40 years old

Despite commitments made to formally evaluate their effectiveness as a policy tool on an ongoing basis, no review of the OGMA system has taken place since it was implemented more than 20 years ago. Furthermore, there has been no formal, consistent monitoring program to determine whether there is compliance with the current targets, or if they are achieving the intended results. That makes it impossible for the public to know if it is getting good value. The government has small pockets of work underway that may help to alleviate some of these problems. For example, over the last decade, effort has been put into developing methods to assess cumulative effects, including for old growth and biodiversity values. Also, following a special investigation by the Forest Practices Board in 2012 the government formed a working group to address the Board's recommendations. Our impression is that, while these initiatives could lead to some improvements, they have not been a high priority for government and are not presently well enough resourced to have any meaningful impact on management of old forests, at least in the near future.

While the foremost goal of science and practices to conserve and manage forests with old trees is maintaining biodiversity, there are many other objectives that can also be achieved. Managing for most values is quite site-specific. The amount of forest with old trees and the conditions we require depend on the objective. For example, if we're protecting the character of a spiritual or historical site, it may only be necessary to delineate a small area, but it has to be at a very particular location. If the objective is protecting mule deer winter range, we may be able to distribute areas in several suitable places on the landscape. If our objective is preserving visual quality, our actions will be based on attributes as they appear from certain viewpoints or travel corridors.

It is often possible to manage the same area for a multitude of old forest values, provided the objectives are clear and compromises are not so great that critical values (e.g., biological diversity or water quality) are put at high risk in order to accommodate values where we have more discretion (e.g., timber or tourism). This suggests the need for the Province to have clear priorities and objectives for managing old forest values at all scales.

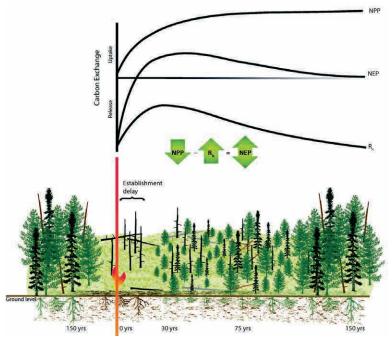
#### Carbon balance and climate

Many people we heard from linked forests with old trees to climate change, often with conflicting perceptions about its value for absorbing and storing carbon.

The impact of the forest on net atmospheric carbon is complicated. We heard evidence for and against old forests as carbon sinks (taking up more carbon than they release). The answer can vary considerably depending on the circumstances and the timeframe. Forests accumulate carbon in new plant material when they are green and growing. The carbon is returned to the atmosphere when plant material decomposes and combusts (whether it burns in the forest or as wood products).

Carbon can be stored in trees, soil, and long-lived wood products for decades, or even centuries. This storage is considered an important factor in the effort to curb climate change. Of course, we need to keep in mind that not all old forest is the same: in coastal Douglas Fir or cedar-hemlock forests, trees are very long lived and have a relatively low risk of natural disturbances, while many interior forests have shorter lived tree species, and more frequent large natural disturbances (e.g., fire). In other areas, such as the Interior NDT4 Douglas Fir forests can be maintained in a relatively stable old-forest condition through frequent low-intensity fires that burn the understory and keep the forest spaced.

The ability of a forest to absorb and store carbon is age dependent.



- **NPP** net amount of carbon that enters the ecosystem.
- Rh respiration from decay
- **NEP** net ecosystem production total amount of organic carbon

Source: Kurz et al, Carbon in Canada's boreal forest — A synthesis, Environmental Reviews Vol. 21, 2013 (Courtesy NRC Research Press)

- Immediately after disturbance it is a carbon source because postdisturbance organic materials are decaying more quickly, and very young trees are not accumulating high biomass volumes.
- Young forests that begin to accumulate high biomass volumes are strong carbon sinks because they are quickly accumulating biomass.
- The amount of carbon sequestered declines with old age but the amount of carbon stored is very high.
- The timing of maximum amount that is stored and the maximum sink differs.

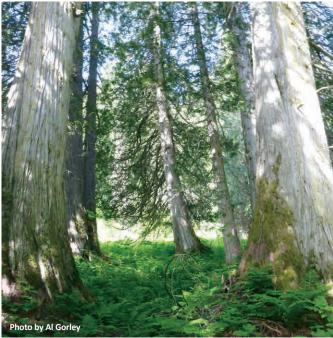
Timber harvesting causes short-term emissions from the activity itself (e.g., from equipment to harvest, transport and manufacture), and when forest debris (e.g., slash) is burned. We can expect harvested stands to be net carbon sources for several years, until the capacity of new trees to capture carbon overtakes the emissions from the forest floor, soil, and decay of woody debris. The relative carbon impact of harvesting the primary forest depends upon a number of factors, including:

- 1. Condition of the primary forest at the time of harvest (storing, sequestering, or emitting carbon);
- 2. The method of harvesting, level of wood utilization, and method of slash disposal;
- 3. Longevity of the products the wood is used for (e.g., pellets or paper compared to lumber or timbers);
- 4. How quickly and completely new trees occupy the site and grow;
- 5. How long the new trees are allowed to grow before being harvested again (rotation age); and
- 6. The substitution value of using wood over an alternative (e.g., concrete, steel, or plastic).

A report prepared in 2019 entitled Forestry and Carbon in BC suggests that a managed secondary forest could-in principle-recapture the lost forest carbon if allowed to regrow long enough to fully recover its carbon stock, which could be achieved more quickly and easily in most interior forests than in coastal or interior wetbelt forests. It also emphasized that underlying carbon budget calculations are complex and depend on assumptions about a future with much uncertainty.

Another team of BC researchers recently wrote, "Every old-growth forest is made up of a unique history of management choices and disturbances. Furthermore, their carbon storage value is dependent on future climatic changes specific to the region in question. There seems to be sufficient evidence indicating that many old-growth forests already protected in BC are likely carbon sinks." And "more research is needed into which old growth forests are carbon sinks and which are sources, and under what conditions."





Many of the old trees in the forest on the left are dead or dying and it would likely be better from a carbon management perspective to recover the salvageable wood and establish a crop of young trees. The old trees in the forest on the right, on the other hand, are relatively healthy, and are still absorbing and storing significant quantities of carbon.

In addition to the function of forests with old trees in the carbon cycle, old trees also play a role in mitigating the impacts of climate change on ecosystems, human communities and infrastructure. For example:

- Regulation of air temperatures (cooler in summer, warmer in winter) and local climate that can be critical to the health of other plant communities, wildlife, and humans.
- Regulation of water temperature, evaporation, cleanliness, flow volume and timing.
- Resistance to fire due to cooler, moister internal forest conditions.

These mitigation functions require having enough mature and old trees in a forest to carry out the hydrological functions and provide canopy. How much primary forest needs to be retained in an older-tree state to influence micro-climates will depend on the local circumstances and objectives.

### **History of forest conversion**

Until the early 1900s, BC's old forests were so extensive that few people would likely have anticipated the circumstances we are in today. The early years of industrial timber harvesting were limited by access — there were few roads, so cutting took place in areas where timber could be manufactured close-by or economically moved by water. Most of the forest was left alone. The scope and scale of harvesting increased considerably though the middle of the 20<sup>th</sup> century, reaching nearly every region of the province. This led to public concern that the timber supply was exhaustible, and the encouragement of "tree farming".

The result was a policy of "sustained yield", the idea being, that over a period of about 80-120 years, subject to economics, the natural (primary) forest would be logged and converted to managed (farmed) forest, mostly by clearcutting. The subsequent crops of timber would be harvested at their economic culmination age (depending on species, usually 60 - 100 years), thus creating an even, perpetual supply of timber. It is important to note that this is not a typical agrarian model. The intent has always been to conduct forestry with indigenous species on the sites where they would naturally occur.

Under this model of conversion to managed forest, we would expect to transition over a period of time from harvestable primary forest to areas that have another crop ready after harvesting. However, many regions will have a decline in harvest for several decades because of a disproportional amount of young forest. In some regions of the province, mainly on the South Coast, conversion has been underway long enough, and trees grow fast enough that some of the timber being harvested now is from previously converted areas, or "second growth". In some of these, the transition from harvesting old primary forest to second growth will likely be complete within 20 to 30 years. However, in other areas it will be several decades before previously harvested areas are ready to cut again. This means that the situation is highly variable across the province. (We note that some of the areas where harvesting only began at a large scale in the late 1960s or early 1970s have accelerated conversion due to salvaging Mountain Pine Beetle-killed timber and some of these areas have neither an abundance of remaining old forest nor second growth approaching harvestable age).

Areas with the best timber and typically closest to access were often the first to be converted, and few remain in their natural state. These are not only the best timber growing sites, they are also high in biological diversity, often critical to water and fish, and many other values. A recent study tells us: "Sites with the potential to grow very large trees (Site Index >25) cover less than 3% of the province. Old forests on these sites have dwindled considerably due to intense harvest so that only 2.7% of this 3% is currently old." We found near unanimous agreement for conserving more of these areas.

Many things have changed since the inception of sustained yield, but it remains the underlying premise for most of our forest management system, except perhaps in the areas under ecosystem-based management regimes. Beginning sometime in the 1980s and following global trends, the public became more aware of the importance of forests for a wide range of ecological values. This led to the creation of more parks and other conservation areas through the Protected Areas Strategy and various forms of land use plans, thus reducing the areas available for conversion to managed forest. It also gave rise to new constraints on forest practices to protect a variety of "non-timber" values, such as water, wildlife, visual quality, and biological diversity — including old forest, within the areas still open to harvesting.

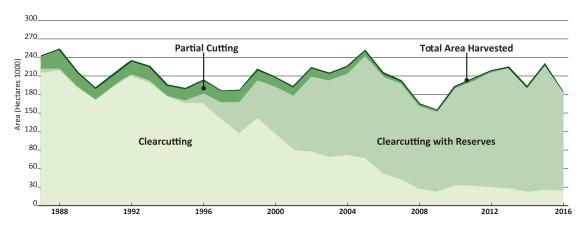
# **Harvesting methods**

Traditionally, most forest harvesting in BC was done by clearcutting, which is the most efficient and least expensive method. Generally speaking, clearcutting removes all trees from an area of one hectare or more, and greater than two tree heights in width, in a single harvesting operation. A new evenaged stand is obtained by planting, natural or advanced regeneration, or by direct seeding. It is most appropriate in forest ecosystems where tree species require an abundance of sunlight or naturally grow in large, even-age stands. Social concerns about large clearcuts have led to a decrease in their average size from 45 hectares on public lands in 1989 to 30 hectares in 2006. We were told that, in some areas, the average size is now 2-3 hectares, but we are also aware of extensive clearcuts carried out in salvage areas during the last several years, and of cutting adjacent to recently harvested areas before they reach the full green-up (continuous clearcut).

Clearcutting with reserves began in the early 1990s and is a variation of the conventional clearcutting silvicultural system in which trees are retained, either uniformly or in small groups. The trees retained may be combinations of small and large trees. They may be chosen to provide wildlife habitat, nesting and den trees, future sources of snags or coarse woody debris, or some level of visual quality.

In 1995, a system of variable retention was adopted for some coastal harvesting as an alternative to conventional clearcutting. This system has two approaches: distributed, where retained individual trees are distributed relatively evenly across the area; or aggregate, where groups of trees are retained to maintain structural diversity over the cutblock. The generally accepted parameters for variable retention are that the retained trees distributed throughout the cutblock, must remain for at least one rotation and be configured to leave more than half the total cutblock area within one tree height from the base of a tree or group of trees including the edge of the cutblock. Note that many scientists and industry advocates of variable retention argue that clearcut with reserves generally does not meet the parameters for variable retention.

Partial cutting is a general term for silvicultural systems (which includes variable retention) in which some trees are left standing after logging. Compared to other systems, the distribution of remaining trees will typically be fairly even across the cut area. Depending on the management objectives, the selection of trees to be retained may be based on their value to a future timber crop, mimicking natural processes to maintain biodiversity, wildlife habitat, aesthetics, or some other purpose.



Source: Trends in Silviculture in B.C. (1987-2016). Ministry of Forests, Lands, Natural Resource Operations and Rural Development, 2018

Until the mid-1990s, most harvesting on public lands in British Columbia involved conventional clearcutting. Government reports show that from 1970 to 1998, clearcutting systems were applied on 87% of the area harvested on public lands. By 2015-2016, harvesting on public lands was by clearcutting with reserves (85%), clearcutting (11%), retention cutting (3%) and other cutting methods (1%). One of the challenges for the public is often to differentiate between conventional clearcutting and clearcutting with reserves, especially in some of the salvage areas in the Interior, where very large contiguous areas have been logged and reserves constitute only small forest remnants.

More use of systems that emulate natural ecological processes may allow us to continue harvesting timber from forests with old trees without converting them to unnaturally uniform managed stands. However, that approach is influenced by a complex combination of numerous factors, such as: government leadership and support, timber value, operating costs, stumpage rates, desired profitability, terrain, technology, blowdown risk, stand condition, forest health, worker safety, expertise, and other land use objectives for the area.

# Scientists and professionals use a broad system of natural disturbance types (NDT) to differentiate these processes:

**NDT1:** Ecosystems with rare stand-initiating events

**NDT2:** Ecosystems with infrequent stand-initiating events **NDT3:** Ecosystems with frequent stand-initiating events **NDT4:** Ecosystems with frequent stand-maintaining fires

NDT5: Alpine tundra and subalpine parkland

We heard from several forest managers who said they would like to change their harvest systems to better reflect natural processes but are constrained by these factors, or by the Province's forest practices and timber pricing policies. We also heard about various partial cutting silviculture systems having been applied in the past, but many have been discontinued, except in the case of a few select companies. The results of these experiments need to be better understood.

Generally speaking, under the present system, an area is either reserved from harvesting or available to be converted to managed forest. We heard from many people who are frustrated that the managed forest lacks many of the previously existing natural attributes and they oppose further conversion. We also heard from many forest managers about the costs of uncertainty due to incremental reductions in area available for harvesting. Concerns about this have led many forest-dependent communities to repeatedly call for the designation of a "working forest" to provide greater certainty for on-going access to timber.

The 1992 Old Growth Strategy proposed a conservation framework with:

- A system of reserves to conserve old growth values;
- Commodity emphasis areas supporting sustainable economic activity;
- Special management areas where forest practices maintain old growth attributes.

The current management system has gone part way to this three-zone conservation framework by assigning biodiversity emphasis areas for the setting of old growth targets, but there is no definitive, legally established zoning as was originally envisioned. We believe there is an opportunity to bring greater certainty to the management system, achieve a more optimal mix of public benefits, and encourage innovation, by formalizing this three-zone concept.

### The role of the provincial government

We heard a lot of dissatisfaction with government from people on all sides of the issues. While some of that is inevitable in an exercise like ours, this was largely non-partisan, focused on policy and priorities, and had a lot of commonality. We observed widespread concern that the government lacks an "on the ground" presence and needs to have a more active role in ensuring the public's interests are met. The views were not always specific to management of old forests but were offered in that context.

#### We frequently heard:

- 1. We need a clear and legally supported long-term vision and set of priorities for our forests.
- 2. The vision and priorities need to be supported by a principles-based management framework that will meet the needs of the province and provide the flexibility to accommodate the diversity of ecosystems and communities. The principle of proximity, (those who are most directly affected by a decision should have a proportional say) should be embedded in the framework.
- 3. Government policies for forestry tenures, stumpage, and forest practices discourage the innovation necessary to meet the optimum mix of public values.
- 4. The management framework needs to be supported by efficient and adequate policies and resources (capacity) to enable implementation.
- 5. The province has to take a much more active role at all levels to ensure the public's interests are being met. This includes oversight, monitoring, enforcement, and objectively and regularly informing the public about forest conditions and trends.
- 6. Where the government has direct control (e.g., BC Timber Sales) it should show leadership in developing and demonstrating best practices for sustainably managing forest values.
- 7. The government's rules for regulating the industry should not oscillate between "command and control" and "hands off" based on the ideology of the government of the day.
- 8. The government should facilitate a planned and orderly transition from harvesting primary forests to second growth, on timelines suited to specific areas.

# Indigenous involvement

Support for Indigenous involvement was heard from every sector and the majority of people who submitted input to the panel. This is obviously top of mind for a variety of legal, social, and environmental reasons: legal with the Crown's duty of consultation and accommodation plus the recent passing of the province's Declaration of the Rights of Indigenous Peoples Act; social with the Province's commitment to a New Relationship; and environmental where many are looking to Indigenous communities for guidance on how to establish land management that achieves a higher standard of land care.

The panel heard a mix of Indigenous perspectives, ranging from calls for increased involvement of Indigenous communities in the timber industry and continued access to old forests for harvesting, through to increased protection for the range of other values from the forest. One common theme was the necessity for increased involvement of local Indigenous communities in the planning and oversight of forest use in their local areas.

Many of the Indigenous groups that were interviewed are actively involved in planning in their own forest management areas and many have developed very innovative, practical, and effective approaches to the management of old forests. These approaches were developed and are continually monitored with close involvement of the local Indigenous community, particularly the Elders in those communities. However, at a provincial level, the capacity of Indigenous communities to do this is very uneven and in some areas underdeveloped. We believe supporting the development of capacity and extending learning amongst Indigenous communities presents an opportunity to support effective forest management and advance reconciliation.

### **Public and community involvement**

Just as we heard almost universal support for government collaboration with Indigenous communities, we also heard from local governments and stakeholders who said that they want more meaningful roles in forest planning and decision-making. We believe their current level of involvement contributes to a significant amount of uncertainty and discontent.

In previous sections, we touched on concerns about a lack of trusted information and process for the public to engage in a meaningful dialogue about forest management, including for forests with old trees. We did encounter a small number of areas in the province where community and stakeholder groups are engaged with government and industry on an ongoing basis, however this was the exception. Yet almost every local government, community organization, and often individuals, expressed a need for a place to learn, exchange ideas and perspectives, and develop useful input to forest management.

In several areas, we heard about the positive experiences with land use planning committees, and the benefits of bringing together experts and civil society with a variety of interests in a collaborative forum where provincial and local priorities could be addressed. Despite an expressed intent, when plans were completed (most during the 1990s), to maintain monitoring committees and have a periodic plan updates, government support declined, and most were disbanded. In some cases, government-facilitated groups were replaced by public advisory groups struck under the auspices of various market certification programs. Convened by forest licensees, these groups helped fill the gap, but many of them ceased operating when companies changed certification systems.

# Lessons from other jurisdictions

The panel explored experience from other areas in the world to see if there were any lessons that could be learned around the management of old forests from those areas. Some of the main points were:

- Every jurisdiction's reasons for moving towards the management of old forests were different but most of the areas that adopted a system of significant old forest protection did so as a response to overwhelming public pressure that included either civil disobedience or legal actions;
- Many of the jurisdictions that responded to public pressure went through public policy swings that alternated between favoring the timber industry and favoring protection groups before landing on protection;

- Well-organized ENGOs were deeply involved in almost every jurisdiction's shifts to greater protection;
- The term "old growth" is relatively recent term used primarily in North America: Other jurisdictions use a variety of terms such as old forest, primeval forest, primary forest, virgin forest, ancient forest, wildwood, etc.;
- The trend towards greater protection for old forests had less to do with the age of the timber industry and the associated forest management system in each country and more to do with increased public understanding of issues related to biodiversity, ecosystems and climate change, the use of civil disobedience and legal tactics, and increased public involvement in forest management (generally within with the last few decades);
- Some jurisdictions went to protection measures applied only to old forests while others went to a more comprehensive zoning system to identify measures for lands are protected, managed for ecosystem health or intensively managed for timber production;
- Some countries that have gone through multiple rotations under intensive management are dealing with significant biodiversity loss and associated forest health issues; and
- Many jurisdictions have committed to detailed forest monitoring although in practise many defaulted on those requirements.

Compared to much of the world, our situation in BC is somewhat unique in that:

- 1. Large-scale commercial cutting of primary forests in BC began less than 100 years ago in southern and coastal regions, and 50 years ago or less in much of the central and northern interior;
- 2. The vast majority of cutting has been done with the expectation of managing the area for a perpetual crop of timber, rather than forest removal;
- 3. We have maintained a policy of reforesting with native species that are ecologically suited to the area logged.

This means that although much of the forest is altered from its natural condition, most of the original components still exist somewhere on the landscape. We can't go back and replace the primary forest, but we do have the opportunity to maintain viable examples of the remaining ecological attributes, and possibly restore others.

# **Summary of key points**

- 1. Ecosystems with large, old trees are important to British Columbians for many different reasons.
  - The term "old growth" has become a generic label for forests or trees that hold a variety of
    different values beyond the definitions used in timber management. OG means different things
    to many people and has a diverse array of sometimes conflicting values, all of which warrant
    consideration.
  - Old forest values and objectives need to be clearly articulated, with less emphasis on the generic "Old Growth" label.
- 2. Retaining and managing forests of old trees is a key strategy for maintaining biological diversity and cannot be done in isolation.
  - The ability of ecosystems to support species, including humans, and adapt to change is dependent upon their resilience, which comes largely from the natural diversity they harbour.
  - Old forests are part of complex multi-scaled, interdependent ecosystems, and are also impacted by complex interdependent forest management policies.

- The total amount of old forest in the province is not as important as the distribution and ecosystem representativeness.
- There are many impacts to old forest arising from various activities in almost every resource sector.

# 3. The extent and condition of ecosystems with old trees, relative to natural condition, is highly variable across the province.

- The risk to biodiversity is extremely high in some ecosystems and there is a wide-spread call to protect them.
- The forests' ecological conditions, history of natural and human disturbances, and social, cultural, and economic importance are too variable to suggest a single sweeping approach, although there is strong support for a common management framework.
- In many areas, we are not meeting the intent of the biodiversity conservation strategy adopted 25 years ago.
- The approaches to managing old forest have to be adaptable to the ecosystem and natural disturbance regimes.

#### 4. The economy is heavily dependent on trees harvested from primary forests of old trees.

- The degree of economic reliance differs amongst regions and individual communities. For example, some have undergone a transition to greater reliance on tourism, or other sectors, while many others have not.
- In some areas, a transition to second-growth forests is well underway, while in most of the province that transition will require decades of forest growth.
- There is widespread support for assisting workers and communities negatively affected by reduced access to timber supplies, for whatever reason.

### 5. The current system for retaining old forest and managing their attributes has issues.

- The original intent of the science-based guidance has not been fully implemented.
- The approaches to managing, tracking, and reporting on old forest retention and management requirements are inconsistent and, in some cases, absent.
- Old Growth Management Areas (OGMAs) are applied inconsistently and sometimes ineffectively.
- The use of clearcutting silviculture systems limits the ability to manage for old forest attributes and conserve biological diversity, especially in ecosystems that don't naturally experience large stand-replacing disturbances.

# 6. Opportunities have been identified to provide greater economic certainty about the blend of benefits from old forests:

- Formalizing designation of forest areas outside reserves to be either managed primarily for commercial production (conversion) or managed for key ecosystem attributes with compatible forestry practices.
- Analysis and pursuit of an optimal blend of public benefits from a wide range of uses (timber, tourism, natural infrastructure, botanical forest products, recreation, etc.).
- Transition to silviculture systems that more closely emulate natural process on remaining unconverted forest.

#### 7. Climate change will become an increasingly bigger factor in choices about forest management.

- The role of old forests in climate change is complex.
- Mitigating climate change through carbon sequestration and storage needs to be fully analyzed and integrated into forest management decision-making.

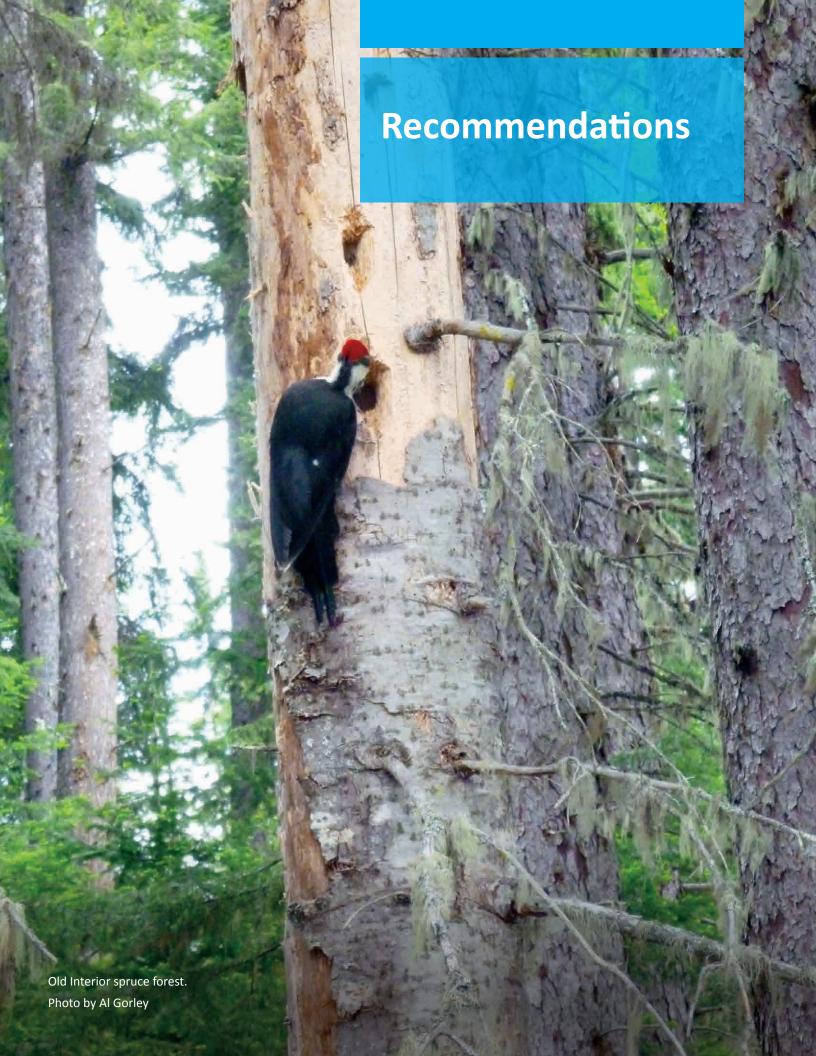
- 8. Information around the types, condition and current status of old forests is highly variable across the province.
  - There is no regular, objective public reporting about forest condition and trends.
  - Classification based on timber inventory criteria, which does not necessarily reflect other old forest values.
  - The existing inventory is not well suited to stand-level identification of many old forest attributes.
- 9. There is widespread support for the provincial government and Indigenous governments to collaboratively create updated strategies and policies for the management of old forests that include:
  - Transparent expressions of the public's long-term interests, priorities, and policies;
  - Ongoing public involvement in planning and strategic decisions, supported by objective and comprehensive information regarding related issues, risks and opportunities;
  - Economic analysis tools to inform public discussion and choices;
  - Clear and measurable objectives at meaningful scales, supported by well-resourced enforcement and evaluation of long-term effectiveness;
  - Oversight that ensures public interests are considered and incorporated in forest planning and practices, monitoring, compliance and enforcement;
  - Ongoing research, innovation and information sharing to foster continual learning and expand the province's collective forest management expertise;
  - Adequate monitoring and objective reporting of forest conditions and trends, including the cumulative effects on all values and transparent communication of risks and benefits; and
  - The means and authority to address risks to critical values.



## **KEY FINDINGS**

Based on the situation overview and key points above we find that, while there may be debate about how much old forest we have and where, there is a near-unanimous agreement that managing and protecting ecosystems for forests with old trees provides many benefits. However, there are serious concerns about the ability of our current management policies and implementation of old forest strategies to achieve that in the long-term. We observed what we believe to be fundamental weaknesses in the system relating to the core foundations for forest management success identified earlier in this report: ecosystem health; public support; and effective management.

- 1. Ecosystem Health: The priorities that currently drive our forest management system are backwards. Rather than determine what must be done to maintain ecosystem health and resilience, and then what social and economic benefits we can derive within that guidance, we often do the opposite. We consistently refer to measures required to protect ecosystem values as "constraints" on timber. An example is the policy for implementation of biodiversity conservation, which has a fixed ceiling on timber supply impact, reinforced by the objectives in the Forest and Range Practices Act. Many members of the public and government staff expressed concerns about this bias in the current system.
- 2. Effective Management: Many aspects of the system are seriously lacking and are not anchored in sound management theory. In particular, our system does not measure the performance of policy implementation relative to clear and measurable objectives and then adapt accordingly. The panel is also not convinced that government has demonstrated a serious, and sustained commitment to applying science-based methods to implementing management policies for conserving and managing old forest.
  - Significant recent examples of this are: in 2012, the Forest Practices Board conducted a special investigation resulting in six recommendations about tracking, monitoring, enforcing, and evaluating implementation of old growth management areas, and in 2013, the Auditor General conducted an audit to assess the effectiveness of key tools for managing biodiversity in BC. Although these investigations concluded there was a lack of adequate measuring and reporting within our current forest management system, little has changed as a result of those reports.
- **3. Public Support:** Much of the public is not well informed or engaged regarding old forests and forest management. This appears to be contributing to a pervasive lack of supportive for the current system. We frequently heard from individuals, organizations and communities that they have no reliable source of information about the condition and trends in local forests, and little influence over decisions that directly affect them. Over the past several years, direct ongoing involvement of communities in forest management has declined. A lack of confidence in the system was also reflected in concerns about a lack of clear long-term priorities, inconsistent policies for land users, and a lack of government oversight.



### RECOMMENDATIONS

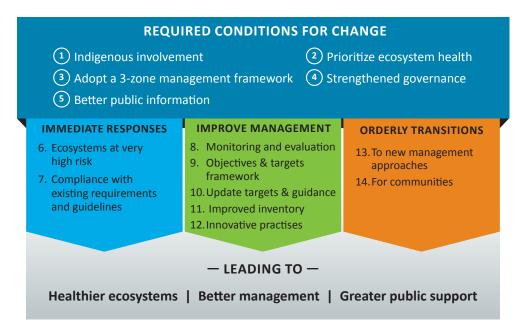
Our recommendations address the conditions we believe are needed for successful long-term management of old forests, the actions needed now to prevent irreversible loss of biodiversity, improvements to the management processes, and transition requirements to ensure change happens. The implementation advice supporting each recommendation is offered as a starting point for the government to consider, with the understanding that other approaches will likely emerge through dialogue with Indigenous leaders, input from stakeholders, and analysis by government staff.

Old forests do not exist in isolation. They are part of a complex ecosystem that has evolved over thousands of years. Similarly, our forest management system has also evolved over the long term, often in response to changing economic conditions and community needs. While we recognize that it is sometimes necessary to deal with a specific management component such as old forests, this must be done with the whole system in mind. To do otherwise would be a fundamental error. Therefore, our recommendations, although developed with a focus on old forests, by necessity extend to the broader forest management system in order to support healthy ecosystems, and by extension, healthy people, as well as old forests.

In our introduction, we identified a paradigm shift in the way we approach managing forests. We found widespread support for a new way of thinking during the engagement phase of our review. We believe that if our recommendations are implemented with this new paradigm in mind, they will be more likely to succeed, and will contribute to facilitating the desired paradigm shift over time.

As illustrated in the figure below, we have structured these recommendations to start with those that we believe are necessary to create the proper conditions for management of old forests in the future and important to ensuring the subsequent recommendations achieve their intended results for the long-term. The remaining recommendations focus on responding immediately to curbing biodiversity loss, improving the management system, and transition requirements. We believe that implementing these recommendations will lead to healthier ecosystems, better long-term land management and greater public support for forest management.

We recognize that these recommendations will be refined and adjusted through engagement with Indigenous communities and stakeholders, and with additional technical and scientific input.



# Required conditions for change

## 1. Indigenous Involvement

Engage the full involvement of Indigenous leaders and organizations to review this report and any subsequent policy or strategy development and implementation.

FROM

**Little historical Indigenous involvement** 

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Entire system grounded within a Provincial-Indigenous government-to-government framework

#### Rationale:

The panel understands that Indigenous involvement is built into almost every provincial land-based activity, especially a policy review of this scale, however we feel it is worth reinforcing because it is essential to creating conditions for successful and sustainable implementation of both the shorter-and longer-term actions proposed.

- **1. Widespread support and expectation:** The panel heard support or acknowledgement of this priority from every sector and the majority of those who provided input to the panel.
- **2. Legal imperative:** BC has legal consultation and accommodation obligations with respect to possible infringements on Indigenous rights, which is now even more strongly affirmed with the BC government's recent passing of the *Declaration on the Rights of Indigenous Peoples Act*.
- **3. Social Imperative:** The Province has committed to a New Relationship where the Indigenous population has the opportunity to achieve the same economic, environmental and social societal goals as the rest of the population in the province.
- **4. Environmental Imperative:** Recognizing Indigenous commitment to environmental stewardship, which has extended for millennia, many are looking to Indigenous communities for guidance on how to establish a land management regime that achieves a higher standard of land care.
- **5. Address the Gap:** Indigenous peoples were not involved creating most of the higher-level plans and orders that dominate the management of old forests. This is a significant source of frustration among Indigenous communities and could also mean that most of these historic plans and orders do not conform to the Province's current legal consultation and accommodation requirements or DRIPA legislation.
- **6. Sustenance Dependence:** Many Indigenous communities still depend on the natural resources of their traditional territories for a significant portion of their sustenance and livelihood.
- **7. Practical Working Models:** Indigenous communities are becoming more active in most economic and management aspects of the forest sector and are leading many interesting and potentially valuable on-the-ground approaches to land stewardship and management of old forests.
- **8. Develop Readiness:** Many Indigenous communities need support to develop their internal readiness to accept a leadership position in forest management and the Province also needs to build its internal readiness so that it can effectively participate in these new government-to-government relationships.

- 1. As soon as practicable, engage provincial Indigenous governments in developing a policy response to these recommendations.
- 2. In collaboration with Indigenous leadership, develop provincial guidelines for implementation:
  - a. Develop criteria for establishing government-to-government planning relationships between the Province and Indigenous groups, including appropriate involvement and associated criteria for third-party participation in these planning relationships;
  - b. Establish planning units that conform to local Indigenous group's territories while still adhering to ecologically and administratively practical planning units; and
  - c. Establish mechanisms for local Indigenous groups to meet provincial targets and standards for biodiversity protection, and ecosystem representation, etc.
- 3. Establish support programs for Indigenous groups to build their land/forest management expertise and capacity including:
  - a. Direct support to establish G2G land management relationships in accordance with point 2.a above;
  - b. Programs to support the development of internal management capacity; and
  - c. Opportunities to share experiences among Indigenous groups.
- 4. Develop focused training for government staff to support the establishment of appropriate G2G relationships and develop provincial government capacity to meet its responsibilities under these relationships.

# 2. Prioritizing Ecosystem Health and Resilience

Declare the conservation and management of ecosystem health and biodiversity of British Columbia's forests as an overarching priority and enact legislation that legally establishes this priority for all sectors.



A timber-based focus with ecological health as a constraint

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An ecologically-based focus with timber as one of many benefits

#### Rationale:

Conserving and managing old forests is a cornerstone of the Province's biodiversity conservation strategy. We believe that strategy has underperformed in several areas due to competing pressures.

- 1. Outdated Thinking: An overriding theme heard throughout our engagement phase was that we need to change the way that we think about our forests and that we need to preserve the integrity of our natural systems as much as possible, particularly the old forests component. Individuals with international experience and our own research on other jurisdictions indicate that this sentiment is consistent with global trends.
- **2. Focus on the right priorities:** Managing forests in a way that does not unduly compromise timber supply puts our focus on the wrong thing. This treats ecosystem resilience and reducing biodiversity risk as constraints, which, over time, are constantly being eroded by compromises. Making choices about risk to biodiversity in return for another defined benefit might be a necessity but those choices need to be made with the overarching goal of maintaining ecosystem health in mind.

- **3. Ecosystem Risk:** Several scientists project that under our current management strategy, much of the province, especially the areas covered with productive forest, will be in a high biodiversity risk situation in the near future. It is time to reorient and integrate the system towards an overarching priority that applies to all incursions in the forest, i.e., to maintain ecosystem health by managing biodiversity risk. Without this reorientation, we are losing old forests and possibly ecosystems that are non-renewable.
- **4. Complete Implementation:** The original old forest management strategy contemplated a number of components that were never fully implemented or were addressed ad hoc, e.g., seral stage distribution, site series representation, landscape connectivity, and adaptive management, which has compromised the effectiveness of that strategy.
- **5. Multiple Sectors:** There is only one land and every land-based sector has some potential to compromise that land, some to the point of undermining provincial ecosystem health goals, if they do not adhere to a common standard. Aligning all sectors towards an overarching goal improves our chances of achieving our ecosystem health goals, reduces conflict between sectors and fosters a common target for everyone involved.

- 1. The province should declare that managing for ecosystem health and minimizing biodiversity risk are key priorities of its provincial land management framework.
- 2. This priority should be reinforced through overarching legislation that:
  - a. Formalizes this priority and sets a broad framework to work towards that commitment (similar to the DRIPA construct);
  - b. Includes principles that will guide the overall shift to this new framework, e.g.:
    - i. Province-Indigenous government-to-government foundation;
    - ii. Science-based;
    - iii. Monitoring, evaluation and regular updates;
    - iv. Planning and oversight involving a range of interests; and
    - v. Accountability, particularly to the public; and
  - c. Establishes a commitment to align all other land-related provincial legislation, management systems and processes to this overarching goal.

# 3. A Formalized Three-Zone Forest Management Framework

Adopt a three-zone forest management framework to guide forest planning and decision-making.



Difficult to simultaneously address land use and biodiversity management

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Clearly defined 3-zone classification system with zone-specific protocols

#### Rationale:

We believe that the Province can better focus its management efforts if it partitions the forest into three overarching and distinct management zones. The concept is already partially used to apply biodiversity emphasis zones for setting old forest targets but needs to be formalized and communicated. Other jurisdictions have moved in this direction to try and create greater certainty for both conservation and economic activities.

We suggest the following categories (the names can change but we feel their substance should remain relatively the same.)

- 1. Protected: These are forests that will be largely left alone, although there may be some management activities within them to maintain ecosystem health and manage risk from fire, disease or insects (depending on their designation and associated jurisdiction). One example of a Protected area that might allow some management activities are fire-maintained forests, where fire regularly removes the understory while maintaining the overstory. If fire is excluded from these areas and no other intervention is allowed, then they tend to become dense pockets of unhealthy forests that support the development of pest or pathogens or have increased susceptibility to catastrophic wildfire.
- **2. Converted:** Converted forests are those that we have already or intend to change from their natural state to intensive management areas as industrial timberlands. Although these lands do not provide all the same services as old and ancient primary forests, they can still provide a number of important ecosystem services in addition to timber, such as water, recreation, carbon sequestration, wildlife, tourism, etc.), especially since many are close to communities. Conversion areas may have multiple objectives compatible with industrial timber production.
- **3. Consistent:** These are forests and forest landscapes that are managed for ecosystem health and biodiversity risk by using planning and practises that result in forest landscapes that are reasonably consistent with the attributes of the original forests and forest landscapes. We recognize that we can never fully replicate what nature creates over time, but with careful management we can plan and use practises at a forest or forest landscape level that are reasonably consistent to what the original forest or forest ecosystem would have created.

The following are reasons that we feel that we need to move in this direction.

- 1. Reduced confusion: Despite the existence of land use plans, there is significant confusion or misperception about which forests should be managed for which goals, particularly outside parks and protected areas. Partitioning the forest, focusing on goals for each partition and having clear rules about if and when partitions can contribute to another partition's goals (e.g., protected areas contributing to ecosystem health) or when an area can move from one partition to another can significantly reduce this confusion.
- 2. Reduced conflict: Our current system also entrenches the idea that we need to either completely protect or allow use of an area. This all-or-nothing mentality oversimplifies management, does not allow us to focus on the right thing for the right area, fosters an "us versus them" behavior and ultimately narrows our focus as land stewards. To paraphrase an Indigenous Elder's perspective, "The reason that we create parks is because we don't trust ourselves to look after land." Many people expressed frustration about second growth forests that are managed like plantations because they think these forests should be more like their iconic undisturbed counterparts. Having them zoned as "Converted" provides clear direction on the goals for these areas and transparency for the public.
- **3. More focused management:** We have forests that are already in the Converted category but we still try to manage them as part of an ecosystem to reduce biodiversity risk, we have forests that are protected for ecosystem biodiversity reasons but are promoting landscape ecosystem health problems because of our no-touch policy, and we have mixed biodiversity targets across the province which in many cases may not be able to achieve their intended ecosystem resilience goals because of their location and ongoing levels of disturbance.

- 1. Use a collaborative process under the umbrella of a Provincial-Indigenous government-to-government framework to support ongoing designation of these areas.
- 2. Develop criteria for:
  - a. Slotting parcels of land into each of the three management zones (e.g., Areas that are already under intensive management and in close proximity to population centers are high candidates for Converted Forests);
  - b. How Protected Forests or Converted Forests might contribute to Consistent Forest objectives; and
  - c. Moving areas from one zone to another.
- 3. Prioritize the designation process in management units (e.g., TSAs and TFLs) that have already logged a high percentage of their operable land and are facing the greatest risk to ecological and economic values. Areas with existing plans and legal orders like Clayoquot Sound, Haida Gwaii, and the Great Bear Rain Forest may be deferred from this process for now.
- 4. Where possible, coordinate the designation of forest areas with active land use planning, but do not wait for the renewal of land use planning to designate zones in high priority management units.
- 5. Where applicable, consider the implications to public safety and infrastructure (e.g., wildfire, floods).
- 6. In addition to the any other information required, support the collaborative decision-making process and stakeholder input by:
  - a. Conducting objective, government-led multi-value assessments in remaining areas of primary old and ancient forest;
  - b. Identifying special features (e.g., large, and unique trees or stands, unique ecosystems) that are close to communities and presently or foreseeably provide important recreational, cultural, spiritual, or educational opportunities; and
  - c. Developing and analyzing various risk-benefit scenarios and options, including the probabilities.
- 7. Establish the zones formally through legislation.
- 8. Establish mandatory transition plans to implement changes on a scheduled basis, specific to the management unit(s) involved.

# 4. A More Inclusive and Stabilizing Approach to Governance

Adopt a more inclusive and stable governance model that gives local communities and stakeholders a greater role in forest management decisions that affect them.



Short-term, affected by politics, insufficient input

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Stable, long-term, collaborative

#### Rationale:

British Columbia needs a forest management governance system that is more inclusive and grounded in the long-term vision of local communities in order to create strategies that are more consistent with long-term ecosystem timeframes. This is needed for the following reasons:

- 1. Stability: We are managing ecosystems that often take thousands of years to form with policies that can change based on election cycles. We have seen how frequent changes in priorities due to the ideologies of different governing parties can cause uncertainty and loss of continuity. Frequent changes in management direction and emphasis do not align well with most forest management activities. While changes will be inevitable, they should be based more on science-based adaptive management than short-term pressures. We believe the combination of collaborative management with Indigenous communities and formal ongoing participation of local communities, within a provincial science-based framework, can provide a stabilizing effect on policy by ensuring the local and provincial impacts of change are thoroughly considered and understood before decisions are made.
- **2. Accumulation of Wisdom:** There is often high turn-over amongst forest managers, especially in government, and frequently the professionals working in a forest do not reside in local communities. This results in varying levels of knowledge about local forests and community interests and can put communities and forest managers at cross purposes.
  - Managing forests to achieve a spectrum of community and provincial interests requires an understanding that benefits from local knowledge, continuity, and accumulated wisdom. Involving more people in the process of informing and making decisions increases the opportunity to retain and pass on knowledge.
- **3. Proper Link to Public Policy:** Forest management has less to do with forests and more to do with translating public expectations around forests into policy that drives how we manage those forests. A governance system that more effectively integrates public knowledge and priorities also integrates a much closer link to support developing effective and timely policy.
- **4. Public Trust:** The panel heard consistently from across the province that local communities do not have confidence that the government or large corporations will manage their forests properly, and that they want to better understand what's happening in their forests and be more involved in managing them. This was particularly true among Indigenous communities, many of whom are already assuming that role in their respective territories.

- 1. The governance system should exist under the umbrella of Provincial–Indigenous government-to-government relationships.
- 2. Redefine planning areas considering:
  - a. Existing administrative boundaries, e.g., TSAs, LUs;
  - b. Indigenous territories (likely multiple Indigenous groups in one planning area);
  - c. Biogeoclimatic Ecosystem Classification (BEC) / ecosystem boundaries;
  - d. Administrative practicality; and
  - e. Other factors.
- 3. Establish local forest boards/planning tables that may be formalized through the overarching legislation described earlier (Recommendation 2).
- 4. Local forest boards for each planning area could include a range of groups, potentially including:
  - a. Scientific experts;
  - b. Land planners;
  - c. General public;
  - d. Resource professionals (foresters, biologists, ecologists, hydrologists); and
  - e. All land-based sectors (e.g., mining, oil & gas, tourism, highways, etc.).
- 5. Responsibilities of local forest boards may include:
  - a. Tailoring provincial goals and priorities to their planning area;

- b. Monitoring adherence to and reporting on their region's status and progress towards provincial goals and priorities;
- c. Overseeing transition to an updated management system;
- d. Participating in and possibly overseeing implementation of regional land use planning processes;
- e. Establishing and monitoring (possibly involved with approving changes) in regional partitions, e.g., Protected, Converted, Consistent; and
- f. Supporting public reporting.
- 6. Provide local forest board with appropriate support to meet their responsibilities including:
  - a. Mapping;
  - b. Scenario development;
  - c. Training & education of participants;
  - d. Scientific methods; and
  - e. Others?
- 7. Adopt formal Terms of Reference for each local forest board that conform the overarching legislation and provincial guidelines.
- 8. Although this recommendation has much broader application, it could be used as a mechanism to help implement other aspects of this report.

#### 5. Public Information

Provide the public with timely and objective information about forest conditions and trends.

FROM

Variable, biased, often inaccurate

то

Vetted, trustworthy, accurate, shared

#### Rationale:

As we indicated earlier in this report, we frequently found local governments, organizations, and individuals that wanted to be better informed about the condition of old forests but were not sure where to go for accurate and objective information.

- **1. Build Trust & Reduce Bias:** As stated before, very few people we heard from said they trust information regarding the condition of BC's forests. Many feel the information provided to the public around BC's forests is biased, regardless of its source.
- **2. Reduce Polarization:** There are very strongly held views regarding how best to manage BC's forests and those views are largely based on where people are getting their information. Although opposing viewpoints may never be fully reconciled, we can reduce the level of conflict and improve the quality of dialogue with greater access to unbiased science-based information.
- **3. Foster Engagement & Wisdom:** Having an informed public can foster increased public engagement and hopefully bring more wisdom and stability to the forest management process.

#### **Implementation Advice:**

1. Provide the public with proactive reporting on forest condition through an objective, professional voice, free from political influence. Options for this may include:

- a. Formally expanding the role of the Forest Practices Board;
- b. Creating a statutory provision for independent reporting by a senior public servant with an ombudsperson-type role;
- c. Reporting through an independent scientific panel; or
- d. Establishing a new office.
- 2. Significantly enhance public reporting on forest conditions by producing regularly scheduled updates, including:
  - a. Local scale reports, perhaps building on the Multiple Resource Values Assessment (MRVA) approach;
  - b. Regional scale or value-themed reports (e.g., biodiversity), possibly by expanding the work already underway through the Cumulative Effects Assessment initiative; and
  - c. Periodic Provincial Forest Condition reports (e.g., every five years).
- 3. Where available, utilize existing internal data gathering and analysis processes to inform reporting that is specifically aimed at the public.
- 4. Ensure reports provide context and relevant commentary to make them meaningful to the public. (Answer the contextual "so what?" question).
- 5. Have this new public reporting function provide an annual report on its activities and how it achieved its goals during that year.

# **Immediate Responses**

### 6. Immediate Response to Ecosystems at Very High Risk

Until a new strategy is implemented, defer development in old forests where ecosystems are at very high and near-term risk of irreversible biodiversity loss.



High risk of permanent biodviersity loss

то

Old forests protected/deferred from development

#### Rationale:

There are some areas of the province where failure to act now could lead to the permanent loss of rare or unique ecosystem components contained in old and ancient forests. Many of these areas are the primary subject of a public call for protection of old forests. They tend to be iconic stands in relatively close proximity to public access or population centers and have a number of other economic, ecosystem services and intrinsic values that are important to a wide range of the general public. A system of new, more sustainable, and effective approaches to managing biodiversity and other old-forest values will take some time to fully develop and implement. In the meantime, any of these stands that are intended for harvesting or other significant disturbance should be deferred from development.

- 1. Act on this recommendation as quickly as possible.
- Use the information already compiled by FLNRORD staff, supplemented by other information available in the scientific community, to identify the ecosystems at highest risk to permanent biodiversity loss.
- 3. Consider the following old forest areas (and possibly others) for short-term deferrals:
  - a. Any BEC variant with less than 10% old forest remaining today;
  - b. Old forest in any BEC Landscape Unit combination that has less than 10% old forest today;
  - c. Ancient forests (e.g., forests >500 years on the coast and wet ICH) and forests > 300 years in ecosystems with higher disturbance intervals);
  - d. Areas with a high potential to contribute towards larger ecosystem resilience; and
  - e. Areas with a Site Index of >20m.
- 4. Determine which of those areas are subject to harvesting or other significant disturbances within the next two years. We would expect the FLNRORD staff to have this information or be able to collect it from licensees.
- 5. Establish a prioritized and spatialized list of potential deferral areas and verify them on the ground and with recognized experts.
- 6. Use various mechanisms as needed for deferrals, for example:
  - a. Instruct BCTS to cease development and defer selling timber in the areas;
  - b. Request authorized tenure holders to voluntarily defer development;
  - c. Decline to authorize new permits or licences in deferral areas; and
  - d. If necessary, establish regulatory provisions and incentives to enable deferrals.
- 7. Carry out an economic impact analysis of deferrals.
- 8. Establish a fair and equitable process to mitigate economic impacts to holders of small area-based timber tenures (e.g., replacement area or compensation).
- 9. Provide a public progress report on how these priority areas have been addressed at the end of the first year after this report.
- 10. After two years, confirm which temporary deferral areas will be subject to protection or further management measures.
  - a. For each identified area, determine whether biodiversity conservation requires full exclusion from development or special management.
  - b. Establish legal protection for areas confirmed to be critical for biodiversity conservation.

# 7. Compliance with Existing Requirements

Bring management of old forests into compliance with existing provincial targets and guidelines for maintaining biological diversity.

FROM

Inconsistent and largely unknown

то

Clear tracking and compliance with existing guidelines

#### Rationale:

The existing targets for retention of old forest reflect policy decisions that balanced risk to biodiversity with economic considerations more than two decades ago. While we feel these should be revisited

and updated to reflect current circumstances (see recommendation 10), we have been shown by government staff and scientists that some regions are below the approved targets, and at higher biodiversity risk than current policy allows. We also learned that some of the existing provisions are not enforceable because legal commitments are vague and an approved FSP takes precedence over discretionary decision-making.

- **1. Reputation:** The province's reputation as a forest land steward is at risk if it has failed to comply with or enforce its own legal orders and targets, even if this is largely because it didn't implement an adequate system to track those targets. This is not about effectiveness or changing management approaches it is simply about knowing what is happening and taking corrective actions.
- **2. Unknown Compliance:** Although there are existing guidelines and legal orders and targets for protection of old forest, we don't have an adequate system of tracking compliance with, and enforcing those requirements.
- **3. Urgency:** Many of the existing targets already reflect a negotiated compromise, where a high risk to biodiversity was accepted in favour of economic benefits. These targets are already below scientifically accepted minimums and failure to achieve them increases the risk of moving into critical biodiversity risk situations and possible irreversible losses.
- **4. Setting a Base:** An accurate assessment of where we are at with respect to our targets and how we are managing OGMAs now is essential to future decision-making.

- 1. Determine a schedule for completing this work starting with priority areas, e.g., Kootenay, Vancouver Island and Central Interior regions, moving towards less urgent areas over time, e.g., Muskwa-Kechika, Haida Gwaii, Clayoquot and the Great Bear Rain Forest.
- 2. Using the current work occurring under the auspices of the Cumulative Effects Assessment initiative (e.g., October 2018 Biodiversity Analysis for Arrow and Kootenay) as an example or template, complete an evaluation for all priority regions of the province by the end of 2020 and the entire province by the end of 2021 to answer the questions:
  - a. Are legal targets being met with the OGMA layer?
  - b. Is there enough old forest to meet aspatial old seral targets?
- 3. Where the analysis shows non-compliance, take the necessary steps to bring the area into compliance as soon as practicable, including:
  - a. Deferring development in any BEC variant/Landscape Unit/Site series old forests that are below targets (including existing development permits);
  - Amending OGMAs where necessary to ensure that they contain old forest, have enough area to meet both mature and old targets, and are adequate (functional shape, size and level of incursions);
  - c. Clarifying, strengthening, and standardizing the OGMA amendment requirements and procedures;
  - d. Ensuring the provincial government has the necessary tools (tracking and regulatory) and capacity to enforce the requirements.

# **Improve Management**

## 8. Monitoring and Evaluation

Establish and fund a more robust monitoring and evaluation system for updating management of old forests.

FROM

**Limited and sporadic** 

TO

Integrated and mandated for all parts

#### Rationale:

There is little value in setting objectives and targets if they are not monitored. Without monitoring we cannot know if they are being complied with or if they are effective. We heard from nearly every region of the province that there has been no formal monitoring plan for old growth management, even though the guidelines have been in place for more than two decades.

Sound, science-based management requires monitoring and evaluation of results. It also establishes the basis for adapting to what is learned, and to changing circumstances, which is especially important in view of the current pace of environmental change. Public confidence requires reporting and acting on those results.

This is a significant and relatively straightforward opportunity to improve management and demonstrate excellence.

- 1. Adopt a formal management discipline, such as adaptive management or continuous improvement, as the underpinning to monitoring, evaluation and update, but do not stall implementation of this objective choosing and adopting a discipline (note that scientists are generally more familiar with the adaptive management methodology).
- 2. Ensure that this system includes the core elements required for success, i.e.:
  - a. dedicated research function;
  - b. dedicated monitoring function;
  - c. link to operations;
  - d. regular updates; and
  - e. objectivity.
- 3. Publicly report on activities undertaken in response to previous recommendation to update the monitoring and evaluation of old forests such as the FPB (2012) report and the assessments underway through the Cumulative Effects Framework, as soon as practicable.
- 4. Establish a dedicated organization, possibly building on the existing FREP program by expanding its mandate and resources to:
  - a. Monitor implementation of and adherence to old forest orders, targets, and guidelines on an ongoing (scheduled periodic) basis across the province;
  - b. Evaluate the effectiveness of old forest (and seral stage) management at all scales; and
  - c. Update the management system for old forests based on the latest research and effectiveness audits on a periodic basis, e.g., minor updates every two years, major updates every six years.

- 5. Integrate government and external scientists, operations specialists, management experts and other specialists into this system to support information gathering and analysis, evaluation and providing options for updating the system.
- 6. Continue to develop and utilize standardize protocols for monitoring and evaluation of both compliance and effectiveness at achieving objectives (which may be multiple, including socioeconomic).
- 7. Establish and maintain strong linkages between monitoring and evaluation results, research and inventory priorities, innovative practices trials (discussed elsewhere), periodic updates to practise guidelines and public reporting. This can be achieved through:
  - a. Information protocols;
  - b. Clear decision processes, authorities, and timelines; and
  - c. Others means.
- 8. Use the information collected from this system to enhance public reporting of results and management responses (also see recommendation on forest condition reporting).
- 9. Ensure that regional planning tables drive regional reporting.

## 9. Setting and Managing Objectives and Targets

Establish a standardized system and guidance that integrates provincial goals and priorities to local objectives and targets.



Confusing provincial objectives, inconsistent with local realities

то

Clear, rationalized provincial objectives with consistent local implementation

#### Rationale:

- 1. Local flexibility within a clearly defined framework: The current management system for old forests is applied inconsistently and often ineffectively across the province and is not achieving its original intent. Many areas have different methodologies, often arising from a higher-level plan, e.g., CORE, LRMP, or when they were applied. The figure below illustrates some aspects of the variation across the province. Local areas want flexibility and feel that the current system often sets inflexible rules that do not work in their local situation. However, almost all local areas did recognize (and support) that their local management strategies had to conform to some larger objectives and in a manner that allows the Province to track how each area was conforming and contributing to these larger objectives.
- 2. Changed circumstances: The original guidance for the management of old forests set out in the Biodiversity Guidebook and the Landscape Planning Unit Guide two decades ago were not fully and consistently implemented. Since that time, some ecosystems have been heavily disturbed, circumstances have changed due to climate change, and risk to biodiversity has increased. The introduction of FRPA in 2002 reduced the ability of government managers to directly control and coordinate activities on the landscape, and many current managers and professionals were not involved in the creation of the current guidance and likely don't fully understand its intent.

- **3. Incorporate what has been learned:** Many managers expressed frustration because they feel the OGMA approach is not working and that many OGMAs are ineffective and sometimes managed inconsistently with natural forest processes (e.g., Interior Douglas Fir NDT 4, where lack of management is resulting in a considerable increase in the risk for insects, disease and catastrophic wildfire). These managers need support to have an informed voice in the system, which will in turn make the overall system more effective. We have also seen modified approaches taken in some regions, such as the Great Bear Rain Forest and Haida Gwaii, which can inform update provincial approaches.
- **4. Consistent Implementation:** A new government policy that prioritizes conservation and management of forest biodiversity will require the existing guidelines to be adjusted, and implementation of some of the original intent to be reinforced. Having an operational framework that regularly provides the latest guidance to front-line workers and effectively engages those workers in developing this new guidance, helps to ensure that the management of old forests is implemented consistently across the province on an ongoing basis. The following illustrates a sampling of the range of OGMA approaches.

Spatial Spatia Spatial Spatial Spatial Spatial Spatial Spatial Spatial Spatial	Aspatial
OGMAs must be old	Allow recruitment areas
Overmature only	Mature & overmature
Allow incursions	No incursions (must move)
Track old forest targets	Do not track targets

- 1. Clearly define and communicate the government's overarching objective(s) and priorities for the management of old forests in guidance or standards that provide:
  - a. clear direction on the intent; and
  - b. provide flexibility for local adaptation.
- 2. Establish a scientific and technical panel to provide oversight and advice to developing updated guidance, including government and external experts, and incorporating operational knowledge and experience.
- 3. Establish a scheduled review and update process for guidance.
- 4. Review the Biodiversity Guidebook (1995) and the Landscape Unit Planning Guide (1999) and determine whether it would be better to update or replace them. In doing so, decide where and how to place:
  - a. Biological diversity: Should be addressed for the whole landscape, including seral stage distribution and grasslands; and
  - b. Old forest: Focus on categories of old, ancient, and rare forests and the various values and objectives assigned to them.
- 5. Provide for consistent processes and administrative requirements across the province, while accommodating the diversity of ecosystems, disturbance history (natural and anthropogenic), and community values, e.g.:

- a. Reporting requirements, i.e., content, geographic unit, timing;
- b. How to buffer for unplanned events, e.g., wildfire, disease pests, slides, etc.;
- c. Assign clear objectives to every OGMA);
- d. Consistent, rigorous, objective and transparent processes for assessing options, including risk to ecological values and economic costs and benefits; and
- e. Adopt a standardized, responsive process for amending (moving) spatial designations.
- 6. Incorporate an extension and education component tailored to practitioners, managers, and decision-makers.

### 10. Update Biodiversity Targets and Guidance

Update the targets for retention and management of old and ancient forest.



Inconsistent and ineffective for operational application

то

Acceptable ecosystem risk levels and consistent operational guidelines

#### Rationale:

Implementation of the aforementioned recommendations will ensure we are meeting current targets, establishing a more inclusive and informed governance process and providing updated guidance to managers. Establishing the recommended overarching commitment to ecosystem health will also require us to update our retention targets and improve our guidance for retention and management of old forests.

- **1. Ecosystem Health:** Scientific research provided to the panel projects that almost all of the province's most productive forest ecosystems are, or very shortly will be, in a high biodiversity risk scenario and the rest of the ecosystems will move into a similar situation under the current old forest policies and practices. This will result in lower ecosystem resilience, loss of species and compromised ecosystem services in many areas.
- **2. Use Best Science:** Developing new guidance is of little value if it is not incorporated into both our targets and practices. Current targets have been in place for up to 25 years and no longer reflect today's reality. It is time to reset them to incorporate the latest research and practises and recognize the impacts to old forests that have occurred in the intervening time.
- **3. Shifting Paradigm:** The survey conducted as part of our review and the panel's outreach process suggests there is widespread support for conserving and maintaining biodiversity and other old forest values. Many argue that increased retention of old forest is necessary to achieve this, and to provide a buffer against uncertainty. We heard concurrently the sentiment that families and communities that depend on harvesting and manufacturing timber from old forests need to be considered in any change.
- 4. Conserve Future Options/Choices: Very old and ancient primary forests have evolved over a long time, including some that have not experienced significant stand-replacing events. As a result, these forests are repositories of biota and process we may not even know or understand. This makes them an extremely important buffer against species extinction, climate change, and lost future opportunities. Many of these irreplaceable forests are in the THLB and are subject to harvesting. Harvesting them would mean their inherent value and future options will also be lost.

- 1. Re-evaluate the assignment of biodiversity risk in light of overarching commitments to ecosystem health and managing biodiversity risk.
  - a. Develop a schedule that prioritizes areas where we have the greatest risk to biological diversity under the current targets and management regime.
  - b. Utilize information and advice from evaluation work and updated guidance to inform implementation.
  - c. Formally incorporate the importance of very old or ancient forests and ecosystems by adding new classifications and specific management targets and guidelines.
  - d. Be specific about whether the objectives of each area identified are required to be left undisturbed or managed to maintain attributes.
  - e. Address connectivity and multiple-scale objectives.
- 2. Where there is a deficit of old forest necessary to meet the updated targets, incorporate a formal recruitment strategy.
  - a. Conduct analysis of the expected socio-economic benefits and costs, both short and long term.
  - b. Involve local communities in making decisions and choosing options.
- 3. Verify that OGMAs have the intended attributes through LIDAR, ground-truthing, or other means.
- 4. Adopt a standard set of provincial guidelines for OGMAs in each OGMA category as illustrated in the figure below.

#### **OGMA GUIDELINE CONSIDERATIONS**

- 1. What is an old forest (OGMA), i.e., must be old, must be big, etc.
- 2. Guidelines for the size and shape for old forest areas to achieve the objectives of that area.
- 3. Types of management activities that are allowed in those areas, e.g., stand treatments to maintain NDT properties.
- 4. Incursions when allowed, what type of incursion.
- 5. Requirements for unavoidable incursions (e.g., need replacement areas).
- 6. How to move an OGMA.
- 5. Eliminate generalizing, including ensuring that Protected and Conversion zones (see recommendation 3) are allocated to the proper BEC/LU/SI category.

# 11. Inventory and Old Forest Classification

Improve the mapping and classification of old forests to recognize multiple values.

FROM

Inadequate and ineffective for old forests

то

Updated, accurate, directly applicable classification system

#### Rationale:

1. Refine Guidance: The current system uses age class as a proxy for old forest — over 140 years in the interior and over 250 years on the coast. Only using age class does not recognize the inherent complexity in old forests and the range of values that they contain. We cannot separate whether an area was categorized as an OGMA because of its biodiversity, spiritual, recreation or other values and

it is very difficult if not impossible to set parameters on how to manage the area to protect its values. Even full protection can fail if the value being protected requires some level of intervention, e.g., maintaining structure in old fire-maintained ecosystems.

- **2. Recognize Variation:** The mature and over-mature age classes were created from a timber perspective and are valuable from that perspective, however, these age classes need to be further refined when managing for genetic or biological diversity. A 250-year-old Douglas Fir stand that has regrown after a disturbance is completely different than a 250-year-old Douglas Fir stand in a 3,000-year-old undisturbed ecosystem in terms of genetic, scientific, ecological, ecosystem function and intrinsic values.
- **3. Protect Values:** Our current classification does not allow us to identify important values that we may all want to protect. It is impossible to differentiate between an area that has old big trees that has value for recreation and some minor habitat from another area that contains ancient genetic material that may help save landscapes or contain cures for diseases that help save mankind, or have critical habitat necessary for the survival of an important species.
- **4. Improve Management:** The quality and even existence of forest and BEC mapping in the province is highly variable ranging from very good (not excellent) to poor or non-existent. While this mapping has improved over time, most OGMAs and strategies for the management of old forests were implemented 25 years ago when much of this information was of a much poorer standard. Numerous errors have been found where old forests that were incorrectly labeled or mapped or in some cases don't even have old trees. Some regions have undergone adjustments, but many areas still have poor information or haven't updated their old forest strategies to the new information.

- 1. Refine the Province's Natural Disturbance Types (NDTs) to a finer classification system. For example, one submission said that there could be as many as 8 refinements to fire regime NDTs.
- 2. Work with a team of inventory and habitat mapping specialists and scientific experts in the management of old forests and classification to develop a new classification system for old forests.
  - a. It might be something like habitat mapping, i.e., considers a number of factors to assign a classification.
  - b. Refine the OGMA name to reflect the objective, e.g., biodiversity, iconic, ancient, recreation, spiritual, etc.
- 3. Add new age classes to the current inventory system.
  - a. Recommend 250-500 years, 500-1,000 years and 1,000 years plus (confirm these new age class definitions with old forest experts).
- 4. Refine mapping of all old forest in the province:
  - a. 100+ years for the interior, 140+ years for the coast;
  - b. Do at a relatively detailed level;
  - c. Ideally this would adopt the use of LIDAR for these areas; and
  - d. Continually verifying that OGMAs have the intended attributes through LIDAR, ground-truthing, or other means.
- 5. Establish a program with industry to acquire their inventory information for public use.

### 12. Innovative Silviculture Systems

Create a silviculture innovation program aimed at developing harvesting alternatives to clearcutting that maintain old forest values.

FROM

Predominately clearcut, focused on economic efficiency

то

Multiple silviculture systems managing for multiple values

#### Rationale:

- 1. Improve Acceptance: The clearcut (including clearcut with reserves) silviculture system is the mainstay of the BC forest industry because, as numerous industry representatives told the panel, it is the most cost-effective. However, this system is also the most contentious because it often significantly compromises many other values on the land (e.g., biodiversity, tourism, Indigenous sustenance use) and many ecosystem services. Most of the communities, local governments, local organizations and citizens we interviewed from across the province told us they were frustrated that their landscapes were being cleared, their local values were being compromised (particularly water supply) and they were getting little or no local return or compensation for these impacts. Areas that used gentler silviculture systems to mimic NDT patterns or enhance ecosystem services (e.g., water retention, visual, and habitat), were generally deemed more acceptable.
- 2. Ecosystem Heath: Managing for ecosystem health and low biodiversity risk requires maintaining a percentage of the ecosystem in as close to its original state as possible, but very few of BC's NDTs yield stands look or function like clearcut systems. Even the fire-dominated northern NDT 3 areas (frequent stand replacing events) yield landscapes that are a mixture of species, standing dead and live trees and varying structure. Managing for attributes that mimic the NDT type can support ecosystem health at a stand and a landscape level plus preserve the integrity of many ecosystem services.
- **3. Increase Access:** Using silviculture systems that are more gentle and manage for multiple values are generally more acceptable to the wider public because they tend to be gentler on the land, have a higher chance of protecting important community ecosystem services and result in forests that are more appealing because they look more like the pre-harvest forests. As the public gains trust with these systems, they should generally become more amendable to timber harvesting thus increasing access to the forest land base.
- **4. Reduce Conflict:** In much of British Columbia, the forest industry has played out as clearcut or no-cut, often with little attempt to manage for multiple values. This tends to foster an all or nothing approach, i.e., allow or don't allow industrial activity, which leads to tensions and compromises that may not be necessary if more balanced options were available. The variable retention system used on parts of the Coast starts to move away from this hard distinction, as do selective systems in the Interior Douglas Fir zone. While conventional clearcut harvesting (with appropriate measures to protect water, soil, and critical habitat) may still be appropriate in a few areas (e.g., second growth plantations), other approaches are needed to achieve additional public objectives across the land base.
- **5. Operational Efficiency:** There are pockets that use, and there have been sporadic attempts at creating, silviculture systems that manage for multiple values and are more acceptable to the public, but they generally didn't get the appropriate support, have a longer-term program framework and/ or become adopted a wider scale. Having a dedicated program that designs, operationally tests,

measures, and reports on silviculture systems aimed at optimizing a suite of ecological and socioeconomic objectives at an operational level increases options available to forest managers.

**6. Increase Overall Returns:** The current clearcut systems preserve relatively few valuable ecosystem services. There are examples of alternate systems such as Interior Douglas Fir on dry sites, where continuous shelterwood systems are needed because clearcut sites are generally too hot for seedling survival. Due to climate change, this same condition may also be true of Cedar-Hemlock sites in the near future. Alternate silviculture systems tend to preserve more of the inherent ecosystem services (e.g., Shelter for seedlings, filtered water, cooler streams for fish, carbon storage, habitat), make the area more conducive for other forest sector businesses, and reduce mitigation costs for other sectors, all of which in turn tend to increase overall net returns from those areas.

- 1. Implement a program that supports a collaboration of industry, operations practitioners and scientists to develop and implement a set of silviculture systems that are cost-effective and maintain or enhance other values, e.g., maintain each NDTs old forests as close as possible to their inherent states, water retention, habitat, etc.
- 2. Develop partnerships with:
  - a. Other governments (e.g., Forestry Canada and Indigenous);
  - b. Existing research organizations (e.g., FP Innovations, universities, non-profits);
  - c. Forest licensees (especially community forests and other area-based licensees);
  - d. BC Timber Sales program;
  - e. Local governments and water purveyors;
  - f. Wildlife management programs;
  - g. BC Climate Action Secretariat; and
  - h. Other potential public and private sector collaborators.
- 3. Test a series of silviculture systems and variations to achieve the previous goals, i.e., manage old forests to effectively achieve a defined suite of values and objectives, recruit and encourage old forest attributes where required to meet long-term objectives; and demonstrate and encourage new practises.
- 4. Once tested, make these proven silviculture systems the default requirement for each NDT and/ or ecosystem type and provide clear guidance on when these systems might be varied because of local operational constraints.
- 5. Ensure that there is support for operations to effectively utilize these systems, such as:
  - a. Facilitate communication and collaboration across jurisdictions and disciplines;
  - b. Facilitate knowledge transfer to practitioners;
  - c. Involve local residents and stakeholders; and
  - d. Ensure that the stumpage system provides appropriate offsets to cover extra costs.

# **Orderly Transition**

# 13. Transition Planning at the Provincial and Local Levels

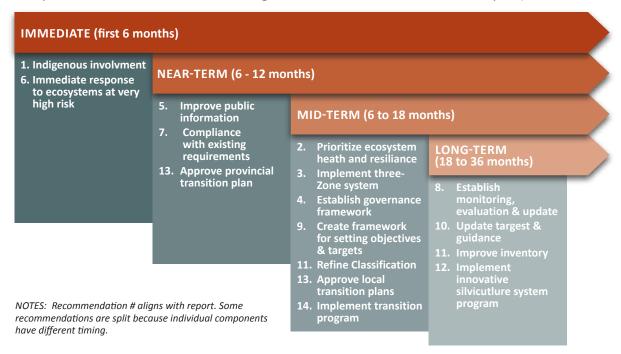
Once developed, implement the new policies and strategies for the management of old forests through mandatory provincial and local transition plans that define, schedule and monitor the process.

#### Rationale:

- 1. Credibility: Past attempts at changing the management system for old forests have not been as effective as they could have been because they lacked formal implementation plans, comprehensive implementation, appropriate resourcing and effective public accountability mechanisms. In light of this history, there is significant skepticism about this current Old Growth Management review process. This can be mitigated to some degree by planning for results with mandatory, publicly accountable transition plans.
- **2. Avoid Unnecessary Harm**: In the absence of mandatory, publicly accountable transition plans, history has shown us that we tend to fall back to old habits, further compromise ecosystem health, continue to impact other forest values and create more negative socio-economic impacts.
- **3. Proactive:** The primary forest is finite and diminishing, and each area's transition requirements vary depending on how much primary forest currently exists, economic conditions (expansion or contraction of the THLB) and land-use decisions. Areas that proactively plan for this transition generally have more options than areas that only react to the situation when they run out of available timber.
- **4. Stability:** At a larger scale, these transitions are attempting to address destabilizing events, but it is possible to provide some level of stability by proactively planning ahead, being accountable for achieving targets in mutually supported mandatory plans and having the ability to adjust those plans as circumstances evolve. These parameters improve an area's ability to adjust their trajectory and work their way through inevitable economic cycles.

- 1. Recognize that transitions will occur at:
  - a. The provincial level from the resultant old forest policy and strategy that will arise from these recommendations; and at
  - b. The local level from:
    - i. Deferrals and long-term strategies to address immediate threats to ecosystems;
    - ii. Moving to compliance with current biodiversity targets; and
    - iii. adopting updated biodiversity targets, OGMA guidelines and practices.
- 2. Immediately engage Indigenous leadership at the appropriate level (provincial and/or local) in each of these transitions (this includes developing a quick response plan to recommendation #6).
- 3. Review the government's internal organization to ensure that the strategies and priorities for management of old forests will be successfully implemented:
  - a. Inter-ministry accountabilities, authorities, and coordination;
  - b. Clear cross-government priorities and direction to staff;

- c. Adequate staffing and resources;
- d. Support for the new planning systems; and
- e. Effective multi-disciplinary processes.
- 4. Develop and formally approve an overall implementation plan that will accompany the provincial old forest policy and strategy that will result from this report's recommendations. Implementation recommendations include:
  - a. Done under a Province-Indigenous government-to-government umbrella;
  - b. Needs to engage various government, scientific, operational and planning experts; and
  - c. Should include a clear schedule (the following provides an overview of the panel's view on prioritization and broad scheduling of the recommendations in this report).



- 5. Provide for local transition plans in legislation (perhaps initially in FRPA and the Old & Gas Activities Act, but eventually in the new proposed overarching legislation).
  - a. Make transition plans a mandatory consideration in AAC determinations by including a new clause in the *Forest Act* Section 8(8)(a).
  - b. Provide direction and authority to statutory decision makers to consider the impact of authorizations on the objectives of a transition plan.
- 6. Develop government-led local transition plans on a scheduled, prioritized basis.
  - a. Begin immediately in management units with the:
    - i. Highest risk to biodiversity;
    - ii. Most constrained timber supply (hard to find the AAC); or
    - iii. High public values in the primary forest that are not compatible with conventional timber harvesting.
  - b. Complete remaining plans in conjunction with scheduled TSRs.
- 7. Recognize the unique ecological, social, economic, and timber supply circumstances of each management unit and its dependent communities and develop a plan specific to its needs.
  - a. Develop implementation plans collaboratively with the most directly affected communities.
  - b. Recognize and address the potentially disproportional impact on small area-based tenures.
  - c. Conduct a realistic assessment of economic diversification opportunities and options, including the time required to realize them, and the probability of success (could be value-added manufacture of wood products, botanical forest products, tourism, and commercial recreation, etc.). Ensure they are viable options not just ideas.

- d. Assess the opportunities/suitability of the forest to alternative silviculture systems outside the Converted zone.
- e. Assess timber operations' dependence on old forests for economic viability and possible transition to second growth.
- 8. Review the stumpage system to evaluate: the true direct and indirect costs and effects of silviculture systems that are carried out; its effect on the Province's ability to meet biodiversity targets and other established old forest objectives; and its effect on potential silviculture innovation.
- 9. Explore the potential of a land acquisition fund to enable the purchase of land or covenants to retain or recruit old forest in ecosystems at high biodiversity risk, or otherwise of high public interest.
- 10. Report publicly on implementation of transition plans.

# 14. Transition Support for Communities

Support forest sector workers and communities as they adapt to changes resulting from a new forest management system.

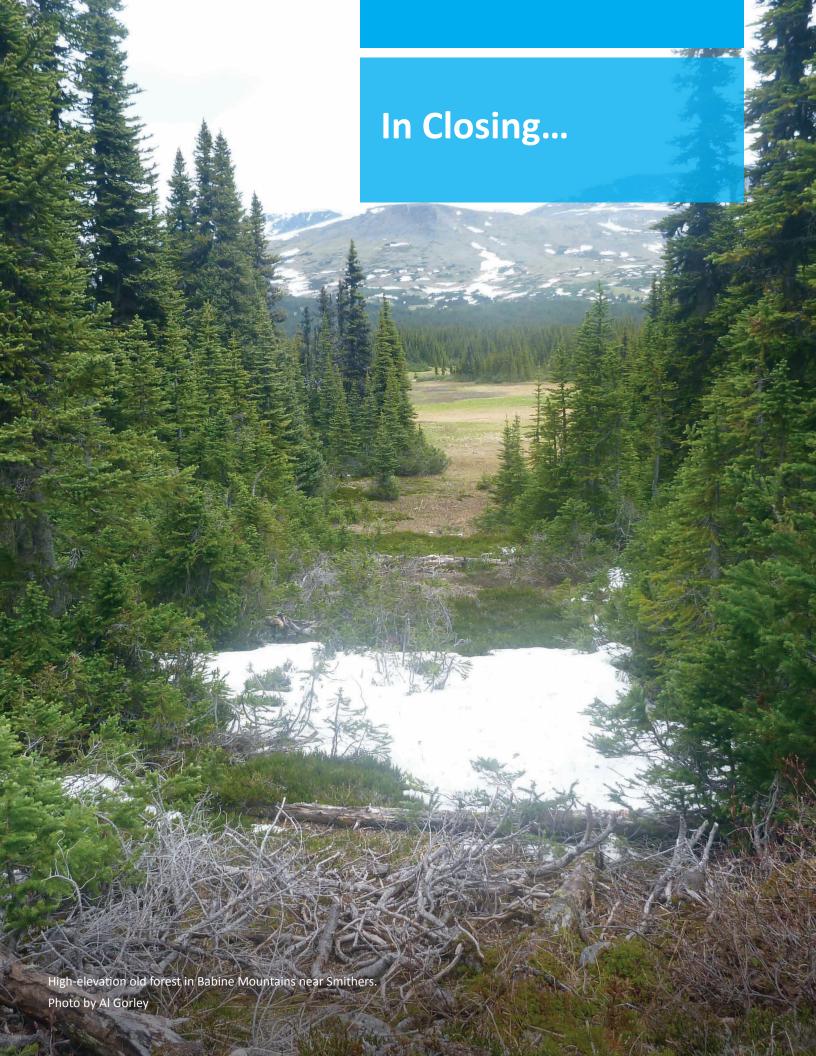
### Rationale:

- **1. Proactive versus Reactive:** There are already a number of areas in the province that are facing significant economic restructuring because they are at or near the point of diminished timber supply. It is much better to be proactive and manage this transition when we still have options versus reacting to a crisis when it is upon us, e.g., a mill shutdown.
- **2. Local Dependence:** The importance of the forest sector to the economy and social well-being of the province as a whole is diminishing but still important. This broader picture belies the fact that there are still a significant number of local areas that are highly dependent on this sector and any transition away from a timber-based economy will drive deep into the core and possibly even the economic survival of those areas. Those communities will need support to reform themselves now and develop other options while they still have choices.
- **3. Fairness:** We live in a society where the generally accepted convention is to support communities that bear a disproportional share of the negative consequences from broader societal decisions. The support we provide them should be sufficiently substantive to meaningfully mitigate the effects of those consequencess.
- **4. Foster Confidence:** There is a tremendous amount of local uncertainty and lack of confidence within the timber sector, and it is too late to pretend that things are fine or to try to avoid the inevitable shortages of timber. Areas that are facing economic changes are generally aware that negative changes are coming, and they need support in planning a scheduled change. This will help foster confidence and support for the larger system in those areas.
- **5. Improve Local Economies:** There are still forest-based economic options that can be realized in many areas. On their own, these options may not offer the same level of local employment or economic spinoffs as the timber sector in the short-term, however they may be much more sustainable in the long-term. There are still probably significant opportunities for continued local timber sector benefits if new innovative systems can be used.

# **Implementation Advice:**

- 1. Require a socio-economic transition plan for every area where the forest transition plan may result in a higher negative impact than a defined threshold to local, regional or provincial social and economic values.
- 2. Provide adequate funding for plan implementation, including:
  - a. Capacity to investigate and facilitate local and regional economic opportunities;
  - b. Bridge financing assistance for businesses;
  - c. Workforce adjustment; and
  - d. Conservation funding (e.g., carbon, biodiversity).
- 3. Develop and implement policies and programs aimed directly at promoting local manufacture, especially for value-added specialty and high-value products.
- 4. Develop and implement policies and programs aimed directly at generating sustainable economic benefits from forest-focused tourism, e.g., Improved access, facilities and interpretation for visiting big trees and unique ecosystems (e.g., Similar to Cathedral Grove, Ancient Forest Recreation site etc.) and other non-timber forest businesses.
- 5. Review existing administrative practices, including the stumpage system, to ensure they do not inhibit local economies.





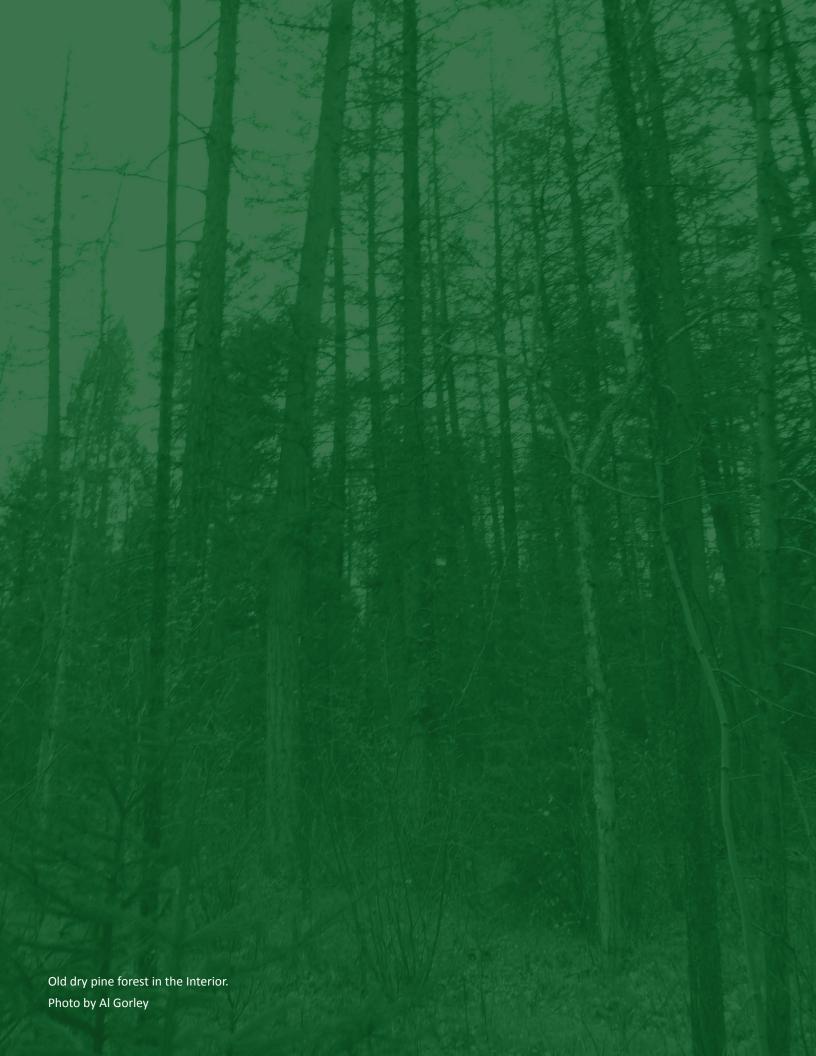
# IN CLOSING...

Our strategic review of the management of old forests led us to conclude that despite the good intentions and efforts of many people, including government personnel associated with forest management development and implementation, the overall system of forest management has not supported effective implementation or achievement of the stated public objectives for old forests. This has not come about because of any one group or decision, but by a pattern of many choices made over several decades, within an outdated paradigm.

Our current system of forest management emerged in the middle of the of the 20th century, when the provincial policy was focused on generating economic wealth and "building the province" by monetizing the vast natural supplies of timber and converting them to tree farms. Only later, especially through the 1990s, did conservation and management for ecological values across the landscape receive serious attention. Since that time, a great deal of effort has gone into creating protected areas, planning for multiple uses of forest lands, and designing systems to manage forest practices that respect a range of values including biological diversity. The underlying timber policy remained oriented toward a sustained yield of timber but was now somewhat constrained by these new policies and practices.

Our ever-expanding understanding of forest behavior and management, as well as the effects of climate change, have made it clear that we can no longer continue to harvest timber and manage forests using the approaches we have in the past while also conserving the forest values we cherish. We therefore have to be honest with ourselves and collectively and transparently make the difficult choices necessary to ensure future generations of British Columbians can enjoy and benefit from our magnificent forests, as we have done.







# Forest Stewardship Within Pacheedaht Territory Pacheedaht Chief & Council, Port Renfrew, BC April 12<sup>th</sup>, 2021

Pacheedaht First Nation holds unceded Aboriginal title and rights in our Territory, which is located on the southwest coast of Vancouver Island. We have a spiritual connection with our Territory, and our culture is based on our relationship with our lands and resources. We have inherent governance rights and sacred responsibilities to manage the human use of resources in our Territory.

Pacheedaht is concerned about the increasing polarization over forestry activities in our Territory. Decisions about the use of our forestry resources in our Territory need to be made by Pacheedaht. Pacheedaht has always harvested and managed our forestry resources, including old-growth cedar, for cultural, ceremonial, domestic and economic purposes. Our constitutional right to make decisions about forestry resources in our Territory, as a governing authority in our Territory, must be respected.

We are in the process of undertaking an Integrated Resource Stewardship Plan that will be developed by our community, for our community and will be led by our hereditary and elected leaders. Our Stewardship Plan will include the identification of special sites, traditional use areas and places where conservation measures will be in place. Given our governance rights, this Stewardship Plan must guide forestry activities in our Territory. To provide our community with the time necessary to develop our Stewardship Plan, we have secured commitments from tenure holders and the government of British Columbia to suspend and defer third-party forestry activities within specific areas identified by Pacheedaht. This will result in the implementation of an immediate interim conservation measure. We are also engaged in treaty and other government-to-government negotiations with British Columbia and Canada to recognize our Aboriginal rights, including governance rights.

Our rightful ownership and management of forest resources within our Territory need to be acknowledged. All parties need to respect that it is up to Pacheedaht people to determine how our forestry resources will be used. We do not welcome or support unsolicited involvement or interference by others in our Territory, including third-party activism. Pacheedaht needs to be left in peace to engage in our community-led stewardship planning process so that we can determine our own way forward as a strong and independent Nation.

Klecko, Klecko!

Pacheedaht Hereditary Chief

Pacheedaht Chief Councillor

Frank Queesto Jones

Jeff Jones

# RAINFOREST FLYING SQUAD

# A LETTER FROM ELDER BILL JONES

# Hello all defenders of our sacred forests.

I am an elder in the community of Pacheedaht. We all have a role and a part in this and we need to appreciate and honour our differences. Difference is a good thing. Different strategies are a good thing. People of all ages and genders and races and cultures and classes need to walk together in order to help heal the wounds of colonialism and environmental destruction.

# Get out to the woods.

Talk to each other, listen to each other. If you feel like somebody is not honourable take the time to communicate directly with them and meet them face-to-face to discuss your concerns.

We must trust that people involved in this movement are taking time out of their short lives and doing their very best to make positive change in this world. If people are willing to put themselves in this vulnerable position – of standing on a logging road or speaking out on the internet about the damage to our mother earth and the destruction of our sacred places – then we must trust that although we might not always say the right things or walk the right path we still deserve to be treated with respect.

The Fairy Creek watershed is a sacred place for many reasons. I have many stories about this area, from my own experiences as a child and young man and also stories that were told to me by my elders. It breaks my heart in half when I see these last remaining stands being ravaged so a few people can have jobs for a few more months.

For any of you who are non-indigenous or do not identify with your indigeneity, do your best to follow the protocols of the land and culture where you live but also know that lifelong learning happens for everybody, in every culture. You will make mistakes, as we all do, and you, like myself, will continue to learn until the day you die.

# cor**RAINFOREST** ferent priorities and many different paths to take. Some of us have converted used to upholding or reviving our cultures and traditions and some of us **FLYING SQUAD** to that place early in life and some of us came to it late. We

us live on reserves, and some of us live thousands of miles away from our homeland. We work in offices, we are loggers, we are miners, we are healthcare providers and teachers and students and activists. We, like everyone else, are wonderfully diverse.

These forests bring us the clean air that we need to breathe and the clean water that we need to drink and all the plants and animals that we need to sustain not only our bodies but also our spirits.

Be humble and remember why you have all crossed paths in the first place.

I'll say this again. Go for a walk in the woods.

Thank you all.



# RAINFOREST FLYING SQUAD

For all inquiries: <a href="mailto:rain4estflyingsquad@gmail.com">rain4estflyingsquad@gmail.com</a>

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Instagram Rainforest Flying Squad

Facebook Fairy Creek Blockade

Instagram Fairy Creek Blockade



May 6, 2021

Colin Plant Chair, CRD Board Capital Regional District PO Box 1000 Victoria BC V8W 2S6

Via email: cplant@crd.bc.ca

Dear Colin Plant:

Re: Old-Growth Logging

At a meeting held May 3, 2021, Highlands Council considered a motion regarding old-growth logging and passed the following resolution:

That Council endorse the following resolution and direct staff to forward copies to the Premier of British Columbia, Members of the Legislative Assembly representing constituencies on Vancouver Island, the Capital Regional District Board, municipalities in the Capital Region, and the Association of Vancouver Island Coastal Communities, requesting favorable consideration:

WHEREAS ancient high productivity (big tree) old growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and bank of biodiversity;

AND WHEREAS, of the miniscule amount (2.7%) of the original high productivity (big tree) old-growth forests that are left (less than 1% of BC's total current forested area), 75% are still slated to be eliminated through logging;

THEREFORE BE IT RESOLVED THAT the District of Highlands Council call on the provincial government to immediately defer logging in all high productivity, rare, oldest, and most intact old-growth forests as recommended by the Old-Growth Strategic Review, until all 14 of the panel's recommendations have been implemented; including deferrals in such at-risk old-growth forests as the head waters of Fairy Creek, the Upper Walbran Valley, Nahmint Valley, Eden Grove, Edinburgh Mountain, Upper Tsitika Valley, East Creek, Klaskish Valley, Nimpkish Lake and the Inland Old-Growth Temperate Rainforest.

AND THAT the District of Highlands formally oppose the logging of at-risk old-growth forests;

AND THAT the District of Highlands call on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation and to support the economic transition of affected First Nations and non-First Nation communities from unsustainable old-growth logging for the development of long-term sustainable local economies.

If you require any additional information, please contact me at dhopkins@highlands.ca or 250-474-1773.

Sincerely,

Deb Hopkins Corporate Officer

cc: Marlene Lagoa, Manager, Legislative Services & Deputy Corporate Officer

From: Andy MacKinnon <amackinnon@metchosin.ca>

**Sent:** May 19, 2021 8:33 AM

To:

**Subject:** Fw: CRD motion about pacheedaht and old growth logging

Metchosin's resolution.

# Andy MacKinnon Councillor, Metchosin

From: tammie van swieten <tvanswieten@metchosin.ca>

Sent: May 19, 2021 7:59 AM

To: Andy MacKinnon <amackinnon@metchosin.ca>; Tina Hansen <thansen@metchosin.ca>

Cc: Lisa Urlacher < lurlacher@metchosin.ca>

Subject: RE: CRD motion about pacheedaht and old growth logging

Good Morning, please see resolution below made at Council's April 12, 2021 Council meeting. Thank you.

Tammie Van Swieten
Deputy Corporate Officer
District of Metchosin

#### c) Old Growth Forests Resolution

**Moved and Seconded** by Councillors MacKinnon and Epp that Council endorse the following resolution; **And that** staff send a letter to the City of Nanaimo informing them of the resolution.

**WHEREAS** ancient high productivity (big tree) old growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and bank of biodiversity;

**AND WHEREAS**, of the miniscule amount (2.7%) of the original high productivity (big tree) old-growth forests that are left (less than 1% of BC's total current forested area), 75% are still slated to be eliminated through logging;

#### THAT BE IT RESOLVED

**THAT** the District of Metchosin call on the provincial government to immediately defer logging in all high productivity, rare, oldest, and most intact old-growth forests as recommended by the Old-Growth Strategic Review, until all 14 of the panel's recommendations have been implemented; including deferrals in such at-risk old-growth forests as, the head waters of Fairy Creek, the Upper Walbran Valley, Nahmint Valley, Eden Grove, Edinburgh Mountain, Upper Tsitika Valley, East Creek, Klaskish Valley, Nimpkish Lake and the Inland Old-Growth Temperate Rainforest.

**AND THAT** the District of Metchosin formally oppose the logging of at-risk old-growth forests;

**AND THAT** the District of Metchosin call on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation and to support the economic transition of affected First Nations and non-First Nation communities from unsustainable old-growth logging for the development of long-term sustainable local economies.

**AND THAT** the following resolution be sent to the Union of BC Municipalities and as a late submission to AVICC **Carried** 





# **Notice of Motion**

Monday, April 12, 2021

From: Councillor Ned Taylor

That Council endorse the following resolution and direct staff to forward copies to the Premier of British Columbia, Members of the Legislative Assembly representing constituencies on Vancouver Island, the Capital Regional District Board, municipalities in the Capital Region, and the Association of Vancouver Island and Coastal Communities, requesting favourable consideration:

WHEREAS ancient high productivity (big tree) old growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and bank of biodiversity;

AND WHEREAS, of the miniscule amount (2.7%) of the original high productivity (big tree) old growth forests that are left (less than 1% of BC's total current forested area), 75% are still slated to be eliminated through logging;

BE IT RESOLVED THAT the District of Saanich call on the provincial government to immediately defer logging in all high productivity, rare, oldest, and most intact old-growth forests as recommended by the Old Growth Strategic Review, until all 14 of the panel's recommendations have been implemented; including deferrals in such at-risk old-growth forests as, the head waters of Fairy Creek, the Upper Walbran Valley, Nahmint Valley, Eden Grove, Edinburgh Mountain, Upper Tsitika Valley, East Creek, Klaskish Valley, Nimpkish Lake and the Inland Old-Growth Temperate Rainforest.

AND THAT the District of Saanich formally oppose the logging of at-risk old-growth forests;

AND THAT the District of Saanich call on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation and to support the economic transition of affected First Nations and non-First Nation communities from unsustainable old-growth logging for the development of long-term sustainable local economies.

This motion will be considered at the April 26, 2021 Special Council Meeting.

## THE CITY OF VICTORIA



## OFFICE OF THE MAYOR

April 9, 2021

The Honourable John Horgan Premier of British Columbia PO Box 9041 Stn Prov Govt Victoria, BC V8W 9E1

Dear Premier Horgan,

On behalf of Victoria City Council, I am writing today to request favourable consideration of the motion below passed at the April 1, 2021 Council meeting:

WHEREAS Ancient high productivity old-growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and preservation of biological diversity;

AND WHEREAS Less than 3% of the original high productivity (big tree) old-growth forests in British Columbia remain standing, and of this residual land base, 75% is slated to be eliminated through industrial logging operations;

AND WHEREAS Alternatives exist to increase protection of biological diversity and employment, through the immediate transition to sustainable management of second-growth forests with expanded value-added processing and manufacturing;

THEREFORE BE IT RESOLVED THAT the City of Victoria calls on the Government of British Columbia to immediately defer logging in all high-productivity old-growth forests on Vancouver Island, as recommended by the Old Growth Strategic Review, until all 14 of the panel's recommendations have been implemented, including the Fairy Creek watershed in the Capital Regional District and all other at-risk old-growth forests on Vancouver Island:

AND BE IT FURTHER RESOLVED THAT the City of Victoria calls on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation and to support the economic transition of affected First Nations and non-First Nation communities from unsustainable old-growth logging toward the development of long-term sustainable local economies.

.../2

The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"

Thank you for your time and consideration. Please do not hesitate to reach out should you have any questions regarding this letter.

Sincerely,

Lisa Helps Victoria Mayor

Cc:

MLA's representing constituencies on Vancouver Island

Capital Regional District Board Capital Region Municipalities

Association of Vancouver Island and Coastal Communities



March 31, 2021

Sent via email: <a href="mailto:premier@gov.bc.ca">premier@gov.bc.ca</a>

The Honourable John Horgan Premier of British Columbia PO Box 9041 STN PROV GOVT Victoria, BC V8W 9E1

Dear Premier Horgan,

Re: City of Nanaimo Councillor Ben Geselbracht Motion

<u>Call For Immediate Protection Of All At-Risk Old-Growth Forests In BC</u>

At the Regular Council meeting of the City of Nanaimo held on March 29, 2021, Council passed the following motion:

It was moved and seconded that:

WHEREAS ancient high productivity (big tree) old growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and bank of biodiversity;

AND WHEREAS, of the miniscule amount (2.7%) of the original high productivity (big tree) old-growth forests that are left (less than 1% of BC's total current forested area), 75% are still slated to be eliminated through logging; BE IT RESOLVED

THAT the City of Nanaimo call on the provincial government to immediately defer logging in all high productivity, rare, oldest, and most intact old-growth forests as recommended by the Old-Growth Strategic Review, until all 14 of the panel's recommendations have been implemented; including deferrals in such at-risk old-growth forests as, the head waters of Fairy Creek, the Upper Walbran Valley, Nahmint Valley, Eden Grove, Edinburgh Mountain, Upper Tsitika Valley, East Creek, Klaskish Valley, Nimpkish Lake and the Inland Old-Growth Temperate Rainforest.

AND THAT the City of Nanaimo formally oppose the logging of at-risk old-growth forests;

AND THAT the City of Nanaimo call on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation and to support the economic transition of affected First Nations and non-

First Nation communities from unsustainable old-growth logging for the development of long-term sustainable local economies.

AND THAT the following resolution be sent to the Union of BC Municipalities and as a late submission to AVICC.

# Immediate Protection for all at-risk Old-growth Forests in BC

WHEREAS ancient high productivity (big tree) old growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and bank of biodiversity;

AND WHEREAS, of the minuscule amount (2.7%) of the original high productivity (big tree) old-growth forests that are left (less than 1% of BC's total current forested area), 75% are still slated to be eliminated through logging; BE IT RESOLVED

THAT the UBCM and AVICC call on the provincial government to immediately defer logging in all high productivity, rare, oldest, and most intact old-growth forests as recommended by the Old-Growth Strategic Review, until all 14 of the panel's recommendations have been implemented; including deferrals in such at-risk old-growth forests as the head waters of Fairy Creek, the Upper Walbran Valley, Nahmint Valley, Eden Grove, Edinburgh Mountain, Upper Tsitika Valley, East Creek, Klaskish Valley, Nimpkish Lake and the Inland Old-Growth Temperate Rainforest.

AND THAT the UBCM and AVICC call on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation and to support the economic transition of affected First Nations and non-First Nation communities from unsustainable old-growth logging for the development of long-term sustainable local economies.

The motion carried.

<u>Opposed</u>: Mayor Leonard Krog, Councillors Armstrong, Thorpe, Turley

Sincerely,

Leonard Krog
MAYOR



# DISTRICT OF TOFINO - OFFICE OF THE MAYOR

P.O. Box 9, 121 Third Street, Tofino, B.C. VOR 2Z0

Telephone: 250.725.3229 | Fax: 250.725.3775 | Email: dlaw@tofino.ca | Website: www.tofino.ca

Honourable Katrine Conroy Minister of Forests, Lands, Natural Resource Operations and Rural Development PO BOX 9049, Stn. Provincial Government Victoria BC, V8W9E2

May 11, 2021 File No. COM-02 FLNRORD FLNR.Minister@gov.bc.ca

Dear Minister Conroy,

## Re: Support for Expedient and Resourced Implementation of the Old-Growth Strategic Review

On behalf of the District of Tofino Council, I write to you expressing support for the expedient and resourced implementation of the 14 recommendations in the report titled "A Strategic Review of How British Columbia Manages for Old Forests Within its Ancient Ecosystems" (the Strategic Review) written by Registered Professional Foresters Garry Merkel and Al Gorley.

We commend the Minister and Premier Horgan for having publicly committed to implement the Strategic Review in its totality. However, to adequately manage and protect BC's old forest biodiversity, attributes, values and benefits for future generations, we specifically request an expedient Provincial response to recommendations 6 and 7:

- 6. Until a new strategy is implemented, defer development in old forests where ecosystems are at very high and near-term risk of irreversible biodiversity loss.
- 7. Bring management of old forests into compliance with existing provincial targets and guidelines for maintaining biological diversity.

The District of Tofino also adds our voice to concerns that BC Budget 2021 shows no allocated funding toward the implementation of the recommendations, or to transitional supports for communities and Indigenous governments as they adapt to changes resulting from new forest management systems.

While BC Budget 2021 does include increased funding for land-use planning modernization, support for negotiations with Indigenous communities, and funds to enact the *Declaration on the Rights of Indigenous Peoples Act*, the budget is missing critical funding pieces needed to fully implement the Old Growth Strategic Review recommendations.

Situated within the Territory of the Tla-o-qui-aht First Nation in the Clayoquot Sound UNESCO Biosphere Reserve, thirty years ago our region was also at a crossroads with respect to the ongoing harvest of timber resources. Since that time, the District of Tofino has continued to engage with the Province and other governments on issues of sustainability and equity, as noted in our most recent Strategic Plan, protocol agreements and other corporate strategies.

Our intention in writing to you, Minister, is to not only show the District of Tofino's support for the expedient implementation of the Strategic Review's recommendations, but also to add our voice to the calls for dedicated funding to enact the recommendations in an economically just manner to build healthier ecosystems, better long-term land management and greater public support for this much needed paradigm shift.

Sincerely,

Dan Law, Mayor District of Tofino

cc. MLA Josie Osborne Local Governments of British Columbia



# **City of Powell River**

City Hall – MacGregor Building
6910 Duncan Street, Powell River, BC V8A 1V4
Telephone 604.485.6291 • Fax 604.485.2913
www.powellriver.ca • info@cdpr.bc.ca

File No. 0410-01

# From the Office of the Mayor

March 16, 2021

The Honourable Katrine Conroy
Minister of Forests, Lands, Natural Resource Operations
& Rural Development Contacts
FLNR.Minister@gov.bc.ca

Dear Minister Conroy:

# Re: Old Growth Strategic Review Recommendations

At the March 2, 2021 Committee of the Whole meeting, Powell River City Council put forward a resolution endorsing the recommendations in the Old Growth Strategic Review Report, with particular emphasis on recommendations 1 (Indigenous Involvement) and 6 (Immediate Response to Ecosystems at Very High Risk).

As was outlined in your November 26, 2020 mandate letter, we encourage the Province and your Ministry to follow through on the expectation to "Implement the recommendations of the Old Growth Strategic Review in collaboration with Indigenous leaders, labour, industry, and environmental groups to protect more old growth stands – in addition to the 353,000 hectares protected in September 2020".

Thank you for your consideration.

Yours truly,

CITY OF POWELL RIVER

David Formosa

Mayor

DF/jl

Ec: Council

Premier Horgan





# City of Port Moody Council Resolution March 23, 2021

# RC21/164 (moved, seconded, CARRIED)

WHEREAS ancient high productivity (big tree) old growth ecosystems are one of the most valuable tourism, First Nations culture, wild salmon enhancing, biodiversity banking, and climate resiliency assets;

AND WHEREAS only a miniscule fraction of the planet's original, high productive, ancient forests remain in BC, the vast majority of which is slated to be eliminated through logging; including the headwaters of Fairy Creek, the last unprotected intact old-growth watershed on southern Vancouver Island; THEREFORE BE IT RESOLVED:

THAT the City of Port Moody formally oppose the logging of at-risk old growth forests as recommended in the report dated March 12, 2021 from Mayor Rob Vagramov regarding Old Growth Logging;

AND THAT the City of Port Moody call on the Government of British Columbia to immediately and permanently protect the Fairy Creek watershed from further logging;

AND THAT the City of Port Moody call on the Government of British Columbia to immediately defer logging in all at risk old growth forests, including all remaining high-productivity old growth forests, as identified by the independent Old Growth Strategic Review Panel, until all 14 of the panel's recommendations have been implemented;

AND THAT the City of Port Moody call on the Government of British Columbia to allocate funding to support the economic transition of affected communities away from unsustainable old growth logging, in the full spirit of Indigenous reconciliation where applicable, for the development of long term sustainable local economies and Indigenous Protected and Conserved Areas where applicable;



# City of Port Moody Council Resolution March 23, 2021

RC21/164 (moved, seconded, CARRIED)

AND THAT the following resolution be sent to the Lower Mainland Local Government Association and the Union of BC Municipalities with this report, dated March 12, 2021 from the Office of Mayor Rob Vagramov regarding Old Growth Logging:

WHEREAS ancient high productivity (big tree) old growth ecosystems are one of the most valuable tourism, First Nations culture, wild salmon enhancing, biodiversity banking, and climate resiliency assets;

AND WHEREAS only a miniscule fraction of the planet's original, high productive, ancient forests remain in BC, the vast majority of which is slated to be eliminated through logging; including the headwaters of Fairy Creek, the last unprotected intact old-growth watershed on southern Vancouver Island;

THEREFORE BE IT RESOLVED THAT the Government of British Columbia immediately defer logging in all at risk old-growth forests, as identified by the independent Old Growth Strategic Review panel until all 14 of the panel's recommendations have been implemented, and support the transition of affected local communities toward more sustainable jobs.

AND BE IT FURTHER RESOLVED THAT the Government of British Columbia allocate funding to support the economic transition of affected communities away from unsustainable old growth logging, in the full spirit of Indigenous reconciliation where applicable, for the development of long-term sustainable local economies and Indigenous Protected and Conserved Areas where applicable.